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STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF THE COMMISSIONER

OFFICE OF EMERGENCY SERVICES

Jeffrey A. Meyers
Commissioner

Rick Cricenti
Director

129 PLEASANT STREET, CONCORD, NH 03301-3857
603-271-9448 1-800-852-3345 Ext. 9448
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August 17, 2016

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
State House
Concord, NH 03301

REQUESTED ACTION

Authorize the Department of Health and Human Services, Emergency Services Unit, to hold a one-day educational conference for Mass Care/Emergency Assistance personnel on October 6, 2016, effective upon Governor and Executive Council approval. 100% Federal Funds.

Funds are available in the following account for State Fiscal Year 2017:

05-95-90-902510-75450000 DIVISION OF PUBLIC HEALTH SERVICES, BUREAU OF INFECTIOUS DISEASE CONTROL: EMERGENCY PREPAREDNESS

Fiscal Year	Class	Title	Total Amount
2017	102-500731	Contracts for Program Services	\$3,387.55
		TOTAL:	\$3,387.55

EXPLANATION

The purpose of this conference is to update State agencies, local emergency management, and voluntary agencies active in disaster response on the current procedures for Mass Care/Emergency Assistance, as outlined in the Emergency Support Function 6 (ESF 6) annex of the National Response Framework as attached. The conference will address current shelter facility assessments, shelter management, operations plans, and the new State Multi-Agency Reunification Services Plan.

This conference will allow local and State public health preparedness planners, emergency management, private sector, and other organizations to discuss Mass Care/Emergency Assistance planning and response processes in order to provide services to the citizens and visitors to the State of New Hampshire. Additionally, this conference will ensure the Department of Health and Human Services, Emergency Services Unit meets the performance measures as required by the Centers for Disease Control and Prevention Cooperative Agreement.

New England is at risk of multiple incidents which may require Mass Care/Emergency Assistance such as major hurricanes, flooding, earthquakes, winter storms or terrorist attacks. The compact size of the region makes it likely that any one incident could affect several states simultaneously, which could strain Mass Care/Emergency Assistance resources. The dense population of the region makes it probable that a significant number of survivors may travel to adjacent states for Mass Care/Emergency Assistance support.

People with chronic medical and mental health issues may seek a community shelter in the event that it is unsafe to stay at home or if they are unable to travel. Resources to support medication and medical equipment requirements, food and water, and mental health services will be required during a disaster response.

New Hampshire must be ready with a current plan at any given time since an incident could result in citizens being separated from their family members and/or their companion/service animals. It is critical to keep New Hampshire government officials, emergency management, public health and hospital preparedness planners, private sector, and volunteer organizations up to date with State Mass Care/Emergency Assistance plans and implementation.

When making the selection for the facility to host the conference, the Department of Health and Human Services, Emergency Services Unit considered: accessibility of the venue to the anticipated attendees; and the ability of the venue to meet the needs of the conference; as well as the cost. The Mill Falls venue does not have a minimum number of attendees, which may be more cost effective for the Department. The Grappone Center was not selected as a location due to the proximity to Concord which may result in important decision makers retreating to their Concord Offices rather than remaining for the afternoon Table Top Exercise of the new State Multi-Agency Reunification Services Plan.

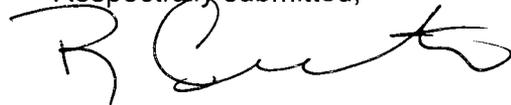
Should the Governor and Executive Council not approve this request, the Department may not have access to vital information from State public health preparedness planners in order to improve the Mass Care Emergency Assistance Planning Program.

Area served: Statewide

Source of funds: 100% Federal Funds from the U.S. Department of Health and Human Services, Centers for Disease Control and Prevention, Code of Federal Domestic Assistance Number (CFDA) 93.074, Federal Award Identification Number (FAIN) U90TP000535.

In the event federal funds become no longer available, general funds will not be requested to support this request.

