

NH Public Works Mutual Aid Program

Board Meeting Minutes

December 5, 2018 – 1:00 pm at NHMA, Concord, NH



1. **Call to Order** – Alan Cote
2. **Establishment of a Quorum**
 - a. Members Present
 - i. Alan Côté
 - ii. Johnna McKenna
 - iii. Kurt Blomquist
 - iv. Bill Boulanger
 - v. Mike Dorman
 - vi. Caleb Dobbins
 - vii. Marilee LaFond
3. **Secretary's Report**
 - a. September 2018 Minutes – approval of minutes tabled until next meeting.
4. **Treasurer's Report**
 - a. A Treasurer's Report ending October 31, 2018, showing a balance of \$28,470.07 was presented. Motion by Dorman to approve, seconded by McKenna. Report was accepted.
5. **Activations**
 - a. No NHPWMA activations noted. DOT helped Danbury after the fire to their public works shed but not through NHPWMA.
6. **Review By-Laws**
 - a. Cote will provide by-laws (aka Mutual Aid Agreement) to the Board for review. Table approval until next meeting.
7. **Workshop Wrap-Up**
 - a. Workshop was a success. Marilee sent out the evaluations. Positive feedback was received. Next workshop will be in October 2020. Have T2 do a technical session in 2019. If an attendee is a NHPWMA member then NHPWMA will cover their registration for the workshop.
8. **Website Updates**
 - a. Previously suggested updates were made.
 - i. Pull out the Affiliations tab into its own tab so it's easier to find the NHPWMA page.
 - ii. Add DOT and FHWA links to the T2 webpage.
 - b. Discussions on whether to have separate member lists based on entity type (building inspector, water, roads, etc.). The group agreed that there should only be one list of all members.
 - c. Discussions on whether to maintain the Inventory List or eliminate it. Keeping the list up to date is challenging.
9. **NHMA 2019 Contract**
 - a. 2019 contract with NHMA was reviewed. Boulanger made a motion to sign the contract for another year. Seconded by Blomquist. Contract renewal approved.
10. **Meeting with HSEM**
 - a. Marinaccio checking on date for the meeting with the Field Services group. Looking at 1/24/19.
11. **24/7 Contact List**

- a. Marilee has the latest list.
- b. Would like to have a members only google group. Marilee will check into that.
- c. Marilee will check into whether they can host a members only section of the website.

12. 2019 Membership List

- a. Côté will check with NHMA about the 2019 renewal letters. The letter should include a request for 24-hour contact information and a request for e-mails.
- b. The renewal letter should highlight the workshop, save the date for the October 2020 workshop, stay tuned for training in 2019, and stress the importance of providing the 24/7 contact information.

13. T2 Update/Discussion

- a. Discussion on trainings from T2. A spin-off from the October workshop – FEMA forms and drones for 2019.
- b. Add a corner to the newsletter for NHPWMA tips. Send any ideas to Marilee for inclusion.
- c. Create a calendar of monthly emergency tips. Too late in the year for this now. Would need to plan for a 2020 calendar.
- d. Host a tabletop exercise. HSEM could assist with this.
- e. Marilee will send publications timeline to the Board and will look for places to align messages.
- f. Add scrolling hot topics on homepage.
- g. Posts on T2 Facebook page.
- h. Discussions at Tailgate Talks

14. New Business

- a. Bill Boulanger stepped up to be the NHPWMA representative for the 2019 Emergency Preparedness Conference Planning Committee.

15. Future Meeting Date

- a. March 27, 2019 at 1:00 at NHMA – Côté to request meeting room from NHMA

16. Adjournment

- a. Motion to adjourn at 2:30.

Respectfully submitted,

Johnna McKenna, Vice Chair
NHDES Representative