

**NH PUBLIC WORKS MUTUAL AID BOARD OF DIRECTORS' MEETING
December 9, 2011**

PRESENT:

Board Members & Officers: Jim Terrell – Walpole, Kurt Blomquist –Keene.

Ex-Officio Board Members & Guests: Kathryn Myers – UNH T2, Johnna McKenna—DES, David Danielson – Forecee Advocacy.
Meeting called to order at 11:15 AM by Chairman Terrell.

Previous Meeting Minutes

- Minutes of June 10, 2011. Minutes cannot be officially accepted due to lack of quorum. Tabled for next time.

Treasurer's Report

- Côté not present to give report.

Review of Activation for Amherst

- NH DOT, Peterborough went 3-4 days, and Hancock for 3 days.
- Walpole was on the list, but Selectmen questioned involvement. Needed a reminder for Selectmen what Mutual Aid entails.
- Amherst came to thank the Board members for sending help during the storm.

Phone Issues

- Missed call, Alan Cote called from conference.
- System that we use for the phone calls, if we are leaving the state, what should the protocol be?
- What is the type of phone tree? What is the company we use for the calling?
- Ring Central, how does the system work? How can we adjust if someone will not be in the state? Can we add email notifications for voicemails?

Community Membership

- Worth putting on pw.net to show activation and response of PW Mutual Aid.
- Try to reach out and recruit new members, explain how it is like an insurance policy.
- Hamilton willing to send out reports on pw.net, drafts of message to be sent to Hamilton from members of the Board.
- Should quorum requirements be adjusted for minutes and financials?
- Discussion on changing membership applications and dues, should it be bi-annual? Terrell expressed that yearly is beneficial, like an annual reminder.

Training

- Johnna working on the Table Top training for the Spring of 2012.
- Possible need for ICS 300/400 workshop. Hamilton look for opportunities to offer such a course.
- NHPWA Technical Meeting to include debris management, show how VT got hammered with issues like that.

- Terrell will be in touch with Johnna, about EMAC and EOC and what other procedures would be.
- EMAC issues thought it was all set, but was told they couldn't because they would become working under the state. How do police and fire do it? Mutual Aids with other states would need to be reciprocal.

Other Business

- Next Meeting: Hamilton will schedule the next meeting of the NHPWMA Board for March 9, 2012 at 11:00 AM at the Local Government Center in Concord.
- Public Works summit update. NHPWA hard to join with them.
- NHPWSTC very interested in join with the NHc3PI.
- Continuing talks between several groups on becoming a unified organization.
- Possible presentation at the LGC Conference? Would like to coordinate with NHPWA and give a first-hand account on how PW Mutual Aid has helped communities.
- Emergency Management Conference June 26, 2012.

Adjourn

The BOD adjourned at 12:17 PM.

Respectfully submitted,
Beth Hamilton, Education Rep.
February 20, 2012