**NH TERT**

**Conference Call of Governing Body**

Monday, May 8, 2023 at 10am

Held Via Zoom

Chairman Cole called the meeting to order at 1005.

**Roll Call of TERT Officers**  *\*\*\*(Four* ***OFFICERS*** *must be present for a Quorum)\*\*\**

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| --- | --- | --- | --- | --- |
| TERT Chairman – Rob Cole | X |  | Training & Standards Co-Chairs, **VACANT** |  |
| Director At Large – Kevin VanNorden | X |  | Public/Agency Education Chair,Rob Cole | X |
| Director At Large – Amanda Mountford | X |  | Operations & Logistics Chair, Paul Steele | X |
| Secretary/Treasurer, Jennifer Cloutier | X |  | State Coordinator, Thayer Paronto | X |

**Roll Call of Regional Coordinators and Other Attendees:**

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| --- | --- | --- | --- | --- |
| North Coordinator, Mike Weden |  |  | West Coordinator, Rob Cole | X |
| North Deputy, Kevin VanNorden | X |  | West Deputy, Nina Malley |  |
| East Coordinator, Cassie Leavitt | X |  | NJTI Liaison, Cecily McNair |  |
| East Deputy,Kassandra Lee |  |  |  |  |

Other Attendees: Tricia Currier.

Rob advised that he was present at the meeting, and asked that his name be added to the minutes. With this change, a motion to approve the minutes from Annual Meeting held on Tuesday, April 11, 2023 by Cassie and seconded by Kevin. Motion Carried.

Secretary/Treasurer’s Report: Jenn advised that the balance of the bank account has gone down $5.00 for a final balance of $605.99. The reason for this decrease is because the bank assessed us a $5.00 charge for the account being in inactive status. Due to the account having no activity for longer than 6 months, it went inactive and was charged the fee. Jenn called the bank who then put the account back into active status. Jenn will be sure to call the bank once every six months of inactivity so that it remains in active status. Jenn also reported that the contact information for each member on the roster has been fully updated. Nikki Wheeler (retired from Belmont PD) and Tom O’Connor (retired from Rochester PD) have both resigned from the team. A motion was made by Cassie and seconded by Kevin. Motion Carried.

Training and Standards Committee Report: Amanda advised that she and Kevin have stepped down from chairing this committee.

Operations and Logistics Committee Report: Jenn advised of the following on-call list. Paul will work on an on-call list for the remainder of the year.

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| --- | --- | --- |
| **MONTH** | **MEMBER** | **ORGANIZATION** |
| May Primary | Rob Cole | Hillsborough County  |
| May Backup | Thayer Paronto | Grafton County |
| June Primary | Amanda Mountford | Laconia PD |
| June Backup | Cassie Leavitt | Hampton Fire |

Public/Agency Education Committee Report: Rob advised that NH TERT presented at the NHEDA Conference in April. The presentation garnered some questions and interest from people.

NJTI Updates: In Cecily’s absence, Thayer reported that there was a meeting scheduled for Thursday but it has since been canceled. NJTI continues to say that even though they haven’t been meeting, there is still work being done in the background. .

State Coordinator Updates Thayer advised that he was disappointed in the way that the annual TERT meeting was handled. However, it seemed to garner some interest from people interested in the team. He applauded Kevin for presenting the TERT Awareness class at the conference.

Unfinished Business

* TERT Informational Pamphlet – Amanda advised that she had previously sent out a draft of a TERT informational pamphlet. She is asking that people review it and get back to her with suggested edits.
* Draft of responsibilities for agencies that have employees on NH TERT – Amanda had previously typed and sent out a draft of this document to the Board members asking for input. Jenn advised that someone from NHDOS reached out asking for such a document because she was interested in joining the team. Jenn sent Amanda’s draft document to her and stressed that it was only a draft. Jenn advised that it is important to finalize and approved this document because it has always been the understanding that the agency approves of all of these items on the draft when they sign the letter of support, however there has never been a formalized list of agency responsibilities. Thayer made a motion seconded by Kevin to approve the document with Jenn being assigned to edit the document if future edits are needed. Motion carried.

The doc is below:

*In considering one of your communications personnel as a NHTERT member below are what each agency is agreeing to provide for your employee:*

1. *As a NHTERT member they will remain under their respective agency’s insurance coverage, payroll and administrative responsibility.*
2. *The NHTERT member MUST have a letter of recommendation and support from their supervisor or Chief in order to be considered.*
3. *The NHTERT member does not only represent NHTERT but their respective agency as well.*
4. *The NHTERT member will still be under the control and operate under their agency policies unless they are deployed and will need to operate under the policies of the agency needing assistance.*

*We at NHTERT thank all the agencies and personnel who join and continually support the team.*

New Business:

* MA TERT: Rob, Amanda and Kassandra Lee attended the training that was held by MA TERT on 5/2/23 in response to their invite for NH TERT to attend. They report that all went well and the room was packed. They were given an opportunity to answer some questions about how NH TERT notifies our team members and responds to requests.
* TERT Rally/FallComm: Jenn advised that a couple months ago an email was sent to team members asking for a volunteer to chair the planning committee for a TERT Rally and no one voiced interest. Jenn suggested that if we plan to do a FallComm event and/or a TERT Rally in 2024, that the planning start soon. Rob advised that he will send out an email to see if he can find someone interested in chairing the planning committee.
* Review of Deployments: Rob advised that there have been some deaths affecting some NH comms centers and that if he hears of the need for TERT to cover the center so that all can attend the funeral, he will let us know.
* Upcoming Meetings: The next two meetings are 6/6/23 at 1pm and 7/11/23. Discussion regarding the July meeting. It was agreed to cancel the July meeting.

Other:

* None

A motion was made by Kevin and seconded by Cassie to adjourn the meeting. Meeting adjourned at 1328.

*Submitted by TERT Secretary Jennifer Cloutier 05.09.2023*