Respectfully submitted,



Rick Cricenti
Director

Approved by:



Jeffrey A. Meyers
Commissioner

Attachment 1

**Department of Health and Human Services
Solicitation Summary**

Quotes and Information received in response to solicitation for meeting space

<u>LOCATION</u>	<u>COST BASED ON 80 PEOPLE</u>	<u>NOTES</u>	<u>COMMENTS</u>
Mill Falls, Meredith Village, NH	\$3387.55	Includes: parking; Audio Visual equipment; breakfast, lunch, snacks and beverages	No food and beverage minimums; only charged by number of attendees actually attending
Grappone Center, Concord, NH	\$6,505.00	Includes: parking; Audio Visual equipment; breakfast; lunch; snacks; and beverages	
Radisson, Manchester, NH	\$6,920.00 +Parking Fee of \$6.00 per vehicle	Includes: Audio Visual equipment; breakfast; lunch; snacks; and beverages	

****Unknown at this time if CART and/or Interpreter services are needed. Approximate budget for services is \$850.

Save the Date

State Mass Care Summit

Thursday, October 6, 2016

Location: Pending G&C Approval

Audience: NH emergency management authorities, public and hospital preparedness planners, State and local government agencies, Community Emergency Response Team (CERT) and other volunteer organizations active in disasters.

TENTATIVE AGENDA

8:00am – 8:30am	Registration & Networking	<i>Continental breakfast provided</i>
8:30am – 8:45am	Welcome & Opening Remarks	Rick Cricenti, Emergency Services Unit Director
8:45am – 9:30am	Update on State Mass Care Initiatives	Carole Totzkay, ESU, Paul Brock, Bedford CERT, Wes Miller - Upper Valley PHN
9:30am – 10:00am	Update on Mass Care / Emergency Assistance Emergency Support Function (ESF) of revised National Recovery Framework	Samuel Harvey, Federal Emergency Management Agency, Region 1
10:00am – 10:15am	Break	
10:15am – 10:30am	State Multi-Agency Reunification Services Plan (SMARSP)	Carole Totzkay, ESU
10:30am – 11:15am	Development of Multi-Agency Reunification Services Plan National Template	Sharon Hawa, Program Manager, Emergency Preparedness & Response Missing Children Division of the National Center for Missing & Exploited Children (NCMEC)
11:15am – 11:45am	Local Mass Care Challenges & Strategies	Rick Cricenti - Facilitator
11:50am – 12:30pm	Lunch Provided	
12:30pm – 3:45pm	SMARSP Tabletop Exercise	<i>Invite Only – State Agency Leadership</i>
3:45pm – 4:00pm	Lessons Learned & Improvement Planning	Tabletop Exercise Facilitator and Evaluator Brief Back Session – Open discussion on lessons learned and improvement planning

There is no charge for this Summit.

Registration is due by September 29, 2016. Pre-registration is required.

Due to limited space, walk-ins may not be accepted. To register, or if you have questions about the Summit, contact Carole Totzkay at carole.totzkay@dhhs.nh.gov or 603-271-9452 or Rick Cricenti at 603-271-9448.

The State Mass Care Summit is being funded through the U.S. DHHS Centers for Disease Control and Prevention Cooperative Agreement U90TP000535.

GUESTROOM ACCOMMODATIONS

We are happy to extend the following special guestroom rates for the Wednesday 10/5 thru Thursday 10/6 evenings:

Mill Falls Standard Guestrooms: \$119.00
Bay Point or Chase House Standard Guestrooms: \$169.00
Church Landing Standard Guestrooms: \$229.00

All rates listed are based upon single/double occupancy, per night, and do not include NH Tax which is currently 9%.

A \$2.50 per room, per day housekeeping gratuity will be added for each guestroom.

A fee of \$1.50 per room, per night will be added to each guestroom for the Meredith Village Conservation and Preservation Fund.

A charge of \$20.00 +tax will be collected for each third and/or fourth person sharing a guestroom, per night.

All guestrooms at all Inns are NON Smoking.

EVENT ESTIMATE

This estimate is based on 80 guests for rental and food/beverage items. Onsite a/v is complimentary other than the LCD projector. Please note that the total may be higher or lower based on actual attendance and food/beverage choices.

