

Minutes of the Mutual Aid Steering Committee

April 30, 1998

NHMA, Concord, NH

Present: Anderson, Andrews, Bobinsky, Champlin, DesRoches, Fogg, Kyle, Lee.

Absent: Barden, Cleverly, McKinnon, Russell, Stack, Starkey, Wright

Meeting called to order by Anderson at 9:45

Motion, "Accept minutes of March 30, 1998 meeting." Bobinsky, Andrews—Passed

Discussed Mutual Aid Agreement. Highlights of the discussion:

The were no major changes in Sections I and II.

The length of the agreement necessitates that a summary of the agreement should be included when it is sent to towns along with a checklist of directions to follow when requesting aid. A form to request aid and provide aid will also be provided. An orientation to the program may be necessary as well.

Section III

- 1) Ex-Officio members should not be voting members.
- 2) A quorum of members (type 1-5) is required to conduct business at meetings.
 - a) A Quorum is a majority
- 3) Terms (type 1-5) shall serve for 3 years. The terms shall begin as staggered.
 - a) Type 1-1 member shall serve for 1 year; 1 member shall serve for 2 years; and 2 members shall serve for 3 years.
 - b) Type 2-1 member shall serve for 1 year and the other for 2 years.
 - c) Type 3- Shall serve for 1 year.
 - d) Type 4- Shall serve for 2 years.
 - e) Type 5- Shall serve for 3 years.
- 4) The committee will work a calendar year
- 5) Quarterly meetings will be held after the committee is formed
 - a) A chair and vice-chair will be elected at the first meeting of the year.

Section IV

Written requests are necessary however written follow-ups are.

Next Meeting--continue with section V.

Meeting adjourned at 12:00

Next meeting May 26, 1998 at 9:30. Plan to stay until the rest of the draft is discussed, the meeting may last through lunch.

Respectfully submitted by Kathy L. DesRoches