

NH Public Works Mutual Aid Program



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TO: NH Public Works Mutual Aid Board of Directors

DATE: March 26, 2009

RE: January 26, 2009 Minutes

The next meeting of New Hampshire Public Works Mutual Aid Board of Directors is currently being scheduled for March. More information will follow.

A copy of the minutes from the Board's January 26, 2009 meeting is attached.

A tentative agenda for next meeting 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 minutes of last BOD meeting
2. Review of any program activation
3. Town membership status report/recruitment
 - Danielson update
4. BOD membership
 - Update current member list
 - Recruitment
5. Training
 - ICS/NIMS training—UNH T²
 - Mutual Aid workshop update by Myers
6. Other Business
 - Mutual Aid RFP--McKenna
 - More interface with Members
7. Next Meeting

PRESENT:

Board Members: Alan Cote, Kurt Grasset, Kathryn Myers, Charlie Smart.

Guests: Johnna McKenna—DES & Dave Danielson-Forcee Advocacy

Meeting called to order at 9:15am

Previous Meeting Minutes

- Myers motioned the previous meeting minutes to be accepted. Danielson seconded. All were in favor.

Review of Activation

- December 2008 Ice-Storm--Swanzy assisted Jaffrey with the following: 1-ton trucks, a chipper and a crew of four (4) for one day.

Membership Status Report

- Danielson reported an issue concerning lag time (several months) between towns verbally committing to join and actually turning in their paperwork (i.e. signed contracts).

BOD Membership Status

- Myers to ask Kurt Blomquist to officially join the BOD.
- Myers to solicit feedback from all current BOD members to see who is still interested in being on the BOD and who wishes to drop off.
- Cote reminded us that we need to elect new officers.

Coordination with Other Agencies

- It was agreed by all that NHPWMA should have a seat at the EOC Board. Most felt the EOC needs to be more involved with NHPWMA.
 - McKenna has attended before for DES (Drinking water Bureau) and has no problem with also representing NHPWMA if agreed by board members.
 - Cote volunteered Myers to be the representative from NHPWMA. Myers tentatively agreed but brought up the issue of her being absent from the office while new members are joining during an ER (i.e. she wouldn't be there to confirm if they are indeed registered/post on website). Cote suggested that maybe the EOC could process the new members.
 - Grasset stated that the BOD should sit at the table on a rotating basis.
- Danielson offered to draft a letter to the EOC (with BOD approval) explaining the current issues we have identified and how we propose to help solve them.
- McKenna offered to ask Thomas Burack, DES Commissioner, to also submit a letter to the EOC.

ER Pagers

- The BOD is attempting to find out who currently carries an ER pager. The following people were confirmed: Richard lee, Jim Terrell, Alan Cote, Ken Daniels. Please let Myers know if you have a pager and are not on this list.
- Myers to check if Chum Cleverly has a pager.

Education/Training

- April mutual aid workshop
 - Details (who is speaking when & for how long) will be coordinated closer to the date.
 - Myers will coordinate & schedule a conference call.
 - The current BOD will seek volunteers for the BOD.
- Myers to schedule an ICS course this spring—will seek Mr. Paul Hammond, Raymond Fire Chief to again instruct.
- Issue—Members need to be informed of what to do to offer help besides PW.Net in case of a power outage.

Website

- Shaw (UNH T²) to add .pdf files for members lists & inventories for highway, water/wastewater, & building inspectors. This was suggested by Grasset to accommodate those who don't have Microsoft Excel on their computer.

Additional Action

- Danielson to forward Myer an article in the Union Leader from New Boston giving kudos to public works during the ice-storm blackout of December 2008. Myers reminded members to email her any articles concerning mutual aid in the press so she can add to the website.
- Myers (with BOD assistance) will help Pittsburgh NH draft a contract for mutual aid between their town and other towns in VT.

The BOD Adjourned at 10:52 am.

Next meeting will be attempted to be held in District 4. Grasset offered to contact Doug Graham to coordinate a meeting room. Once scheduled, all members will be notified. In addition, the meeting will be advertised on pw.net to solicit participation from members and others who are interested.