

NH Public Works Mutual Aid Program

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TO: NH Public Works Mutual Aid Program Board of Directors

DATE: November 20, 2001

RE: November 7, 2001 Minutes

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, January 9, 2002**. If you are unable to attend this meeting, please contact Kathy DesRoches at UNH T² Center, 800-423-0060. A copy of the minutes from the Board's November 7, 2001 minutes are attached.

A tentative agenda has been established as follows. If you have additional items to be placed on the agenda, please contact Chair Pete Lavoie.

Meeting Agenda

1. Meeting Minutes
2. Review of Any Activation
3. Communication Devices
4. Membership Status Report/Recruitment
5. Training
6. Logo/Video
7. Other Business
8. Next Meeting

PRESENT:

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

Vice Chair: Richard Lee, Road Agent (New London)

Secretary: Kathy DesRoches, Assistant Director (UNH T2 Center)

Chum Cleverly, Public Works Director (Bow)

Bill Herman, Town Administrator (New Durham)

Woody Fogg, NH Office of Emergency Management

Gregg Champlin, NH Office of Emergency Management

This meeting of the NH Public Works Mutual Aid Program was called to order by Kathy DesRoches at 8:45 am.

I. Approval of Minutes

There weren't any minutes from the past meeting in July 2001.

II. Review of Any Activation

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

III. Membership Status Report/Recruitment

DesRoches reported that Seabrook is considering joining.

Publicity: DesRoches will write an article for the winter issue of the Technology Transfer Center's newsletter: *Road Business*. She will ask NHMA to publish a similar article in *Town and City*. Champlin will work with DesRoches and Jim Vandugen (of NHOEM) to publicize the program. Lee will discuss publicizing such an article in the NHRAA newsletter *The Road Runner*. DesRoches will ask John Andrews if NHMA will send a letter re: preparedness to municipalities.

Orientation: DesRoches will contact town administrators to inquire as to whom would like an on-side orientation. Lee, Cleverly & Lavoie will follow up on the calls to the road manager. Also, DesRoches will write a follow-up letter to Fire Chief, Police Chief, Selectmen, Road Agent/Public Works Director and Emergency Management Director. Training will be coordinated with Lee, Cleverly, Lavoie, Champlin, and DesRoches.

APWA: DesRoches will contact Carl Quiram and Larry Nadeau and ask them if we can partner with APWA.

Mutual Aid Billing

Dues will be billed once a year, in December. For municipalities joining in January through August, they will be billed when they join and then during the normal billing cycle. For municipalities joining September-December, they will be billed when they join and then again the following December (effectively being billed for 12-15 months during the first billing cycle and paying dues just once in that first year).

IV. NHOEM Grant

The grant has been received.

V. Communication Devices

Motion “Lavoie will purchase radios compatible with communication other devices currently used in municipalities. Devices should be purchased with grand funds UNTIL” Herman, Cleverly, passed.

VI. Training

Discussion: offer training to municipalities who are members asking them to invite other municipalites.

DesRoches will contact Jennifer Harper at NHOEM asking her for assistance with training. Cleverly & Lee will assist with HAZMAT training.

VII. Other/New Business

Logo: Lavoie will ask Chris Parker, Dover, to design a logo.

Video: Champlin will check with NHOEM re: producing an informational video for the program.

VIII. Next Meeting

Respectfully Submitted,

Kathy L. DesRoches
Assistant Director
Technology Transfer Center