

NH PUBLIC WORKS MUTUAL AID BOARD OF DIRECTORS' MEETING
September 14, 2009

PRESENT:

Board Members & Officers: Jim Terrell, Kurt Grasset, Caleb Dobbins (arrived at 9:35 AM), Dick Verville, Bill Herman & Kathryn Myers.

Guests: Johnna McKenna—DES, Gerry Cowan of Bristol —NHWPCA

Meeting called to order at 9:12 AM. With three voting members out of seven in attendance, a quorum was not present to conduct business.

Previous Meeting Minutes

- No action was taken on the minutes of the June 8, 2009 Board meeting due to the lack of a quorum.

Review of Activation

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

Statutory Authority Update

- McKenna reported no specific action had taken place to date except for conversation with Chief NHMA Legal Counsel Maura Carroll. Verville indicated he would check on this issue.

NHPWMA Board Members

- It was agreed the Board would wait until the Statutory Authority issue is cleared up before looking at any changes to the composition of the NHPWMA Board to formally include representatives of the Water/Wastewater and Building Inspectors.
- It was also agreed a letter should be sent to the NH Police Chiefs Association for the appointment of a representative from their ranks to fill the current vacancy.

Community Membership Status

- It was indicated two towns have joined the NHPWMA since the Board's last meeting. No formal report was issued concerning membership.

Treasurer's Items

- It was agreed the NHLGC could send out the annual membership renewals/invoices in October.
- Those present also agreed that Terrell and Smart as President and Treasurer respectively should sign the bank signature cards for the NHPWMA bank accounts.

Training/Outreach

- Local Government Center Conference – November in Manchester. Myers to work with McKenna, Danielson, and Grasset to develop the NHPWMA booth and presence at the conference.
- Public Works Summit – Grasset reported he felt the first meeting went very well, and everyone focused on how to move forward as a public works unit, instead of as individual organizations in order to develop a consistent image and message of the public works profession. He indicated the next summit meeting would be held at the end of the month, with attendees reporting back on specific information and feedback from their respective organizations.
- NIMS Training – Verville indicated NIMS training could be offered at any time communities and/or public works entities requested it. He indicated IS 700 Class (available online) and Basic Incident Command 100 offered through the NH Fire Academy are pre-requisites to taking NIMS training. Verville indicated his agency would come out and provide the training to the localities.

EMC Update

- Terrell reported Danielson spoke with Chris Pope, and there is still interest in having the NHPWMA included in the Emergency Operations Center. He indicated there was a Municipal Task Force meeting to be held on October 13th that Nancy Mayville at NHDOT will be heading, and that something should be coming from that.

Operational Plan Update

- McKenna reported Danielson plans to have the draft of the Operational Plan completed in October in order to have it circulated for review and comments.

Other Business

- All present agreed the use of GRANIT presented by Fay Rubin at the Board's June meeting was an excellent tool for use at the state level, but the NHPWMA will wait for any further consideration of this process. Verville reported there would be a similar level of resources included in a system being developed through Emergency Management.
- Attendees agreed that an earlier inquiry concerning the reimbursement of firefighters under the NHPWMA system appears to have worked itself out, and there is no action for the NHPWMA to take.
- McKenna reported the deadline for holding an EPA-sponsored Mutual Aid Tabletop workshop is May 2010. The training exercise is paid for by the EPA, the NHPWMA would simply need to indicate a date and place for the holding of the training program. It was generally felt that a North Country location would be preferred, with a Tuesday, Wednesday or Thursday during the last week of April / first week in May. The areas of Lancaster and Berlin were specifically mentioned for potential locations.
- McKenna reported 110 NHPWMA Member Resource Binders had been prepared by the NHDES and delivered to the NH Local Government Center on behalf of the NHPWMA Program.

- Myers reported she has looked into Ring Central.com for use by the NHPWMA for activations instead of having the five pagers we currently subscribe to. This process would have activation calls go to whatever cell phone numbers designated by the program, thus eliminating the need for an additional pager to be carried. The cost would be \$10 per month versus the approximate \$40 per month currently paid for the pagers. Those present were in agreement to move in this direction, and it was agreed that a formal proposal & vote would be taken of the entire Board of Directors electronically in the next week or two.
- Meyers indicated that payment for the Ring Central.com service and some other items for the NHPWMA Program would be easier to achieve if the program had a debit or credit card for its use. Those present were in agreement, but also suggested that become part of the electronic vote to be conducted of the full Board of Directors.

Next Board Meeting

- The next Board meeting was schedule for Tuesday, December 15th at 9:00 AM at the NH Local Government Center, Concord.

The BOD adjourned at 10:28 AM.