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
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