



NH Public Work Mutual Aid Board Meeting

Date: January 31, 2025

Time: 9:30 AM

Location: NHMA
Library Conference Room
25 Triangle Park Dr
Concord, NH 03301

Meeting Minutes

- Call to Order at 9:40am
 - Quorum not established
 - Kürt Blomquist, P.E. (NHPWA)
 - Johnna McKenna (Ex Officio, NHDES)
 - Brenda Leonard (NHDES)
 - Christina Rambo (NHDES)
 - Scott Kinmond (UNH T2)
 - Robert Buxton (NHDHS)
 - Lee Cooper (UNH T2)
- Introduction of Guest –Robert Buxton, Director of the New Hampshire Department of Safety's Division of Homeland Security and Emergency Management (HSEM)
 - R. Buxton was introduced by K. Blomquist. K. Blomquist provided him with a brief introduction to what NHPWMA
 - R. Buxton was introduced to all attendees at the meeting. K. Blomquist explained that we have non-voting members and voting members and stated that we have openings on the board.
 - K. Blomquist explained that it is helpful to have board members from different agencies.
 - R. Buxton provided his professional background.
 - There was discussion on federal declarations.
- Electronic Votes
 - K. Blomquist stated we did have an electronic vote to sign the contract with NHMA for another year of support.
- Secretary's Report:
 - Approval of October meeting minutes
 - Due to the quorum not being established at this meeting, we will vote on approval of the October 2024 minutes at the next meeting.
- Treasurers Report:
 - K. Blomquist shared that \$21,571 is the current balance.
 - We can discuss waiving dues at the next meeting.
- Activations

- No activations per K. Blomquist. He will continue reminding communities to reach out to surrounding communities.
- Training for members:
 - 2025 NHPWMA Emergency Management Conference
 - The date is set for September 25th for EMC.
 - J. McKenna stated that we have a room booked at the National Guard Facility. We have three rooms available, with a total cost of \$84. She will double-check that she sent the invoice to NHMA to be paid.
 - Topics/Speakers
 - K. Blomquist stated that in the past there have been vendors. He asked if we want to have vendors again this year.
 - J. McKenna stated that since we do not have members pay for the event, vendors may be a good idea. K. Blomquist stated that in previous years, this event was free for members, with a nominal fee for non-members. J. McKenna said that it could be \$20 for non-members communities. Member communities can send as many staff as they'd like.
 - S. Kinmond asked how many vendors attended in the past. K. Blomquist said typically six or so vendors. S. Kinmond mentioned that there were large groups at the recent Asset Management workshop.
 - Schedule of events
 - 8:30am-9:00am registration
 - Concluded by 1:30pm
 - 50-minute sessions
 - 9am, 10am, 11am, then a 12pm lunch speaker
 - J. McKenna mentioned the sessions for 2021 were 1. Mutual Aid 101, 2. A Roundtable Discussion, 3. Cybersecurity, 4. Lunch Speaker
 - Topics for 2025
 - Discussion about the topics:
 - 1. 9am - Mutual Aid 101
 - 2. 10am - Cybersecurity
 - 3. 11am - Public Assistance topic/Hazard Mitigation
 - 4. Lunch speaker (need to confirm speaker)
 - UNH T2 will order lunch.
 - J. McKenna has other notes about Dalton case study and resiliency. K. Blomquist said perhaps we can add Dalton in for the Mutual Aid 101 session.
 - R. Buxton said he can assist with whatever is needed. K. Blomquist and J. McKenna asked if R. Buxton would be willing to do a funding discussion as the lunch speaker.
 - S. Kinmond mentioned another topic area that could be beneficial is mitigation. How to navigate mitigation, how it all fits together.
 - Discussion about smaller communities. They typically don't have the same resources as larger communities. Many smaller community's road agents don't have the same resources as larger communities.
 - K. Blomquist explained that providing the info for these members will be helpful, with info from FEMA and NHDHS. Having a session on prepping for events, what

communities should be thinking about and maintaining may be helpful.

