

NHTI Meeting Notes for January 4, 2012.

1. Closed POD spreadsheet was reviewed and representatives from Canterbury, Loudon and Concord will double check the list and add to it. Keliane- please feel free to give it a CRVNA once over as well. Spreadsheet is attached. **PLEASE PROVIDE CLOSED POD LIST TO LEIGH BY 1/20/12.**

2. Leigh will plan with Keliane and MRC Coordinators on how to distribute the MRC information to CRVNA staff. They have agreed to allow us to recruit for MRC.

3. The NFI contract for transitional housing for the NH Hospital has gone in to effect 1/1/12. Diane and Leigh will work on getting together to talk with them about what facilities are in what communities and what we will have to do for each.

4. Regarding the volunteer organizations in each of the communities: All towns were asked to identify any in their town and provide a contact name so we can include them in our recruiting effort to staff the POD. We'd like to be able to invite them to a workshop we are hosting in March at NHTI. **PLEASE PROVIDE A LIST OF VOLUNTEER ORGANIZATIONS (INCLUDE FAITH ORGANIZATIONS AND GROUP) TO LEIGH BY 1/20/12.**

Chief Andrus stated he would make arrangements for a presentation at a Rotary Club.

Leigh will post what exists in the plan as of right now. This will be posted in our POD section of the website where our meeting notes and working documents are located.

5. NHTI is hosting a wellness fair, which typically targets the health field majors. CAPHN's MRC will hosting a table there. The date for wellness fair is Tuesday, April 3rd, 11-2 PM. It will be held in the Gymnasium and exhibitors will need to set up at 9:30 AM.

6. NHTI has signed the facility MOU. It should be forthcoming soon.

7. Leigh will be dropping of CAPHN brochures and one-pager for Anne to give to the Student Nurses Association.

8. We need to document the "other" homecare agencies as well as the oxygen companies in our region. CFD has someone on light duty to help with this. Chief

Andrus stated that perhaps their new hazard mitigation plan resource list includes the items.

9. The group reviewed the forms we have currently for use in our responder medication distribution. The determination was made that they were not needed with the exception of updating our plan with numbers of staff in each town (form attached for your information). It is assumed the state would be providing all other paperwork required. We just need to know numbers for each agency/town. The CFD offered to assist with this documentation but since the communication memo's are out there I can count the fire and police. We will need each of you to collect the public works and town office personnel numbers for us. ***PLEASE PROVIDE PUBLIC WORKS AND OTHER TOWN ESSENTIAL EMPLOYEE NUMBERS TO LEIGH BY 1/20/12***