

NH Public Works Mutual Aid Program



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TO: NH Public Works Mutual Aid Board of Directors
DATE: January 8, 2009
RE: December 10, 2008 Minutes

The next meeting of the New Hampshire Public Works Mutual Aid Program Board of Directors is scheduled for January 26, 2009 @ 9:00 am at LGC.

A copy of the minutes from the Board's December 10, 2008 meeting is attached.

A tentative agenda has been established. If you have additional items to be placed on the agenda, please contact Kathryn Myers, k.myers@unh.edu.

Meeting Agenda

1. Approve Meeting Minutes
2. Review of Any Activation
 - Jaffrey—assisted by Swanzey
 - Grasset/Myers—issues with MA
3. Membership Status Report/Recruitment
 - Danielson update
4. Committee Membership
5. Training
 - ICS/NIMS training—UNH T² provide?
 - Mutual Aid Workshop update by Myers/McKenna
6. Other Business
 - Update agreement
7. Next Meeting

PRESENT: Board Members: Alan Cote, Dave Danielson, Kurt Grasset, Kathryn Myers, and Jim Terrell. **Guests:** Johnna McKenna—DES.

Meeting called to order at 9:05am

Review of Activation

- None that we were aware of.

Membership Status Report

- New members: Still adding many water/wastewater depts. largely due to Danielson's efforts.

Training

- Myers presented a rough draft of the April mutual aid workshop flyer for board feedback
 - Danielson suggested adding a piece on talking to the press and why it is important for mutual aid and public works
 - McKenna suggested adding water/wastewater folks to "who should attend"
 - McKenna suggested Myers invite Carazzo to speak at workshop-Myers agreed to invite him
 - Myers will include copies of Road Business (with the published Barnstead article) at the workshop
 - It was suggested to have copies of stories/letters from towns available out back for class attendees to take
- UNH T2 can schedule an ICS course this spring if wanted--can include a talk on mutual aid

Additional Action/Comments/Questions/Concerns

- UNH T2 will create annual CDs and a letter for members, LGC will mail out
- Myers will include the interview with Chris Carazzo, Barnstead R.A., in the December Road Business, on using mutual aid
- Myers to add members of mutual aid onto pw.net listserv
- Cote suggested the board elects new officers at the March meeting. Current officers are: Cote—Chair; Daniels—Vice Chair; Smart—Treasurer. Smart has asked the group for someone else to volunteer as Treasurer.
- Danielson is the Vice Chair of NH Assoc. of RPCs—he will help write new ER Operations plans to include NHPWMA info.
- McKenna to work on MA Operational Plan RFP and submit to board for comments.
- It was suggested the board coordinate with the NHDOT traffic bureau.
- Concern for NHPWMA not having a seat at the board of the EOC.
- Terrell to work with Bill Lambert, NHDOT, on coordination
- Myers to put a short SOP together (cheat sheet from website, letters) and email to group for comments
- FEMA will not reimburse unless town has ER action plan

Adjourn at 10:43 am.

Next meeting at LGC, January 26, 2009 @ 9:00am

- Smart had suggested (via email) for the group to not meet on Wednesdays. Myers asked the group if Mondays were acceptable. The group agreed. The next meeting will be scheduled for a Monday. This topic will be discussed further.