

# NH Public Works Mutual Aid Program

c/o NH Municipal Association  
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## MEMORANDUM

**TO:** NH Public Works Mutual Aid Program Board of Directors  
**FROM:** Heather Anderson, Communications & Member Services Manager  
**DATE:** June 14, 2000  
**RE:** June 7, 2000 Minutes

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The next meeting of the New Hampshire Public Works Mutual Aid Program Board of Directors will be held at the NH Municipal Association Office Building at **9:00 am on Wednesday, September 27, 2000**. If you are unable to attend this meeting, please contact Alicia at 800/852-3358 extension 118. A copy of the minutes from the Board's June 7, 2000 meeting are attached.

A tentative agenda has been established as follows. If you have additional items to be placed on the agenda, please contact Chair Chum Cleverly or myself.

### Meeting Agenda

1. Meeting Minutes
2. Review of Any Activation
3. NHOEM Sponsorship Status Report
4. Membership Status Report/Recruitment
5. Communication Devices
6. Regional Compact
7. Training
8. Other Business
9. Next Meeting

**PRESENT:**

**Chair:** Leighton "Chum" Cleverly, Public Works Director (Bow)

**Vice Chair:** Peter Lavoie, Director of Community Services (Dover)

Richard Lee, Road Agent (New London)

John Starkey, Director of Public Works (Amherst)

Bill Herman, Town Administrator (New Durham)

Kathy DesRoches, Assistant Director (UNH T<sup>2</sup> Center)

**Staff:** Heather Anderson, Communications & Member Services Manager (NHMA)

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This meeting of the NH Public Works Mutual Aid Program was called to order by Chum Cleverly at 9:05 am.

**I. Approval of Minutes**

On a motion by Bill Herman and a second by Peter Lavoie, the meeting minutes of March 7, 2000 were unanimously approved.

**II. Review of Any Activation**

To date, the Board has not been informed of any official activation of the Program.

**III. NHOEM Sponsorship Status Report**

Both Kathy DesRoches and Heather Anderson reported sporadic conversations with Gregg Chaplin in regards to the grant proposal, whereby the NH Public Works Mutual Aid Program would receive grant funding for training and resources from the NH Office of Emergency Management. During these conversations, Gregg has reported that he's still diligently working on the proposal for Governor and Council. Ms. Anderson noted that OEM was conducting a Seabrook drill today and therefore would not have any representation at today's meeting.

**IV. Membership Status Report**

Heather Anderson reported that she had a recent flurry of phone calls from potential participants and was pleased to announce that the Town of Enfield had recently joined the Program. Ms. Anderson noted that invoices were mailed last week for July 1 renewals and stated that she had not yet received payment from the Town of Sharon and the Town of Deerfield for January renewal. Kathy DesRoches volunteered to contact Peter Paris from the Town of Sharon and Pete Lavoie volunteered to contact Steve Turner from the Town of Deerfield. Ms. Anderson stated that updates would be sent to participants as soon as NHMA received the necessary reports from Kathy.

Chum Cleverly inquired whether the Program could get an exhibit booth at the NHMA Annual Conference, noting it was a great venue to speak with selectmen and town manager types. John Starkey, Chum Cleverly, and Richard Lee tentatively volunteered to staff the booth. Ms. Anderson stated that she would investigate the possibility.

## V. Communications Devices

Heather Anderson distributed copies of some correspondence received from Dick Wright. A discussion then ensued regarding how technology is changing the field of communications and the devices available to communicate. Board members present requested that Ms. Anderson arrange for a presentation at the next Board meeting from someone with specific expertise in the communications field. Board members present suggest Doug Aiken of the Lakes Region Mutual Aid Association.

## VI. Training

An Incident Command System training will be held October 5 and 6 at Loon Mountain in Lincoln, NH. A similar training in Lebanon was cancelled because only 4 individuals registered. A PWWMAP orientation meeting was tentatively scheduled for September 6<sup>th</sup> at the Local Government Center in Concord, NH. A "table top" exercise with Program participants was tentatively scheduled for October 17, 2000. Pete Lavoie and Woody Fogg were volunteered to assist Kathy DesRoches with the development of the "table top" exercise. It was noted that Kathy DesRoches and Pete Lavoie would be traveling to Louisville, KY to conduct a presentation at the American Public Works Association Conference. Kathy has also been asked to put together an article for the American Public Works Association – New England Chapter newsletter on the Program.

## VII. Neighboring State Partnership

A discussion was held regarding how the Program may extend to a regional or national cooperative. Board members present believed that it might be a future possibility, but would be contingent upon each state establishing a structured organization and upon the successful deployment of our program, given its first in the nation status. Richard Lee also noted that it takes the cooperation of the State to facilitate deployment of resources on a regional or national emergency in the fire service and it might take the same type of structure with the Office of Emergency Management for public works. To help begin discussions examining the feasibility of such compacts, Kathy DesRoches will take responsibility for coordinating a meeting of interested parties within New England with a heavy emphasis on organizations similar in nature to those which comprise the NH Program. Heather Anderson volunteered to get Kathy contact information for the municipal leagues.

## VIII. Next Meeting

The next meeting of the New Hampshire Public Works Mutual Aid Program Board of Directors will be held on Wednesday, September 27, 2000 at 9:00 am at the Local Government Center (NH Municipal Association) in Concord.

On a motion made by Bill Herman and a second by Pete Lavoie, the meeting adjourned at 10:35 am.

Respectfully Submitted,



Heather R. Anderson, Manager  
NHMA Communications & Member Services  
NHPWWMAP Coordinator