TAXABLE EVENT:

Event Space: \$695.00 plus 9% Tax = \$757.55

LCD: \$50.00

Morning Beverage Break: \$5.00 pp plus tax and gratuity or \$6.45 per person x 80 guests = \$516.00

Hearty Pita Lunch Buffet: \$20.00 pp plus tax and gratuity or \$25.80 per person x 80 guests = \$2064.00

Estimated Taxable Total: \$3387.55

TAX EXEMPT EVENT:

Event Space: \$695.00

LCD: \$50.00

Morning Beverage Break: \$5.00 pp plus gratuity or \$6.00 per person x 80 guests = \$480.00

Hearty Pita Lunch Buffet: \$20.00 pp plus gratuity or \$24.00 per person x 80 guests = \$1920.00

Estimated Tax-Exempt Total: \$3145.00

Friday, July 29, 2016

Ms. Carole Tutzkay
Office of Emergency Management
33 Hazen Drive
Concord, NH 03301



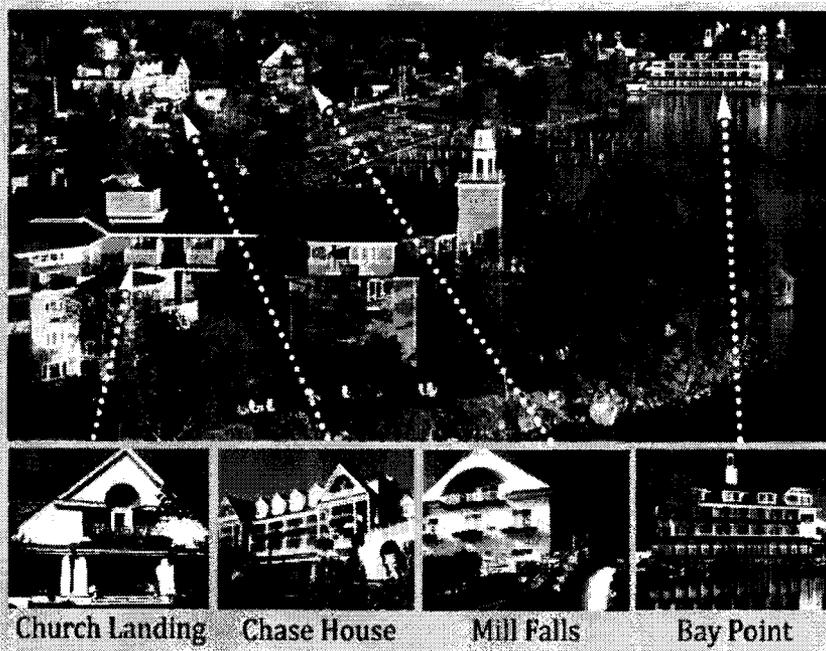
EVENT PROPOSAL

Thursday, October 6, 2016

Dear Carol,

Thank you for considering Mill Falls at the Lake as the location for your event; **Mass Care Services Conference**. On behalf of our Management and Crew, I am pleased to propose the following arrangements.

ABOUT THE INNS



Mill Falls at the Lake consists of four separate Inn buildings: **Mill Falls, Chase House, Bay Point and Church Landing**. All of our Inns are within a short walking distance from each other. Situated in the heart of the Lakes Region, we are the ideal headquarters for year round sports and recreational enjoyment. Take a short walk to the lake for swimming, boating, fishing or water-skiing, or head for the mountains to hike, snow ski or snowmobile. Here at Mill Falls, you will find yourself in the center of a four-season playground!

THE INN AT MILL FALLS



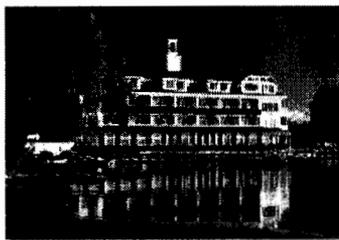
- 54 Guestrooms, most with village views
- Indoor pool and hot tub
- The Inn at Mill Falls is connected to the Mill Falls Marketplace, home to twelve unique shops & two restaurants
- Waterfall Café ~ serving breakfast and lunch overlooking the falls
- Giuseppe's ~ serving lunch and dinner with nightly entertainment
- **Function / Event Rooms:** Cummings Room & Lang Room

THE CHASE HOUSE

- 21 Lake view guestrooms, all with fireplaces and most with lake view balconies
- French Country decor
- CAMP Restaurant ~ serving dinner nightly
- **Function / Event Rooms:** Flagship Ballroom, Steamboat Room, Fireside Room, Sunroom & outdoor grass patio



