



**Board of Directors Meeting
February 14, 2017 – 1:00 pm –
NH Department of Environmental Services**

PRESENT:

Board Members & Officers:

1. Kurt Grasset, *Chair*, NHRAA Representative
2. Alan Côté, *Vice Chair*, NHPWA Representative
3. Kurt Blomquist, *Secretary/Treasurer*, NHPWA Representative
4. Dennis McCarthy, NHPWA Representative
5. Michael Dorman, NH BOA Representative

Ex-Officio Board Members – Non-Voting:

6. Caleb Dobbins, NHDOT Representative
7. Johnna McKenna, NH DES Representative
8. Alexander Marinaccio, HSEM Representative
9. Amy Begnoche, NH LTAP Representative

• **Call to Order**

- Meeting called to order at 1:08 pm by Chair Grasset.

• **Quorum**

- Five (5) Board members were present, therefore a quorum was established.

• **Election of Officers**

- **Motion** by Dorman, seconded by McCarthy, to nominate Alan Cote as the Chair of the Board for a period of two years as set forth in the NHPWMA Mutual Aid and Assistance Agreement (the “Agreement”). All were in favor, and the Motion passed.
- **Motion** by Grasset, seconded by Blomquist, to nominate Johnna McKenna as the Vice Chair of the Board for a period of two years as set forth in the Agreement. All were in favor, and the Motion passed.
- **Motion** by McCarthy, seconded by Dorman, to nominate Kurt Blomquist as the Treasurer/Secretary of the Board for a period of two years as set forth in the Agreement. All were in favor, and the Motion passed.

- **Secretary's Report**
 - *Motion* by Blomquist, seconded by Grasset, to accept the December 6, 2016 minutes with the amendment that the meeting adjourned at 2:42 pm, not 3:42 pm. All were in favor and the motion passed.
 - *Motion* by Blomquist, seconded by McCarthy, to accept the January 4, 2017 minutes. All were in favor and the motion passed.

- **Treasurer's Report**
 - A Treasurer's Report ending November 30, 2016, showing a balance of \$27,330.68 was presented. The Report was accepted subject to Audit.
 - A Treasurer's Report ending December 31, 2016, showing a balance of \$26,465.82 was presented. The Report was accepted subject to Audit.

- **Activations**
 - No requests for Activation were received.

- **Change to NHMA**
 - Cote announced that he had signed a contract with NHMA to provide administrative services until December 31, 2017. The total charged under the contract will be \$1,500, but they will be keeping track of their hours.
 - Begnoche will send renewal letters to NHMA to have them sent out with reviewal invoices.
 - Begnoche reported that she had just been made aware that Cornerstone had not been updating payments on their spreadsheet that was shared with T2. She reports that the spreadsheet is now completely updated and has been forwarded to NHMA for their use.
 - Begnoche will update the Member List based on the most recent spreadsheet and post it online.

- **Emergency Call List**
 - It was agreed that we would update the call list to have the phone ring for Cote and Blomquist.
 - Begnoche will update the website and work with Ring Central to change the numbers.

- **Raffle from Emergency Management Conference**
 - After discussion, it was decided that the six municipalities who entered the raffle would receive free membership through the end of 2018.
 - Begnoche to send letters to all six municipalities and work with NHMA to update the spreadsheet and Member List.

- **Emergency Management Conference – 2017**
 - June 9, 2017
 - Blomquist has already arranged to make a presentation for Mutual Aid.
 - *Motion* by Blomquist, seconded by Dorman, to approve up to \$1,000 to pay the fee as an Exhibitor and for giveaways at the table. All were in favor and the Motion was approved.
 - Begnoche will arrange for NHPWMA to be an Exhibitor and for giveaways.

- **Workshops**
 - There was discussion regarding NHPWMA hosting workshops for the public, with the thought of starting this Fall in September/October, and holding another in June, 2018. The following were discussed:
 - How to Keep & Prepare Records – Caleb and Kurt both have presentations
 - Public Assistance Seminar, to include an operations plan
 - Technical Meeting
 Begnoche stated that T2 would be happy to help with these workshops.

- **Subcommittees**
 - Training – Blomquist discussed training for First Responders, including information on First.net
 - Communications – Blomquist stated that he would help with this Subcommittee

- **Filling Seats on Board**
 - NHRAA – Cote to work with RAA to see if they wish to keep Brian Barden as their appointment or would like to appoint someone else.
 - NHMA – Cote to speak with Bill Herman to have him find out if NHMA wants to appoint someone.

- **Other Business**
 - It was announced that under the Right to Know law, we must post meeting dates on the website, the location where the meeting will be held, and to all municipalities.

Future Meeting Dates

- May 9, 2017 at 1:00 at NHMA – Begnoche to coordinate with NHMA to see if space is available.

- **Adjournment**
 - *Motion* by Dorman, seconded by Blomquist, to adjourn at 2:00.

Respectfully submitted,

Amy Begnoche
 Representative from NH LTAP