

Town of Boscawen
Emergency Management
Emergency Operations Plan Update – Meeting #2
May 8, 2023 at 1:00pm

Present: Jason Killary – EMD/Police Chief, Katie Phelps – Town Administrator, Dean Hollins – Public Works Director, Tim Kenney – Fire Chief, Kellee Jo Easler – Health Officer, Nicole Hoyt – Tax Collector/Town Clerk, Jeff Drouin – BES Principal.

Others Present: June Garneau – Mapping & Planning Solutions, Olin Garneau – Mapping & Planning Solutions.

Meeting called to order at 1:00pm. Attendance documented by June Garneau.

Reviewed draft meeting minutes from EOP meeting #1 on April 10, 2023.

Motion made by Jason Killary to approve the minutes from April 10, 2023 as written. Seconded by Kellee Easler. All in favor.

June Garneau, Mapping & Planning Solutions, noted that the group would be working on reviewing and updating Emergency Support Functions (ESFs). She reminded everyone to track their time spent on the plan outside of meetings, send in pictures of events, equipment lists, and the EOC alert list. August 7th will be the meeting where we discuss health and medical. Olin Garneau has received confirmation from the American Red Cross and Public Health Network that they will attend that meeting.

TA Phelps worked with Finance Director Merrill to get staff fringe rates for time tracking.

Ms. Garneau asked EMD Killary if he had collected any certificates of training from anyone. He noted he has not. Certificates of training from October 1, 2021 through August 2024 with ICS or NIMS or any other emergency preparedness training certificates can count towards the match. That is only as long as they haven't been used for other grants.

Reviewed Table 2.1 – Town Statistics – Outstanding Items

- Primary EOC location discussed. This was flagged that it may change to the Municipal Office Building. This is contingent on the installation of the new generator - date TBD. The grant has been approved. The town is currently waiting on bids.
- Secondary Shelter location discussed. Last meeting it was either Merrimack County Nursing Home or Capital Area Shelter, as designated. EMD Killary noted that it would be the Capital Area Shelter, as designated.
- Large Animal or Livestock Sheltering discussed. There is no clear answer at this time. EMD Killary will make some calls to see what the consensus is for this. Networking between farmers or fairgrounds discussed.

ESF #1 – Transportation – Addresses emergency-related transportation issues.

- General Description and Agencies – Reviewed
- Lead & Support Agencies and Organization – Reviewed
- Introduction – Purpose and Scope – Reviewed

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- Situation and Planning Assumptions – Reviewed
 - Updated listing of areas in Boscawen that might require evacuation.
 - Major evacuation routes: US Routes 3 & 4
 - Secondary evacuation routes: NH Route 127
- Concept of Operations – General and Organization – Reviewed
- Phased Activities – Prevention Phase, Preparedness Phase, Response Phase, Recovery Phase, and Mitigation Phase – Reviewed
- Roles and Responsibilities – Lead Agency and Support Agencies – Reviewed

ESF #2 – Communications & Alerting – Addresses the provision of communication resources and coordination to support local collaboration and information sharing.

- General Description and Agencies – Reviewed
- Lead & Support Agencies and Organization – Reviewed
- Introduction – Purpose and Scope – Reviewed
- Situation and Planning Assumptions - Reviewed
- Concept of Operations – General and Organization – Reviewed
- Phased Activities – Prevention Phase, Preparedness Phase, Response Phase, Recovery Phase, and Mitigation Phase – Reviewed
- Roles and Responsibilities – Lead Agency and Support Agencies – Reviewed

ESF #3 – Public Works & Engineering – Addresses most engineering concerns that are not related to transportation systems.

- General Description and Agencies – Reviewed
- Lead & Support Agencies and Organization – Reviewed
- Introduction – Purpose and Scope – Reviewed
- Situation and Planning Assumptions - Reviewed
- Concept of Operations – General and Organization – Reviewed
- Phased Activities – Prevention Phase, Preparedness Phase, Response Phase, Recovery Phase, and Mitigation Phase – Reviewed
- Roles and Responsibilities – Lead Agency and Support Agencies – Reviewed
- Equipment Inventory List – Needs to be updated.

ESF #15 – Public Information – Addresses support in providing residents with timely and potentially lifesaving information during major disasters or other emergencies.

- General Description and Agencies – Reviewed
- Lead & Support Agencies and Organization – Reviewed
 - Town Administrator is Public Information Officer.
- Introduction – Purpose and Scope – Reviewed
- Situation and Planning Assumptions - Reviewed

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- Concept of Operations – General and Organization – Reviewed
- Phased Activities – Prevention Phase, Preparedness Phase, Response Phase, Recovery Phase, and Mitigation Phase – Reviewed
- Roles and Responsibilities – Lead Agency and Support Agencies – Reviewed

ESF #5 – Emergency Management – Addresses local incident management and response efforts to support local efforts.

- General Description and Agencies – Reviewed
- Lead & Support Agencies and Organization – Reviewed
- Introduction – Purpose and Scope – Reviewed
- Situation and Planning Assumptions - Reviewed
- Concept of Operations – General and Organization – Reviewed
- Phased Activities – Prevention Phase, Preparedness Phase, Response Phase, Recovery Phase, and Mitigation Phase – Reviewed
- Roles and Responsibilities – Lead Agency and Support Agencies – Reviewed

Staff will complete homework as assigned by MAPS, send pictures to use in the plan and track their time outside of the meeting towards match requirements.

Next Meeting: June 12, 2023 at 1:00pm

Minutes Respectfully Submitted by: Katie Phelps