

Town of Boscawen
Emergency Management
Emergency Operations Plan Update – Meeting #3
June 12, 2023 at 1:00pm

Present: Jason Killary – EMD/Police Chief, Katie Phelps – Town Administrator, Dean Hollins – Public Works Director, Tim Kenney – Fire Chief, Kearsten O’Brien – Deputy Health Officer, Nicole Hoyt – Tax Collector/Town Clerk, Gary Moore – Facilities Director.

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 #2 on May 8, 2023.

Motion made by Jason Killary to approve the minutes from May 8, 2023 as written. Seconded by Kearsten O’Brien. 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.

Ms. Garneau reminded the group that 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.

ESF #11 – Agriculture, Natural & Cultural Resources – Addresses concerns regarding agricultural functions during disasters or emergencies.

- General Description and Agencies – Reviewed
- Lead & Support Agencies and Organization – Reviewed
- Introduction – Purpose and Scope – Reviewed
- Situation and Planning Assumptions – Reviewed
 - Updated listing of cultural/natural resources.
- Concept of Operations – Reviewed
- Phased Activities – Reviewed
- Roles and Responsibilities – Lead Agency and Support Agencies – Reviewed

ESF #12 – Energy – Addresses the coordination of utilities and related governmental and private organizations to provide information for local-level assessment, response, and recovery operations related to fuel shortages, power outages, and capacity shortages.

- 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

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- Phased Activities – Reviewed
- Roles and Responsibilities – Lead Agency and Support Agencies – Reviewed

ESF #13 – Public Safety & Law Enforcement – Addresses response and recovery activities and can include the following: maintaining law and order, assisting with dissemination of alerts, warnings, and notifications, etc.

- 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 – Reviewed
- Roles and Responsibilities – Lead Agency and Support Agencies – Reviewed
- Equipment Inventory List – Needs to be updated.

ESF #14 – Volunteer & Donations Management – Addresses local jurisdictions’ support in restoring communities damaged by a disaster or emergency by coordinating the efficient and effective delivery of donated good and volunteer services.

- 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
- 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 #7 – Resource Support – Addresses support to local emergency response and recovery entities. Includes locating, procuring and issuing resources.

- 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 – Reviewed
- Roles and Responsibilities – Lead Agency and Support Agencies – Reviewed

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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. Staff will also review two optional ESFs – ESF #17 Cybersecurity and ESF #18 Business & Industry.

Next meeting will focus on ESF #4 – Firefighting, ESF #9 – Search & Rescue, and ESF #10 – Hazardous Materials.

Next Meeting: July 17, 2023 at 1:00pm

Minutes Respectfully Submitted by: Katie Phelps