

NEW HAMPSHIRE PUBLIC WORKS MUTUAL AID PROGRAM BOARD OF DIRECTORS' MEETING, SEPTEMBER 20, 2000 AT LOCAL GOVERNMENT CENTER, CONCORD, NH.

**PRESENT:**

Vice Chair: Peter Lavoie, Director of Community Services (Dover)  
John Starkey, Director of Public Works (Amherst)  
Woody Fogg, NH Office of Emergency Management  
Kathy DesRoches, Assistant Director (UNH T2 Center)  
Doug Aiken, Chief (Lakes Region Mutual Fire Aid)  
Staff: Heather Anderson, Communications & Member Services Manager (NHMA) Staff:  
Alicia Miastkowski, Communications & Members Services Secretary (NHMA)

This meeting of the NH Public Works Mutual Aid Program was called to order by Pete Lavoie at 9:13 AM.

**I. Approval of Minutes**

The Board members present recommended no changes to the minutes; however, no quorum was present to take formal action.

**II. Review of Any Activation**

To date, the board has not been informed of any official activation of the Program.

**II. NHOEM Sponsorship Status Report**

Greg Champlin has given the grant proposal to Kathy DesRoches for her review and finalization. Kathy stated that she would have it completed by the end of next week.

**II. Membership Status Report/Recruitment**

Heather Anderson reported that there are currently sixty-two (62) communities participating in the Program. A recent call from the Town of Loudon seemed promising. John Starkey stated that he is trying to solicit the Town of Mont Vernon and the Town of Frankestown to join the Program.

Heather reported that the Program is solvent at a little over \$2,500. Heather also stated that to date, the Town of Deerfield has not paid their participation fees. Pete Lavoie stated that he has tried contacting their Emergency Management Director Steve Turner several times to no avail, but would try again.

Kathy DesRoches stated that she has received a few phone calls with changes to the equipment listing.

**II. Communications Devices**

After listening to Board members present explain some of the difficulties in determining an appropriate communications device for the Program, Doug Aiken recommended collecting an inventory of the participants' radio equipment capabilities including such information as bands, frequencies, models, and licensures. Doug stated that once the information was collected, he would be in a better position to recommend a solution, which might include working with ASHTO, the public works communications

licensing agency, to create an interoperability channel and possible call codes. Kathy DesRoches volunteered to contact Doug to develop a participant's survey.

## **II. Regional Compact**

Board members present stated their feeling that the September 6th Orientation Session went a great distance in helping to foster a regional compact between the northern New England states. It was noted that currently existing federal and state legislation would enable such compacts to transpire between the states, EMAC, and with the five Canadian provinces, IEMAC , if this was something the Program wanted to pursue.

## **II. Training**

Kathy DesRoches reported that there were approximately 25 people in attendance at the September 6th Orientation Session with representatives from all of the New England states except Massachusetts. The Maine LTAP Center requested our budget information, which Heather Anderson offered to share with Kathy.

Kathy stated that she received enough votes to charge \$10 for the October 17th Mutual Aid Tabletop Exercise. She noted that the Office of Emergency Management would be sponsoring lunch. Kathy reported that promotional flyers should have recently been received by participating communities Duly Authorized Representatives. Heather was requested to have confirmations sent to those individuals registering.

Kathy DesRoches and Peter Lavoie will be attending the New England American Public Works Association meeting on October 18th to make a presentation regarding the Program. Pete suggested asking Richard Lee to attend as well.

Kathy noted that an Incident Command System training was scheduled for October 5th and 6th at Loon. She has approximately 12 people registered to date. Heather was requested to confirm the availability of a NHMA Conference exhibit booth for the Mutual Aid Program with Kathy.

## **VIII: Other Business**

Heather Anderson informed Board members present that she has tendered her resignation to the NHMA and her final day will be Friday, September 29th. She has appointed Alicia Miastkowski as the interim coordinator, noting her active involvement with the Program. It was noted that Kathy should continue working with Lori Hubbard to facilitate the logistics for any of the scheduled trainings at the Local Government Center.

## **II: Next Meeting**

The next meeting of the New Hampshire Public Works Mutual Aid Program Board of Directors will be held on Wednesday, December 13, 2000 at 9:00 am at the Local Government Center (NH Municipal Association) in Concord.

The meeting adjourned at 10:07 am.

Respectfully Submitted,

Heather R. Anderson, Manager