BAY POINT



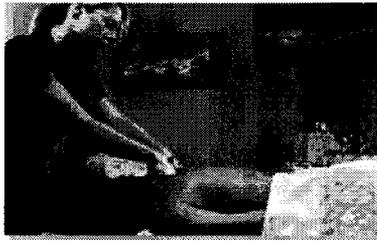
- 24 Lake view guestrooms, most feature a balcony
- Classic, nautical décor
- Perched at the tip of Meredith Bay
- Lakeside boardwalk connecting to Church Landing
- LAGO Costa Cucina ~ serving dinner nightly

CHURCH LANDING

- 60 Deluxe lake view guestrooms, all with fireplaces
- Adirondack decor
- Lakeside boardwalk connecting to Bay Point
- Home to the full service **Cascade Spa** and salon
- Lakehouse Grille restaurant & lounge ~ serving breakfast, lunch and dinner
- **Function/ Event Rooms:** Winnepesaukee Ballroom, Garwood Room, Laker Room, Ballot Room, Election Room, Penn Yan Room, Carriage House & the outdoor, waterfront lawn area.



CASCADE SPA



Complete your Mill Falls experience with a visit to the luxurious Cascade Spa. Conveniently located at Church Landing, Cascade Spa offers total relaxation in a nurturing, serene environment. Soothe mind, body and soul as you indulge in our exclusive treatments including massages, facials, body wraps and nail services. Inquire about adding spa services to your agenda; chair massage at registration an elixir bar at your break or morning yoga classes on the lawn.

EVENT SCHEDULE – CHASE HOUSE/MILL FALLS

Date	Start Time	End Time	Function	Room	Setup	Agr	Room Rental
10/6/2016	8:00 AM	8:30 AM	Registration	Sunroom	As Is	80	
10/6/2016	8:30 AM	11:30 AM	Meeting	Flagship Ballroom	Round of 8	80	\$695.00
10/6/2016	10:00 AM	10:15 AM	Break - Beverage	Sunroom	As Is	80	
10/6/2016	11:30 AM	12:30 PM	Lunch Buffet	Flagship Ballroom	As Is	80	
10/6/2016	12:30 PM	4:00 PM	Break Out	Flagship Ballroom	As Is	50	
10/6/2016	12:30 PM	4:00 PM	Break Out	Cummings Room	Round of 8	30	

All meeting room rental fees are subject to New Hampshire State Tax which is currently 9%.

EXHIBITOR INFORMATION

We do require a **\$15.00 fee per exhibitor**, which will be charged to your group. This fee includes table space, linen and skirting.

AUDIO VISUAL EQUIPMENT – Complimentary!

We are pleased to offer the following audiovisual services **complimentary** to your group:

- Portable Stereo System, Slide Projector, Overhead Projector, Speaker Phone, Screens, TV/DVD/VCR, Microphone(s), Flipcharts, Easels, Laser Pointer, Dry Erase Board.
- LCD projectors are available for a \$50.00 per machine fee. Please inquire with your Conference Coordinator in regards to your specific needs.

INTERNET ACCESS – Complimentary!

Mill Falls at the Lake, being a wireless "Hot Spot", is pleased to offer Hi-Speed Wireless Internet access to our groups complimentary in both guestrooms and function spaces. Wired connectivity is available upon request.

FOOD & BEVERAGE AT MILL FALLS – No Food and Beverage Minimums!

Mill Falls at the Lake offers extensive dining/meal options for your group. Whether you are planning a private meeting for 3 or an elaborate dinner event for 300, you are sure to find menu selections to please every palate. I have enclosed our banquet menus for you to review. Please note: We do not implement Food and Beverage minimums.

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UNFORGETTABLE

Holding your meeting at Mill Falls at the Lake is sure to accomplish all of your meeting's goals, while leaving a lasting impression on every attendee. We would enjoy hosting this event!

I will plan on following up with you on Monday, August 29, 2016. In the interim, please do not hesitate to contact me if you have any questions. I look forward to speaking with you again soon.



Warm Regards,

Bob Strang
Group Sales Manager