

## Emergency Management Study Group

### Minutes for the June 4 meeting

#### Members in attendance:

Anne Cartwright  
Bonnie Chase  
Carol Reller  
Ed Reller  
Priscilla Sawa  
Matt Saxton  
Bobbie Wilson

#### Also present:

Clarence Meyer  
Chris Reitman  
Craig Beaulac (field rep for the NH Homeland Security and Emergency Management)

#### Topics discussed:

- There have been some calls expressing interest in the Police Chief position, but no resumes yet. No posting yet in the Sentinel or the Union Leader. We discussed other places where the job could be posted.
- Craig presented the reasons why local Emergency Management Directors (EM Ds) are important. They have four main responsibilities: being the main point of contact for emergency management for the town, updating community plans, coordinating relief activities during emergencies and community outreach.
- RSA 21-P:39 requires that each political subdivision shall have an organization and a director responsible for emergency management. In some towns, this position is held by another local official, although there are good reasons for having someone dedicated to this position.
- When the flood occurred in 2005, some people felt that town officials were pushed aside by state and federal officials. However, many changes were made at the state and federal level to emergency response procedures after the Katrina disaster.
- The basic principle is that emergency response should start locally, and any outside resources should come in only at the request of local authorities. All communication between the town and outside resources is through the EM D.
- The NH HS field rep can help the EM D write and follow up on grant requests. NH HS has an emergency management website (google "NH HS EM"). Grants are available for major disasters, hazard mitigation, and school safety.

- The field rep can help the EM director update the town's plan for local emergency operations. (This plan must be approved every five years by FEMA in order to receive federal grants.) Other plans are for hazard mitigation, radiological emergencies, continuity of operations in the event of an emergency, and providing basic commodities to the town).
- The EM D is responsible for coordinating the emergency response during an incident, such as setting up the Emergency Operation Center (EOC), and other shelters, and meeting special needs for particular individuals. An EOC staffed by volunteers can help dispense aid to the residents. The EM D's laptop connects with the online Web EOC during an emergency.
- The EM D is responsible for community outreach, such as preparedness programs, volunteer programs, community alerting and public health.
- The NH Alert app for cellphones will send out alerts on weather, road conditions, public health, and other emergencies.
- The recommendation to stock three days of food is for individuals, not for the town.
- Craig doesn't know of any EM Ds in NH that have responsibility for a county or several small towns. The RSA does not explicitly allow this type of regionalization, but it does not disallow it either.
- There are three Incident Command System (ICS) online courses (ICS 100, ICS 200 and ICS 700) offered by FEMA that EMDs and other volunteers at the EOC should take. They take no more than a few hours each. There are also many in-class offerings. All are free.
- Communication is the key, both between the members of the EM team and with outside resources.

#### **Motions:**

- The meeting minutes of May 14 were approved.

#### **Action items:**

- Carol will send out materials related to emergency management.

#### **Next meeting:**

June 11 at 7:00 pm at the Town Offices.

#### **Agenda items for next meeting:**

- Define what we want and need in terms of emergency management.

#### **Comments from the public:**

- None.