

NH PUBLIC WORKS MUTUAL AID BOARD OF DIRECTORS' MEETING

April 6, 2010

PRESENT:

Voting Board Members: Alan Cote—Derry, Jim Terrell—Walpole, Kurt Grassett—Hancock & Bill Herman—Auburn.

Ex-Officio Board Members & Guests: Kathryn Myers—UNH T2, Linsey Shaw—UNH T2, Rick Skarinka—DES, Bill Cote—LGC, Mark Kirouac—NHDOT, Diane Becker—NH HSEM, David Danielson—Forecee Advocacy, Randy Knepper—NH PUC.

Meeting called to order at 10:32am.

Secretary's Report (Previous Meeting Minutes)

- All previous meeting minutes were approved.
 - 6/8/09 - Grassett moved, Cote seconded.
 - 9/14/09 - Grassett moved, Herman seconded. Cote abstained.
 - 12/15/09 - Grassett moved, Herman seconded. Cote abstained.
 - 2/2/10 - Cote moved, Grassett seconded. Herman abstained.

Treasurer's Report

- There was no Treasurer's Report presented due to Smart's absence so action could not be taken on the report.
- Charlie Smart resigned from the BOD via email (due to impending retirement). Grassett motioned to nominate Alan Cote as Treasurer. Herman seconded. All were in favor. Myers to create a certificate for Smart and forward a rough draft of the certificate to BOD.

Board of Directors New Member

- Ken Daniels resigned from the BOD via email (due to moving out of state). Kurt Blomquist was nominated to the BOD in Ken's place by the New Hampshire Public Works Assoc.

State EOC Plan

- Kirouac explained that ESF3 (Emergency Support Function) is for Public Works and a re-write is currently underway. They are adding more agencies that weren't involved before. Kirouac explained that ESF1 is Transportation and for data collection, evacuation etc.
- Kirouac discussed the WEB EOC software and he urges all municipalities to participate in that and enter their data online. He says the municipal EMD's should all have info. on this software and should be entering data or designating someone to enter it.
- Danielson asked if the state refers people to NHPWMA. Kirouac stated that when communities call during an emergency he asks
 - 1) if they have exhausted all their own resources first

- 2) if they belong to NHPWMA and if they have exhausted all those resources as well
 - Myers informed Kirouac to refer people to the UNH Technology Transfer Center if people are not members and want information on how to join.
- Kirouac stated that the EOC coordinates conference calls with municipal EMDs once a day (for one hour) during emergencies.
- Kirouac stated that they need a list and a map of all communities that belong to the NHPWMA network during an emergency. Myers stated that the list of all communities is online and always updated as soon as a community joins and that the map is updated quarterly but can be updated every time a community joins if the state EOC will be using it.
- Kirouac asked about the toll-free number to call. Myers explained there are 5 volunteer board members who are on the call list currently.
- Knepper explained that the PUC has their own mutual aid. Also, they have created an, After-Action Report, which has 44 things to improve upon to prepare for the next emergency and public works is part of four or five of those 44 items.
- Knepper explained that if he had information on road closures immediately, it would help him tremendously with his coordination during emergencies.
- Becker stated that training for the WEB EOC is free for anyone and it takes about 3 hours. Myers will follow-up and get more information on this.
- Danielson discussed his role in the creation of the NHPWMA Operations Plan. He stated he will add a piece about coordination with the PUC.
- Cote stated that the municipalities need more training on damage assessment when working with PUCs. Myers to follow-up on this request.

Review of Activation

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

Community Membership

- No new communities have joined since last meeting but Epsom and Ashland Water & Sewer inquired about joining.

Statutory Authority Update

- Danielson reported that it passed the Senate and has to be reported out by May 6th; the testimony is done and has to get to the House and signed for it to become law.

PW Summit Update

- Danielson inquired about T2 being invited to the Summit. Myers explained that T2 is not currently invited since it was decided that only Road Agents and Public Works Directors would be involved at first. It is still premature to invite other groups to this committee.

Emergency Operations Plan Update

- Kirouac ended with the NHPWMA needs to create their ER Operations Plan. Danielson reported that he was waiting for the statutory authority to pass before beginning and he will work with the state EOC folks when writing it.

The BOD adjourned at 12:07pm.

Respectfully submitted,
Kathryn Myers, UNH T² Ctr.
4-8-2010