

NH Public Works Mutual Aid Program

Date: August 14, 2018
Time: 1:00 pm
Location: NHMA, Concord, NH



Board Meeting Minutes

1. Call to Order- Alan Côté at 1:09 PM
2. Establishment of a Quorum
 - a. Members Present
 - i. Alan Côté
 - ii. Bill Boulanger
 - iii. Bill Herman
 - iv. Marilee LaFond
 - v. Kürt Blomquist
 - vi. P. Michael Dorman
 - vii. Johnna McKenna
 - viii. Caleb Dobbins
3. Secretary's Report
 - a. June 2018 Minutes- motion by Kürt to approve, seconded by Michael, motion passed.
4. Treasurer's Report
 - a. A Treasurer's Report ending 7/9/2018, showing a balance of \$29,441.62 was presented.
 - i. Kürt motioned, Bill B. seconded, all in favor
 - b. Statement includes funds from membership renewals in May
 - i. Will consider outreach to towns that did not renew
 - c. New member- Town of Milan – Judy at NHMA will send Stephanie Cottrell details to prepare package
5. No known activations
6. Marilee to send 24-7 list to NHPWMA Board Group
 - a. Board will consider future distribution of this list to members, including at workshop
7. Johnna will schedule meeting with Alex from Homeland Security Emergency Management
 - a. 24/7 Contact List
 - b. WebEOC Training
 - c. Kürt, Caleb, and Johnna to participate
8. Workshop - October 4th at the NH National Guard Facility
 - a. Fee & Facility Use Form and invoice will be processed by NHMA
 - b. Cost- previously suggested no cost to members, \$25 for non-members, but Board approved no cost to members or non-members
 - c. Registration- Announce registration via PWnet and board members to share within own professional networks
 - i. Online registration form on website and printable form to be returned to T2
 - ii. No max headcount but preregistration requested
 - d. Agenda
 - i. Six sessions total, running two concurrent sessions every 50 minutes

9:00-9:50, 10:00-10:50, 11:00-11:50

8:00-9:00 AM Registration

9:00-9:10 Opening Remarks/Welcome including short summary of NHPWMA how it works, statistics, how to request mutual aid

9:10-10:00 First Session

10:10-11:00 Second session

11:10-12:00 Third session

12:15-1:30 PM Lunch – Speaker and then close event

e. Proposed Sessions (confirm speakers by August 31st)

- i. FEMA documentation – Caleb will confirm speaker
- ii. Emergency permitting: Johnna will confirm speaker
- iii. First Net Communication- ATT federal contract- what’s coming, dedicated network for first responders, equipment, apps –Kürt will confirm speaker
- iv. Web EOC Awareness- Johnna will confirm speaker
- v. Drones for damage assessment – Alan will confirm speaker
- vi. Lunch speaker- meteorologist as one potential lunch speaker- Alan to follow up
- vii. Lessons Learned Roundtable
 1. Panel of 3-4 -towns who have gone through planning process, what worked at an incident, what happened, planning for and PR during an event
 - a. Possible participants to be approached:
 - i. Jim Terrell from Walpole is confirmed
 - ii. Bill B., Alan, and/or Kürt
 - iii. Possible PR component through Eversource or similar- Alan to review

f. Food

- i. T2 to develop a menu for Continental Breakfast and hot Lunch for 75 people (confirmed closer to date) from First Impressions and send quote and details to Board

g. T2 to consider if we can provide Roads Scholar credit for attendance

h. Giveaways

- i. T2 will order [mugs](#) (\$3.07 ea for 50) for speakers, and [post-its](#) (\$0.62 ea for 500) for general distribution

i. Handouts

- i. T2 can design agenda once speaker confirmations and bios are received (by 8/31)
- ii. Will revisit packets and other handouts at next meeting

j. Facilities questions - Johnna will confirm

- i. Internet access
- ii. Space for lunch and speakers

k. Future items to coordinate:

- i. Speaker Bios and full agenda
- ii. Printing and preparing membership packages and handouts
- iii. Collecting speaker presentations

9. New Business

- a. Bill B. provided an update on the Salmon Falls exercise

10. Next meeting September 12th at 1 PM at NHMA

- a. Alan will book room

11. Motion to adjourn by Bill B., seconded by Johnna, motion passed 2:06 PM