

NH Public Works Mutual Aid Program

c/o NH Municipal Association
25 Triangle Park Drive
PO Box 617
Concord, NH 03302-0617
TEL: 603/224-7447 FAX: 603/226-2322

TO: NH Public Works Mutual Aid Program Board of Directors

DATE: June 9, 2003

RE: June 3, 2003 Minutes

~~~~~

The next meeting of the New Hampshire Public Works Mutual Aid Program Board of Directors will be held at the NH Municipal Association Office Building at **9:00 am on Tuesday, September 9, 2003**. If you are unable to attend this meeting, please contact Kathy DesRoches at UNH T<sup>2</sup> Center, 800-423-0060. A copy of the minutes from the Board's June 3, 2003 minutes are attached.

A tentative agenda has been established as follows. If you have additional items to be placed on the agenda, please contact Chair Richard Lees.

## Meeting Agenda

- 1) Meeting Minutes
- 2) Proposed Agreement Change
- 3) Review of Any Activation
- 4) Communication Devices
- 5) Membership Status Report/Recruitment
- 6) Committee Membership
- 7) Training
  - a) ICS October 1-2
    - i) Concord Fire Academy
  - b) WMD June 6-8
- 8) Other Business
  - a) Officers
- 9) Next Meeting

**NEW HAMPSHIRE PUBLIC WORKS MUTUAL AID PROGRAM BOARD OF DIRECTORS'  
MEETING, JUNE 3, 2003 AT LOCAL GOVERNMENT CENTER, CONCORD, NH.**

---

**PRESENT:**

**Secretary:** Kathy DesRoches, Assistant Director (UNH T<sup>2</sup> Center)

Ed Betz, Director of Public Works, Peterborough  
Gregg Champlain, NHOEM  
Chum Cleverly, Director of Public Works, Bow  
Steve Gray, Highway Maintenance Engineer, NHDOT  
Bill Herman, Town Manager, New Durham  
Alan Côte', Superintendent, Derry

**Guests:**

Doug Sargent, Director of Public Works, Ossipee

- This meeting of the NH Public Works Mutual Aid Program was called to order by Kathy DesRoches at 9:07 am.

**I. Approval of Minutes**

- Motion: Côte', Cleverly--approved

**II. Activation**

- None at this time.

**III. Communication Devices**

- Gregg will invite Cal to next meeting.
- Apply for 2-3 common frequencies
- Doug Aikens had suggested that we don't get our own frequency as there is a State designated fire frequency. Gregg will check into this.

**IV. Membership Status Report**

- Kathy will contact the towns from the last meeting
- Wilton, Mount Vernon, Atkinson, Hollis need to be contacted from Mountain of Demos
- Côte' will talk to Chip Chesley
- Had booth at the Mountain of Demos

**V. New Business**

- Pilot Inventory of Reserves-Champlain
- NEMA: Emergency mgmt directors in country
- NH offered to be a trial state
- Gray suggests that the academy create a debris mgmt course—FEMA already has a two day course which has been taught by Côte' and DesRoches

- Champlain has sent our database to executive Director of NEMA
- Champlain requests recommendations for other teams from Mutual Aid Board
- Reconstruction teams: Services: water, sewer
- Traffic engineering-mitigate inconvenience to public: Damage assessment teams
- Public information
- Email suggestions to Champlain

## **VI. Committee membership**

- Road Agents Association: DesRoches or Cleverly will attempt to attend their next meeting and will suggest that Sargent & Bowen represent them.
- DesRoches will ask NHMA to send certificate of appreciation to Lavoie
- Officers-Richard Lees will act as Chair until next meeting
- Cleverly will call him

## **VII. Training**

- ICS-October 1-2, 2003 at the Fire Academy (\$50)
- First Aid-October 21st at Franklin Water Facility and October 22nd in Concord (\$20)
- Gregg will contact someone in his office re: planning for disaster

## **VIII. Other Business**

- Progress report was submitted by Lavoie
- Tax Exempt Status was received
- Cleverly is soliciting donations from vendors

Next mtg: September 9, 2003, location tba

Adjourned at 10:30