

Wolfeboro Emergency Management Committee
Meeting minutes
March 7, 2018

Members present: Health Officer Dave Senecal, Emergency Management Director/Fire Chief Jim Pineo, EMS Coordinator/ Emergency Preparations Huggins Hospital Janet Williamson, Chairman of the Planning Board Kathy Barnard, Board of Selectmen Representative Linda Murray, Public Works Director Dave Ford, Municipal Electric Department Director of Operations Barry Muccio, Chief of Police Dean Rondeau, Planning and Development Director Matt Sullivan, Town Manager David Owen, Dan Noyes Representative for Brewster Academy, Resident Ben Ladd, LLHHPF site coordinator Sarah Silk and Lakes Region Repeater Association Bob Ness.

Members absent: Governor Wentworth School District Representative Mary Patry

Chief Pineo called the meeting to order at 10:00 AM. He introduced June Garneau of Mapping and Planning Services. Her services have been contracted to update the Town's Emergency Operations Plan.

June Garneau provided a brief summary of the purpose of these meetings to update the Emergency Operations plan, explained that her services for the plan will be \$4,500 which will be covered by a grant and the Town can record the time of the members serving on this update committee as "in kind" match for the grant. She reviewed the matrix that will be used for the update. She noted like the last time the Town completed this process NIMS and ICS training will be required by staff.

Dave Ford questioned if such training should be taken by management or would they be able to hold a group session for staff.

Ms. Garneau replied that management and the Select board should have the training, group sessions could be offered by Homeland Security and he could contact them for that, but noted normally it is individual training on a computer and takes about 3 hours.

DISCUSSION:

The Committee discussed the lack of an emergency shelter that has generator power, bathrooms with showers and food/water capabilities. She noted that there may be some funding available to help make a space equipped for this.

Chief Rondeau noted that the Public Safety Building is currently the EOC and feels that this facility is not adequate for that either and the Great Hall would be better suited for that operation.

Mr. Owen replied that they currently use the Public Safety Building training room for the EOC, which is not handicap accessible, but it is adequate for the time being as the Town is in the early stages of discussion in the Public Safety Building renovation.

Janet Williamson replied they could reach out to Huggins Hospital for space.

Mrs. Murray replied that reaching out the hospital for a temporary solution seems more reasonable until the town designs and contracts for a new Public Safety Building.

Ms. Garneau referred back to the chapters for review and update of the Town general information topics. She explained that she will email this document for further review and changes and noted that each meeting will be about 2 hours to review and update and will include review of the documents after each session. She believes it will be about 5-6 meetings to complete the process.

Chief Pineo noted they will need to discuss the EMD designee and the sub-designees as depending on the situation staff in charge can change, such as if it is fire related, electrical related, road related or an active shooter situation.

Ms. Garneau stated that in most communities it is the Fire Chief and then there are sub-designees under that position. She stated she will e-mail these chapters for review (except #2 they will do at the next meeting). They will also start on ESF's at the next meeting.

➤ ***Next Meeting***

April 11, 2018 10:00 AM at the Wolfeboro Public Library.

Being no further business before the Commission, they adjourned at 12:05 PM.

Respectfully submitted,

Amelia Capone-Muccio

Recording Secretary