

Addison County Emergency Planning Committee  
**MEETING AGENDA**  
29-January 2020, 5pm  
VT State Police Barracks  
2490 Ethan Allen Hwy/Rte7, New Haven, VT

**1. Call to Order at 5:00PM**

**2. Minutes**

November Minutes

**3. Treasurer's Report –**

Statement Balance (12/26/2020): \$255.98

Current Checking Account Balance: \$2,463.19

Expenditures/Bills—

- Refreshments from Tier II public meeting (12/4): \$29.10
- Matt Harder Bookkeeping contract bill (Oct-Dec 2020): \$300
- ACRPC contract bill (Oct-Dec 2020): \$1,158
- Addison Independent Advertising for Tier II workshop: ~\$60
- Post Office Box: \$90
- Refreshments (1/29)

Approve ACRPC contract

**4. Meeting topics: LEPC Annual Planning**

- Review of LEPC bylaws
- Budget and upcoming projects
- Recruiting committee members and Officers
- 2020 Calendar

**5. Other Business**

**Adjourn**

**Upcoming Events:**

**Tier II software training-** 9am-10:30am Friday, January, 31

New Haven State Police Barracks

**Next LEPC 8 Meeting-** 5pm Wednesday February, 26

New Haven State Police Barracks

## Upcoming Trainings

### **ICS 402 - Incident Command System for Executives**

Date: Thursday, 4/9/2020

Time: 1:30-4:30pm

Cornwall Town Hall, 2629 VT Rte 30, Cornwall

Date: Friday, 4/24/2020

Time: 1:30-4:30pm

Vergennes Police Station, 8 Main St, Vergennes

Instructor: Max Kennedy

This course provides Executives and Senior Officials (including Elected Officials, City/County Managers, Agency Administrators, etc.) an orientation to the Incident Command System (ICS).

### **G0290 - Basic Public Information Officer**

Date: 2/13/2020

Time: 8:30 AM-04:30 PM

Location: Williston Fire Department

Instructor - Mark Bosma

Public information consists of the processes, procedures, and systems to communicate timely, accurate and accessible information to affected audiences. Armed with good information, people are empowered to make better decisions and thus contribute to the overall response goal of saving lives and protecting property. Personnel tasked with gathering, verifying coordinating and disseminating public information at the federal, state, tribal, local and territorial levels bear this considerable responsibility concurrently with other job assignments. These Public Information Officers (PIOs) must be provided with the opportunity to learn and practice the skills they will use on the job. The Basic Public Information Officer Course (G0290) is designed to provide participants with the opportunity to start applying basic concepts underlying the Public Information Officer (PIO) role. This course can provide a basic understanding of the PIO function for those new to the position.

**You can register for the courses via the VT Learning Management System  
(<http://vem.vermont.gov/training/trainingprogram/lms>)**