

NH Public Works Mutual Aid Program

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TO: NH Public Works Mutual Aid Program Board of Directors

DATE: September 17, 2003

RE: September 9, 2003 Minutes

The next meeting of the New Hampshire Public Works Mutual Aid Program Board of Directors is tentatively scheduled for December 2, 2003 as a conference call. A copy of the minutes from the Board's September 9, 2003 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 Richard Lee or Kathy DesRoches.

Meeting Agenda

1. Meeting Minutes
2. Proposed agreement change
3. Review of Any Activation
4. Communication Devices
5. Membership Status Report/Recruitment
6. Committee Membership
7. Training
8. Other Business
9. Next Meeting

NEW HAMPSHIRE PUBLIC WORKS MUTUAL AID PROGRAM BOARD OF DIRECTORS'
MEETING, SEPTEMBER 9, 2003 HL TURNER, CONCORD, NH.

PRESENT:

Chair: Richard Lee, Director of Public Works, New London

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

Ed Betz, Director of Public Works, Peterborough

Greg Bowen, Road Agent, Loudon

Alan Côte, Superintendent, Derry

Steve Gray, Highway Maintenance Engineer, NHDOT

Bill Herman, Town Manager, New Durham

Guests:

Pete Lavoie, Director of Community Services, Dover

- This meeting of the NH Public Works Mutual Aid Program was called to order by Richard Lee at 9:10.

I. Approval of Minutes

- Motion, "to accept minutes" Côte, Herman, approved

II. Proposed Agreement Changes

- Section III A—Membership Change BOD Fire Chiefs & Police Chiefs to become Ex-Officio.
- Section III C. One official Meeting in June (instead of 4 per year). Adding—meetings may be called by the Chair or Vice Chair as needed. Remove—Note about missing meeting (out of proposed changes).
- Section III D—Change Secretary & Treasurer to be elected by the board similarly to Chair & V. Chair
- Motion "Recommend changes be made and send to membership for approval."
Herman, Betz, approved after discussion
 - Discusson: Betz—How long should we allow for return of ballots? We should include a postage paid envelope.

III. Activation

- Emergency in Westmoreland
- Didn't understand agreement and tried to contact UNH T² Center for equipment.
- Betz & DesRoches will work to create a "How To" lamented sheet for members and OEM staff, police depts., fire departments, and local emergency managers.

IV. Communication Devices

- Lavoie there is 24 million coming to the state under Homeland 2
- ½ is for inter operatible communications
- reset earmarked for municipalities based upon population
- Lavoie will be glad to speak to John Stevens, Assistant Commissioner of Safety about obtaining money for Mutual Aid. Lee & Herman offered to join him

V. Membership Status Report

- Boscawen has joined
- DesRoches will meet Audrey from NHMA re: membership billing.

VI. Training

- ICS Training on Oct 1-2 in Concord
- First Aid training Oct 21 & 22 in Franklin & Concord
- Weapons of Mass Destruction planned for June 2004
- Côte volunteered to become an ICS trainer. DesRoches will contact Champlain re: getting Côte training.

VII. Committee Membership

- Officers
 - Motion “Elect Richard Lee, as Chair, and Alan Côte, as Vice Chair” Côte, Herman, Accepted.

VIII. Other Business

- NHMA—DesRoches will check into a looping video and flyers for booth. Lee and Côte will work at the Booth Wednesday afternoon and into the evening

Next Meeting December 2, 2003 @ 9 am—unless change to agreement occurs then in June. DesRoches will arrange a conference call

Motion “to adjourn” at 10:40 am, Lee, Gray, Approved

Respectfully Submitted,

Kathy L. DesRoches
Assistant Director
Technology Transfer Center