

NH Public Works Mutual Aid Program

**c/o NH Municipal Association
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TO: NH Public Works Mutual Aid Program Board of Directors

DATE: April 22, 2005

RE: April 20, 2005 Minutes

The next meeting of the New Hampshire Public Works Mutual Aid Program Board of Directors is scheduled for September 14, 2005 @ 9 am. A copy of the minutes from the Board's April 20, 2005 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. Review of Any Activation
3. Communication Devices
4. Membership Status Report/Recruitment
 - newsletter
5. Committee Membership
6. Training
 - Mountain of Demos
 - Ics training (NIMS)
7. Other Business
 - Update agreement
 - Building Inspectors
 - Quorum not necessary
8. Next Meeting

PRESENT:

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

Vice President: Alan Côte, Derry

Brian Barden, Road Agent, Dublin

Chum Cleverly, Director of Public Works, Bow

Ken Daniels, Director of Public Works, Enfield

Kathy DesRoches, Assistant Director (UNH T² Center)

Mike Pillsbury, Operations, NHDOT

Carl Quiram, Director of Public Works, Goffstown

Charlie Smart, Building Inspector, Newington

Ed Welch, Bridge, NHDOT

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

I. Approval of Minutes

- Motion, "to accept minutes of January 2005" Cleverly, Daniels approved

II. Communication Devices

- UCOM will provide 6 pagers for 7.25 per month (each) and a 2.50 fee for a second number on all charges—this is the municipal plan for alphanumeric.
- First invoice for pages arrived this week.
- Pagers were handed out
- Group # 376-4453
- Each pager will receive group # as well as personal number
- Ability to send text messages over web from www.ucom.com
- Mike Pillsbury's Pager # 639-3305
- DesRoches will post on pw.net
- Send business card to members & print number on label for disk

| Name | Number |
|-----------|----------|
| DesRoches | 376-4454 |
| Côte | 376-4455 |
| Barden | 376-4456 |
| Daniels | 376-4457 |
| Lee | 517-3004 |
| Cleverly | 517-1359 |

III. Activation

- None.

IV. Membership Status Report

- The building inspector from Auburn joined
- Ideas for next newsletter due September 1, 2005
 - When to call Mutual Aid
 - Pagers
 - Goffstown drill
 - NIMS Training
 - List of members

V. Training

- Mountain of Demos
 - Send postcard
 - ½ session send to pwd, ra, bi & em
 - include how to register
 - Sticker: I am a Mutual Aid member
- Goffstown Drill
 - DesRoches attended
 - Only one observer assigned to Public Works
- ICS Training (NIMS)
 - Only 6 people registered—so far.
 - NIMS will be covered
 - Idea: to create ½ day session to get NIMS info to people who have completed ICS. Include ICS follow-up, NIMS (w/test), & table-top exercise

VI. Building Inspectors

VII. Committee Membership

- DesRoches will ask Grassett, Road Agent, Hancock, to fill empty Road Agent position
- Motion to “keep the same slate of officers for next two years,” Cleverly, Barden, Approved.

VIII. Other Business

- NHDOT Security training
 - DesRoches will contact Colleen Cook @ NHDOT

Motion “to adjourn” at 10:15 am, Cleverly, Pillsbury, Approved

Respectfully Submitted,

Kathy L. DesRoches
Assistant Director
Technology Transfer Center