

Town of Boscawen  
Emergency Management  
Emergency Operations Plan Update – Meeting #4  
July 17, 2023 at 1:00pm

**Present:** Jason Killary – EMD/Police Chief, Katie Phelps – Town Administrator, Tim Kenney – Fire Chief, Kearsten O’Brien – Deputy Health Officer, Gary Moore – Facilities Director, Kate Merrill – Finance & HR Director

**Others Present:** June Garneau – Mapping & Planning Solutions, Olin Garneau – Mapping & Planning Solutions & Jim Richardson – Twin State Fire Mutual Aid Association

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

**Draft Minutes:** Draft meeting minutes from EOP meeting #3 on June 12, 2023 were not reviewed or approved. The minutes will be deferred to the August 7, 2023 meeting.

**Review:** At the previous meeting, ESFs #1, #2, #3, #5, and #15 were reviewed, and ESFs #7, #11-#14 were worked on. June Garneau, Mapping & Planning Solutions, provided a quick review of the match. She said there were about 60 hours left. She isn’t concerned with making the match. She reminded the group of certificates of training, even dating back to October 2021, can count towards the match. EMD/Police Chief Killary asked if the trainings must be for current employees, or if former employees training certificates could count towards the match. Ms. Garneau said probably not.

The plan for the meeting was to review **ESF #6 - Mass Care, Housing & Human Services** And **ESF #8 – Health & Medical**. Due to technical difficulties and the inability to hear Ms. Garneau, this meeting was canceled at 1:30pm and the topics were deferred to the August 7, 2023 meeting.

**Homework:**

- Reminder – long-term work
  - Lists that are needed (emailed 4/11/23)
    1. Equipment Lists (multiple ESFs)
    2. EOC Alert List (ESF #5)
    3. Resource Inventory List (Chapter 6)
  - Any other work if emailed by MAPS
- Send pictures of the town:
  - Buildings, disasters, scenery, etc.

**Next Meeting:** August 7, 2023 at 1:00pm

**Minutes Respectfully Submitted by:** Kara Gallagher