

Westmoreland, NH
Emergency Management Advisory Group
Minutes 5/27/2013

The meeting started at 7:00pm, with the following persons in attendance:

Beth Franzen	Bill Chase
Jack Zeller	Karen Fabis
Susie Harris	

- I. **Minutes:** The minutes from the meeting held on 3/27/2013 were reviewed, amended and accepted.
- II. **Committee Agreement:** The Board of Selectmen has requested that all members of the Advisory Group sign an agreement to be on the committee. The purpose of this document is to protect the members with the town's insurance indemnity policy. Susie Harris and Karen Fabis signed the agreement.
- III. **Deputy EMD:** Beth Franzen has tendered her resignation as Deputy Emergency Management Director
- IV. **Updates:**
 - a. Community Notification
 - i. Nixle – The Emergency Management program has been accepted by Nixle as a member. This will allow Westmoreland Emergency Management to send information regarding emergencies out to members of the community who have signed up for the service. The information will be sent via email or cell phone.
 - ii. Reverse 911 – This is a state of NH initiative. We have had no further information about activating the system.
 - iii. Letter to Community – The next letter from Emergency Management to the townspeople will include information about Nixle and Reverse 911. We will wait until we have more information about Reverse 911 before sending the community letter.
 - b. Training Exercise – Following discussion, it was felt that having the training exercise mid week would be preferable and would get more people involved. It would go from 6-9pm. October or November are the potential months. Mark Terry is currently away. Bill will discuss plans with him.
 - c. Fire Station / Town Hall generators - Bill has contacted Powers Generator and Houghton Electric to begin discussions regarding generators for the fire station and the town hall.
 - d. Shelter Memorandum of Agreement – An agreement form has been worked out that is mutually acceptable for both the Board of Education and the Selectboard. Bill will arrange to have both parties sign the agreement. Once the agreement is signed with will initiate the discussion of a shelter plan. The discussion group will include both members of the school and emergency management.

- e. Bill has received a list of the residents of the town of Westmoreland listed by road, prepared by JoAnne LaBarre. This will be very helpful in the event that a road is blocked and we need to know who lives on a particular road.

The meeting adjourned at 8:02pm. The next meeting of the Advisory Group is scheduled for Wednesday, August 28th at 7:00pm, at the EOC (2nd floor of the Fire Station).