

NH Public Works Mutual Aid Program



c/o Local Government Center
25 Triangle Park Drive
PO Box 617
Concord, NH 03302-0617
TEL: 603-224-7447 FAX: 603-226-2322

TO: NH Public Works Mutual Aid Board of Directors

DATE: March 26, 2009

RE: March 16, 2009 Minutes

The next meeting of New Hampshire Public Works Mutual Aid Board of Directors is scheduled for Monday, June 8, 2009 at 9am at LGC, Concord. More information will follow.

A tentative agenda for next meeting has been established. If you have additional items to be placed on the agenda, please contact Kathryn Myers, k.myers@unh.edu.

Meeting Agenda

1. Approve minutes of last BOD meeting
2. Review of any program activation
3. Municipality membership status report/recruitment
 - o Update (Danielson)
4. BOD membership
 - o Election of new Officers for BOD (Cote)
5. By-Laws change (All)
 - o Specific language change to allow majority vote of submitted votes
6. Training
 - o Update (Myers)
7. Other Business
 - o Mutual Aid ER Plan update (McKenna)
 - o MA DVDs update (Verville)
 - o MA Member listserv update (Myers)
 - o Pagers update (Myers)
8. Schedule Next Meeting

PRESENT:

Board Members: Brian Barden, Alan Cote, Ken Daniels, Caleb Dobbins, Kurt Grasset, Bill Herman, Kathryn Myers, & Jim Terrell.

Guests: Johnna McKenna—DES & Dave Danielson—Forcee Advocacy.

Meeting called to order at 9:03am

Previous Meeting Minutes

- Danielson asked for minor change to minutes (move his name under “guests”). Grasset motioned the previous meeting minutes to be accepted. Terrell seconded. All were in favor of submission of new file with change.

Review of Activation

- There was no program activation since last meeting that anyone was aware of.

Municipality Membership

- Danielson reported that many towns (prior to joining) are often concerned with FEMA reimbursement and possibility of being asked to help too often. Concerns will be addressed at April meeting.
- Cote clarified that if water/highway have SAME governing body (council) than they can both join 1) under one agreement (just fill out different inventory) 2) cost is \$25 total 3) will get only one vote as a “member”. However, if water/highway have SEPERATE governing body (council) than: 1) have separate agreement & inventory 2) each pay \$25 fee 3) each get 1 vote as “member”
- Herman motioned to change billing for annual dues to go out in October instead of December/January. Daniels seconded. All were in favor. Myers to inform LGC of decision.

BOD Membership/Meetings

- Terrell motioned to allow Verville and Champlin to serve alternately (but not at same time). Barden seconded motion. All were in favor.
- Election of officers’ discussion tabled until next board meeting. Need to elect new President, Treasurer, and Secretary.
- Myers to announce invitation on pw.net for participation (members & non-members) in next board meeting.
- Cote motioned to NOT provide coffee at board meetings. Grasset seconded. All agreed.

Coordination with Other Agencies

- All agreed that EOC, towns, and TMC need coordination.
- Dobbins confirmed that first question asked at TMC to towns when requesting aid is “are you a member of NHPWMA?”
- Danielson suggested NHPWMA to coordinate with local RPCs during ER’s.

- Myers confirmed she mailed Denise Markow, TMC, the MA DVD and copy of annual member CD that was mailed to members this year.

Education/Training

- Myers will coordinate a conference call among speakers for the mutual aid workshop in April.
 - McKenna discussed a “Welcome Binder” for members that will include agreement, contact info, inventories, template letters, operational plan, FEMA forms, annual resource list & CD. DES has funds to reproduce and can have them done by April meeting. Terrell motioned to have the binder reproduced. Grasset seconded.
- Any new ER training will be announced on new member listserv.
- Discussion on ICS/NIMS training was tabled due to Verville’s absence from meeting.
- Discussion on reproduction of mutual aid DVDs was tabled due to Verville’s absence.

NHPWMA Operational Plan

- McKenna and Cote have both reviewed and ranked the 5 proposals for completion of the NHPWMA Operational plan. Myers will review and rank each proposal and send rankings and comments to McKenna and Cote. BOD agreed for 3 reviewers to be McKenna, Cote, and Myers.

Listserv

- Cote motioned to keep all current members on listserv. Barden seconded. All were in favor.
- Myers volunteered to set up a listserv for municipal members. Purpose is for BOD and members to communicate amongst each other in a fast/easy/free method via email. Cote motioned to accept. Daniels seconded. All were in favor.

Website

- Myers to research getting a master list of ALL municipal members online (in addition to the separate lists for highway/water/building inspectors).

Newsletter

- Cote motioned there was no need for a newsletter at this time. All agreed. Myers offered to do “one page updates” for members periodically throughout the year to send via email on new member listserv. Cote motioned for Myers to do this. Terrell seconded. All were in favor.

Pagers

- Myers to research options for ER communication other than the pagers we currently have. Myers will look into ringcentral.com and other potential companies that will forward calls to multiple phone numbers.

Additional Action

- Danielson and Myers to help coordinate a voting process for members to agree to allow a change in By-Laws by majority vote of ballots received back by a specified amount of time. All agree a By-Laws change is necessary to get several things accomplished: 1) officially add water/wastewater as voting members & 2) officially add building inspectors as voting members 3) additional changes to be discussed.

- Danielson will coordinate & invite private utilities to next BOD meeting to give presentation to board.
- Myers will announce on pw.net: info. on a documentary film called Liquid Assets, which explores our nation's water infrastructure.
- Danielson will make second attempt a letter for Chris Pope, ER Mgmt. Director.

Next Board Meeting

- Next board meeting was tentatively scheduled for June 8, 2009 at 9am at LGC. Myers to confirm with LGC on room availability.

The BOD Adjourned at 11:08 am.