

**EMERGENCY MANAGEMENT PLANNING MEETING**

**APRIL 28, 2010**

**MEMORIAL BUILDING**

**7:00 P.M.**

Present: Keith Cutting, Pete Lacaillade, Happy Callaway, Tamara Butcher, Ken Butcher, Tom Duling, Brad Butcher, John Chiarella, Dallas Patten, Vickie Davis from the Upper Valley Lake Sunapee Region Planning Commission and Danielle Morse from the Department of Homeland Security.

Keith Cutting called the meeting to order at 7:00 p.m.

Tim moved to accept the March 31 minutes as written, seconded by Happy and unanimously approved.

Vickie introduced Danielle Morse to committee members.

Committee members reviewed the responsibility matrix. Primary departments reviewed ESF (Emergency Support Function) functions and checklists for those departments. Secondary agency providers were assigned. Vickie will amend the ESF function documents and forward them to secondary providers to complete for the next meeting.

The committee discussed logistics for shelter locations in the event of a long-term emergency. Shelter locations will need to be identified for the EOP plan.

Keith Cutting reviewed guidelines for an emergency operations center, incident command, event tracking, software and management. He also reviewed virtual emergency operations centers and the State's web based EOC. Part of the EOP plan requires the committee to define the needs of the EOC and to propose infrastructure design that fulfills that need. He asked the committee to think about needs for an EOC.

The committee discussed computer hardware, access and software requirements to service EOC operations.

Vickie will e-mail the emergency support function documentation to the appropriate departments to have completed for the next LEOP meeting scheduled for Wednesday May 12, 2010 at 7:00 p.m.

The meeting adjourned at 8:50 p.m.

Respectfully Submitted,

Janet Roberts,  
Recording Secretary