- R. Buxton further discussed this potential topic. K. Blomquist stated this session can be rolled out into more sessions in the future. R. Buxton said they are moving forward with EMD 101, making it available on the Moodle platform so individuals can take this session online.
- S. Kinmond discussed the NHPWA Technical Sessions held in the past and how they try to include emergency management topics. He said UNH T2 could assist with spreading the word about information like the Moodle training session.
- R. Buxton explained that many communities are very independent, and his organization wants to reach all communities, big and small. Leveraging statewide contracts to assist with cleanup, provide opportunity for small communities to have access.
- K. Blomquist discussed how NHPWMA is self-managed vs other types of mutual aid. He mentioned previous discussions about regional coordinators for NHPWMA.
- R. Buxton discussed their stakeholder liaisons which help coordinate. We can discuss further at the next meeting about how to partner with these stakeholders for Public Works Mutual Aid.
- J. McKenna mentioned that the 12:00pm-1:30pm topic could be 1.5 hours vs 30 minutes.
- J. McKenna mentioned a climate change topic. C. Rambo discussed vulnerability assessments in NH for critical infrastructure. Consider this as a topic.
 - Highlight what vulnerability assessment is and what it means for your community.
- T2 will send out a save the date for the EMC in February.
 - T2 will add the event to the T2 web calendar
 - T2 will send a Pw.net
 - T2 will send a message to the Mutual Aid Activation Google Group
 - R. Buxton will send it out as well to their groups
 - NH Municipal Association could send it out as well.
- Other Training/Support Opportunities
 - K. Blomquist asked if anyone knows of any upcoming events NHPWMA can help with.
 - J. McKenna mentioned that Joe Villers (formerly with NH State Police), Protective Security Advisor for CISA, and will be doing session physical assessments on drinking water, and dam facilities. He has brought up assisting other utilities, J. McKenna sent a link to the website to him to spread the word. K. Blomquist mentioned other areas for cybersecurity.
 - J. McKenna mentioned community water systems that serve over 3,300 people are required to update their emergency plans. K. Blomquist asked if they are required to share this with EMDs. J. McKenna said they are not. K. Blomquist said that there is potential for a communication breakdown with this info not being shared with the EMDs and perhaps this information could be included in conversations with utility partners.

- New Business:
 - J. McKenna mentioned the brochure needs to be updated. Update on activations and contact information. T2 will send out the brochure to the group. T2 will also ask the board to check the website for any updates.
 - Partner Updates
 - K. Blomquist has been working with ACEC, consultants are interested in helping during emergencies as they can assist with engineering. He had a follow-up group, and they have drafted basic agreements.
 - This would be for the response phase of an event. FEMA requires that the RFQ process be followed during recovery, and they developed a simple outline contract for using a consultant. He and ACEC have also been talking about training for these consultants. That has been going well. Once this comes together, we can plan an announcement to members. NHDOT would be holding this info at the state operations center as well.
 - He is hopeful that this will be ready before the next meeting.
 - K. Blomquist mentioned waiving dues for 2025, and asked if anyone had concerns about waiving dues again.
 - K. Blomquist may send this out as an electronic vote.
 - UNH T2 – Marilee Enus sent out a message to all about updating the 24/7 directory. Salem is not on the member list, but they have kept a 24/7 contact on file and updated. L. Cooper asked if anyone received a member agreement from them? No one has received a member agreement so T2 will reach out and ask for them to complete a member agreement.
 - L. Cooper mentioned doing another non-member push.
 - K. Blomquist will discuss with T2
 - Officers
 - K. Blomquist explained that at the next meeting we will need to vote on board member positions. These are two-year terms. J. McKenna asked if it would be appropriate to send out a message to PW.net about the board positions. K. Blomquist mentioned that the current bylaws state the board elects the chair positions. He stated that we could discuss amending the bylaws at the next meeting.
 - Chair – Kürt Blomquist – seat expiring April 21, 2025
 - Vice Chair – Johnna McKenna – seat expiring April 21, 2025
 - Treasurer/Secretary – Ken Conaty – seat expiring April 21, 2025
- Future Meeting Dates
 - K. Blomquist will send a Doodle poll for March/April dates. A few members mentioned prior commitments during dates discussed in March.
 - Agreed upon the second week of March or later date.

Meeting adjourned at 10:41am