

NH Public Works Mutual Aid Program

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TO: NH Public Works Mutual Aid Program Board of Directors

DATE: October 12, 2005

RE: September 14, 2005 Minutes

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The next meeting of the New Hampshire Public Works Mutual Aid Program Board of Directors is scheduled for January 12, 2006 @ 9 am. A copy of the minutes from the Board's September 14, 2005 minutes are attached.

A tentative agenda has been established. 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. Membership Status Report/Recruitment
  - newsletter
4. Committee Membership
5. Training
  - ICS training (NIMS)
6. Other Business
  - Update agreement
  - Building Inspectors
7. Next Meeting

**PRESENT:**

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

Gregg Champlin, Office of Safety

Chum Cleverly, Director of Public Works, Bow

Ken Daniels, Director of Public Works, Enfield

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

Caleb Dobbins, NHDOT

Kurt Grassett, Road Agent, Hancock

Dave Lent, Deputy Director of Public Works, Merrimack

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

**1. Approve Minutes**

- Motion to approve minutes Cleverly, Lee, approved.

**2. No activations.**

**3. Membership**

**4. Communication Devices**

- Dave Chase, Communication Supervisor @ NHDOT – AASHTO frequency coordinator.
  - Opened up frequency, interoperability.
  - Chase will attend the next meeting.
- State police, black magic boxes (cross band/cross match UHF to VHF repeater) on mountains then frequency for towns/state police to converse. Dedicated frequency.
- Caleb Dobbins serves as the emergency manager for NHDOT.
  - ESF – emergency support function.

**5. Training**

- Discussed NIMS 700 training for the fall, DesRoches will ask Hammond to do NIMS 700 training this fall.
- November 17<sup>th</sup> – Transportation Security Awareness @ LGC.

**6. Other Business**

- Next Newsletter: Due 12/1/05 to Cleverly
  - Champlin, Importance of Mutual Aid and article on NIMS 700.
  - Chairman
  - Cleverly, News of Mutual Aid.
  - Building Inspector's news.
- Town Managers Meeting –Cleverly will coordinate with LGC and Pitts.

- Regional Planning Commission are tasked with creating local emergency plans.
- Lee will draft and sent article to Maura Carroll for the LGC Newsletter.
- Dave Lent – Merrimack – Emergency Management drill in May, want to involve PW
- Champlin discusses the importance of typing teams for NIMS.

Motion “to adjourn,” Cleverly, Daniels at 10:45

Next meeting: January 12, 2005 at 9:00 am.

Meeting to “adjourn” at 10:45.