



## Board of Directors Meeting February 24, 2015 – 1:00 pm – NHDES, Concord

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### PRESENT:

#### Board Members & Officers:

1. Kurt Grasset, *Vice Chairman*, NHRAA Representative
2. Alan Côté, *Treasurer*, NHPWA Representative
3. Bill Herman, *Secretary*, NHMMA Representative
4. Kürt Blomquist, NHPWA Representative

#### Ex-Officio Board Members – *Non-Voting*:

5. Amy Begnoche, NHLTAP Representative

#### Volunteers of the Board and Guests- *Non-Voting*:

6. Dave Danielson, Forecee Advocacy
7. Johnna McKenna, NHDES
8. Justin Kates, City of Nashua, *Guest*
9. Selene (intern), City of Nashua, *Guest*

#### • Call to Order

- Meeting called to order at 9:05 pm by Vice Chairman Grasset.

#### • Quorum

- 4 Board members present, quorum was established.

#### • Board Members / Elections

- A call was placed to Jim Terrell, Chairman of the Board, and he expressed his desire to step down as Chairman unless he was needed.
- *Motion* by Blomquist, seconded by Cote, to nominate Kurt Grasset as the Chairman 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.
- *Motion* by Blomquist, seconded by Grasset, to nominate Alan Cote as the Vice Chairman of the Board for a period of two years as set forth in the Agreement. All were in favor.
- *Motion* by Cote, seconded by Blomquist, to combine the positions of Treasurer and Secretary for the current nominations and elections. All were in favor.

- **Motion** by Cote, seconded by Grasset, 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.
- **Secretary Report**
  - **Motion** by Cote, seconded by Blomquist, to accept the May 13, 2014 minutes of a conference call in lieu of an actual meeting. All were in favor.
  - **Motion** by Blomquist, seconded by Cote, to accept Beth Hamilton's handwritten notes for the June 11, 2014 meeting in lieu of prepared and typed minutes. All were in favor.
- **Treasurer's Report**
  - The balance as of February 24, 2015 is \$31,736.78. The Treasurer's Report is accepted subject to audit.
  - With the changeover in Treasurer, Cote and Blomquist will work with Cornerstone and the bank to process the change. They will also transfer files as soon as practicable.
  - Begnoche presented an invoice for RingCentral that she had received. Begnoche to forward to Cornerstone for payment, and Blomquist will send his approval.
- **Activations**
  - The City of Nashua requested aid, but they are not currently a member of NHPWMA.
  - The Town of Hampton requested aid for snow removal, but no one was activated.
- **National WARN Chair Meeting**
  - Blomquist reported that the National WARN Meeting is taking place in Atlanta, GA in October. The list of topics included:
    - How to keep people/communities involved
    - Numbers of activations – CA
    - Resource Typing
    - Credentialing
    - NEMA – National Emergency Management Association
    - EPA – will be doing an exercise
    - Ebola and Infectious Waste Discharge
    - Climate Adaptation
- **NHPWMA Mutual Aid and Assistance Agreement**
  - The Board discussed whether the changes were ever made, and it is believed that changes had been proposed by various individuals / Board members last May (2014), but nothing was ever changed. Since it had never been finalized, the new Agreement had never been sent out to the Members.
  - After discussion, it was decided that McKenna would send out the last redlined version to the Board and it would be discussed at the next Board meeting. It is hoped that shortly after this next meeting, we will be able to send out a revised Agreement to all Members.
- **Annual Dues**

- The Board discussed whether the Dues Invoices had gone out after the first of the year, and it is believed that they did (Blomquist had received his). Cote will verify with Cornerstone that they did go out to all Members.
  - Cote will also instruct Cornerstone to send out a second invoice if a Member has not paid their invoice within sixty (60) days.
  - After discussion regarding communities that are not members, it was decided that this Fall the Board would put together a mailing to contact all municipalities that are not Members in the hopes of getting some of them to join and/or re-join.
- **Membership List**
    - The Board discussed the Membership list and whether it is current. Begnoche stated that she was given access to a GoogleDoc of the current members that Cornerstone updates monthly. Begnoche will contact Cornerstone about sharing this GoogleDoc with others (specifically Officers) on the Board.
    - Begnoche also stated that the online Membership List was for 2014, and it will be updated in a month or two after all invoices are paid.
- **Annual HSEM Conference**
    - The Conference is scheduled for **June 10, 2015** at the Radisson in Manchester, NH.
    - Begnoche will coordinate signing up as an Exhibitor for NHPWMA. The table will be manned by Board Members and staff of the Technology Transfer Center.
    - **Motion** by Cote, seconded by Blomquist, to authorize Begnoche to order **300** water bottles with the NHPWMA logo as “give-aways” for the conference, and to spend **\$897.00 plus shipping**. All were in favor.
- **Free Membership – DES Grant – Close Out**
    - McKenna announced that this DES Grant is coming to a close.
- **HSEM Monthly ESF Meetings**
- **EPA Tabletop Workshop Offer**
    - McKenna had sent information in an email on 1/22/15 regarding that the EPA is offering to NHPWMA a free tabletop exercise workshop.
    - Cote to follow-up with the individuals at the EPA to set up a date and location for the tabletop exercise. It was discussed that it would be preferable to be in the Lakes Region in September or October.
- **ASDWA WARN Webinar**
- **Other Business**
    - Training:
      - Herman mentioned that there is a possibility of a \$25,000 grant from the electric company for specific training. He will look into this further.
      - The Board discussed the idea of developing a full day class regarding a Snow and Ice Control Plan.
      - The Board discussed the possibility of doing a course at the NHMA Conference in November about Mutual Aid, when to activate, etc.

- The Board discussed that we need to re-educate the Members and Non-Members about what Mutual Aid can and cannot do for them.
  - It was noted that Interstate Mutual Aid would be deployed through an EMAC package. This will be handled through a Memo between the participating locations.
  - The Board discussed the possibility of putting together a “Strike Team” that would go out and assess the damage when Mutual Aid is activated. It was thought they could work with the Technology Transfer Center regarding Technical Assistance.
  - Begnoche reported that the database for the Mutual Aid Program is still in the works and about to be put to a testing site. She will keep the Board informed of progress with this.
- **Next Meeting**
    - The Board set the next Board Meeting at the offices of NHDES for April 2, 2015 at 1:00 pm.
  - **Adjournment**
    - **Motion** by Cote, seconded by Blomquist, to adjourn the Meeting at 2:46. All were in favor.

Respectfully submitted,

Amy Begnoche  
Representative from NH LTAP