

**TOWN OF WOLFEBORO**  
**EOC Staff Meeting**  
**April 20, 2022**  
**MINUTES**

The quarterly meeting with the Town of Wolfeboro EOC Staff was held via video conference call through the Public Safety Building. The meeting was conducted by Fire Chief Thomas Zotti. The following were in attendance: Town Manager James Pineo, Board of Selectmen Luke Freudenberg, Chief of Police Dean Rondeau, Police Captain Mark Livie, Dispatcher Supervisor Mia Lyons, Finance Director Kathryn Carpentier, Huggins Hospital Communications Monica O'Clair, HR Coordinator/Finance Officer Michele Chamberlain, Director of Parks and Recreation Christine Collins, IT-Coordinator David Baker, and Fire Rescue Executive Assistant Cathleen LaPierre.

*Thomas Zotti called the meeting to order at 10:00 AM.*

Thomas Zotti discussed the new COVID variant with members, noted media releases were well received and went over the updated organizational chart that was sent out (he is open to recommendations for a Planning Sections Chief).

Kathryn Carpentier asked for clarification regarding Tavis Austin's role/function.

Thomas Zotti will send out more detailed descriptions of ESF's.

Dean Rondeau stated operations continues to be in surveillance mode and noted Health Officer Schelley Rondeau is now working for Huggins Hospital fulltime.

James Pineo stated it would be beneficial to have a refresh on the ESF's/EOP and update the contact list.

Thomas Zotti noted he was waiting on naming the second deputy and will send the links describing positions. He recommended proceeding with an EOC practice exercise for July 4<sup>th</sup>.

The next meeting will take place on July 13, 2022 at 10:00 AM.

There being no further business, the meeting adjourned at 10:30 AM.

Respectfully Submitted,

*Cathleen LaPierre*

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