

Town of Allenstown, NH
Hazard Mitigation Committee

~Meeting 5~

Wednesday, September 4, 2013 • 4:00 - 6:00 PM

Allenstown Fire Department • 1 Ferry Street

AGENDA

- 4:00 1. Introductions, Initial Attendance Sheet, and Sign Meeting Match Timesheet (:05)
- 4:05 2. Begin Development of Update Chapter 11. Evaluation and Implementation of Actions (:70)
- Review changes from 2009 Plan
 - Select explanations for **DELETED** Actions
 - Revise "ongoing" to specific date or date range 2014-2019
 - Select explanations for **DEFERRED** Actions
 - Update **DEFERRED** Actions' *Responsibility, Date, Cost, Budget, and Project & Cost Rationales*
 - Develop **NEW** Actions in the appropriate **Tables**
 - Develop *Responsibility, Date, Cost, Budget, and Project & Cost Rationales* for new Actions
- 5:15 3. Begin STAPLEE Action Prioritization Examples (:10)
- Use the STAPLEE spreadsheet to complete the prioritization of each Action based on the ranking system:
1 (**NO**) 2 (**PARTLY/MAYBE**) 3 (**YES**)
 - Add any newly identified Actions from today to the list and prioritize
- 5:25 3. ***IF AVAILABLE*** Begin Update of Chapter 12. Plan Monitoring, Updating and Maintenance (:30)
- Review changes from 2009 Plan
 - Review Administrator, Board of Selectmen, Emergency Management Director commitments
 - Review **Future Meeting Schedule**
 - Review annual and five-year update responsibilities
 - Complete new *Progress in Implementation...* and *How This Was Accomplished* sections
- 5:55 4. Next Steps (:05)
- Review **Work Session 5** Tasks for **09-18** (probably 2.5 hrs, **4:00-6:30 PM?**)
 - **Coordinator:** Email completed **Work Session 5** Chapters 11 & 12 and Action Prioritization files to Stephanie **by 09-25 by 6AM (1 week)**
 - Any other Assignments from **09-04 Meeting 4** (Committee)
 - Meeting Summaries for **05-08, 05-22, 06-03, 06-19, 07-10, 07-24, 08-07, and 09-04**
 - Any updated publicity files in Word format (Press Release, Public Meeting Notice Poster) or **printed** newspaper or newsletter notice (not website) in .pdf format (Staff Coordinator)

Next meeting:

Work Session 5 on 09-18



NH HOMELAND SECURITY AND EMERGENCY MANAGEMENT
www.nh.gov/safety/divisions/hsem



FEDERAL EMERGENCY MANAGEMENT AGENCY
www.fema.gov