

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: January 6, 2005

RE: January 5, 2005 Minutes

~~~~~

The next meeting of the New Hampshire Public Works Mutual Aid Program Board of Directors is scheduled for April 20, 2005. A copy of the minutes from the Board's January 5, 2005 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 Lee or Kathy DesRoches.

## Meeting Agenda

1. Meeting Minutes
2. Review of Any Activation
3. Communication Devices
4. Membership Status Report/Recruitment
5. Committee Membership
6. Training
  - Ics training
  - Goffstown Drill
7. Other Business
  - Building Inspectors
8. Next Meeting

PRESENT:

**Chair:** Richard Lee, Director of Public Works, New London

**Secretary & Treasurer:** Bill Herman, Town Manager, New Durham

Gregg Champlin, Department of Safety

Chum Cleverly, Director of Public Works, Bow

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

Ken Daniels, Director of Public Works, Enfield

Carl Quiram, Director of Public Works, Goffstown

Charlie Smart, Building Inspector, Newington

This meeting of the NH Public Works Mutual Aid Program was called to order by Richard Lee at 9:10.

I. Approval of Minutes

- Motion, "to accept minutes" Herman, Lee, approved

II. Activation

- None.

III. Communication Devices

- UCOM will provide 6 pagers for 7.25 per month (each) and a 2.50 fee for a second number on all charges—this is the municipal plan for alphanumeric.
- Text messaging is available.
- Cleverly uses the same company and will see if his pager can be added
- Motion "to contract with UCOM for 6 pages with the additional line." Cleverly, Herman, approved.

IV. Membership Status Report

- Dues just went out
- In 2006, send out contact information and ask folks to update.
- Mountain of Demos
  - Many new people have joined program
  - Information/Orientation session
  - Cleverly & DesRoches will coordinate
- Newsletter
  - Cleverly will coordinate with articles to come from Smart, Champlin, Cleverly, Lee & DesRoches
  - Articles due to Cleverly 1/31/05
  - Send to all towns: Highway Manager, Building Inspector, Town Administrator & Local Emergency Managers

- Press release for Public Works week to describe program
  - To Town & City, Local newspapers.

## V. Training

- Goffstown Drill
  - Include public works
  - Important to use correct terminology—only a drill & test of system
  - Article on project for next newsletter?
  - Require 3 people as observers—Lee & Cleverly have volunteered
    - Buses
    - Bridge
    - Riding with Mike
- ICS Training—DesRoches found a new instructor
  - Trained in Deerfield in December
  - Will train in Enfield this spring.

## VI. Building Inspectors

## VII. Committee Membership

- Betz resigned
- Two spaces available on the board
- Ken Daniels, Enfield, will fill the space from NHPWA
- Elections for officers will be held on April 20, 2005

## VIII. Other Business

- NIMS (National Incident Management System)
  - Champlin introduced, passed out materials [www.nimsonline.com](http://www.nimsonline.com)
  - 45% complete
  - Team approach to disaster recovery
  - Opportunity for Academy to receive monies & provide training.
- Agreement
  - Change name
  - Other housekeeping: name of NHPWMEA to NHPWA
  - Standing regulations
  - Board can adopt their own.

Motion “to adjourn” at 11:10 am, Lee, Herman, Approved

Respectfully Submitted,

Kathy L. DesRoches  
Assistant Director  
Technology Transfer Center