

Addison County Regional Emergency Management Committee

<https://acrpc.org/acrpc-remc/>

MEETING MINUTES

15 December 2021, 12:00-1:00pm
14 Seminary St, Middlebury VT and Zoom

12:00 Call to Order

12:05 Introductions

12:10-12:25 Q&A by American Red Cross Disaster Program Managers

Introductions and greetings from Sara J Kershaw, Disaster Program Manager of Northern Vermont (based in Burlington, covers Addison County, approximately everything north of Route 125) and John Keppler, Disaster Program Manager for Southern Vermont (based in Rutland, covers Addison County, approximately everything south of Route 125)

Sara and John described the trainings and services offered by ARC, including:

- Disaster Services and Shelters
- Training in Shelter management, Feeding logistics
- CPR, AEDs
- Home Fire Campaign for smoke detectors

Sara and John provided the current American Red Cross contact information:

- **24hr Disaster Services (e.g. for opening shelters): 1-800-RED-CROSS**
- **24hr Responder Services (for First Responders): 1-833-583-3111**
 - This number is for getting direct dispatchers who can verify an address and provide more specific assistance.

(E. Harris from VEM said that she would make sure the numbers were updated in the next round of Local Emergency Management Plans (LEMPs))

Their personal contact information is:

Sara J Kershaw
802-829-6535 (mobile)
sarajane.kershaw@redcross.org

John Keppler
(802) 272-0800 (mobile)
Email: john.keppler@redcross.org

12:30 Review of Regional Emergency Management Committee details

Andrew L'Roe (ACRPC) provided a brief review of the Background for the new REMC ([slides available on REMC website, state guidelines on VEM website](#))

Background:

- In July 2021, regional Local Emergency Planning Committees were replaced with one statewide Local Emergency Planning Committee.
- Regional Emergency Management Committees required, which “shall coordinate emergency planning and preparedness activities to improve their regions’ ability to prepare for, respond to, and recover from all disasters.”

REMC Membership

Voting Members are defined in statute as 2 from each municipality in the region:

- 1 Local Emergency Management Director (EMD)
(or designee, e.g. an Emergency Management Coordinator)
- 1 Emergency Services Representative (Fire, Police, EMS)

Voting Proxies can be designated between these two appointed positions

Voting members may span multiple cities and towns

(e.g. Fire Dept or EMS serving several municipalities)

From state guidance, Quorum = a majority of voting members, including proxies, being present (i.e. >20).

Other Community Stakeholders (**Non-voting members**)- representatives from other organizations serving within the region:

- Fire Departments
- Emergency Medical Services
- Law Enforcement
- Transportation
- Regional Planning Commissions
- Hospitals
- VT Department of Health's District Office
- The Division of Emergency Management
- Organizations Serving Vulnerable Populations
- Media, and
- Any Other Interested Public or Private Individual or Organization.

Administrative services (including minutes recording) will be performed by the ACRPC (A. L'Roe)

12:40 Elections

The following interim positions (until July 1, 2022) were presented and individuals were nominated for from the voting membership in attendance-

Executive Positions:

- Interim Chair- to develop a meeting schedule, agenda, and facilitate each meeting- **Ben Marks**, Cornwall- Motion by V. Capels, Seconded by E. Eriksen, Unanimous approval.
- Interim Vice Chair- to fill in for the Chair during their absence- **Erik Eriksen**, Ripton (Motion by C. Phelps, Seconded by S. Korda, Unanimous approval)

Representative Positions- **Dan Kuzio** (Starksboro FD) offered to fill all three positions

- As representative of the REMC on the statewide Local Emergency Planning Commission (LEPC). Motion by B. Marks, Seconded by C. Phelps, Unanimous approval
- As representative to the once-in-3-years Threat and Hazard Identification and Risk Assessment (THIRA)/ Stakeholder Preparedness Review (SPR) to report on the capabilities and gaps in the region's response to threats/hazards. Motion by J. Rouse, Seconded by B. Groff, Unanimous approval.
- As representative to the annual Integrated Preparedness Plan Workshop (IPPW) to report on the plans, trainings, & exercises needed for the region. Motion by B. Groff, Seconded by E. Eriksen, Unanimous approval

12:50 Upcoming REMC Tasks

A. L'Roe (ACRPC) provided an overview of the following topics:

Recruiting Voting Members and Incentivizing Participation

Initial ideas for incentives to participating members/municipalities:

- Provide Lunches/Dinner (once COVID is less of a concern)
- ERAF funding incentives (A. L'Roe will reach out to VEM staff working on next iteration)
- Prioritization in funding proposals

B. Marks suggested that additional assistance on grant applications, e.g. applications to FEMA for some of the issues that local departments are dealing with, including incompatible and aging equipment, communications equipment.

A. L'Roe will speak with the Addison County Fire Chiefs next week (12/21) to ask for support.

Creating REMC Bylaws

Bylaws for the REMC are required to document meeting procedures including,

- the name of this Regional Emergency Management Committee
- Rules of the meeting,
 - (i.e. Robert's Rules of Order or some other meeting rules)
- Definition of Quorum
 - (majority of members in Addison County = >20 EMDs/ EM Reps or proxies)
- Voting procedures, required for:
 - financial matters of the REMC
 - electing of officers, and
 - electing representatives to state LEPC/IPW/THIRA

B. Marks noted that getting that many representatives, many of whom are either employed full-time or already involved in extensive volunteer work (or both) to attend meetings will be challenging- suggested that there may be ways to allow voting by mail/email/telephone to achieve quorum on voting issues.

[A. L'Roe and B. Marks will prepare draft consistent with guidance provided by the Division of Emergency Management and attempt to find ways to make quorum achievable]

Regional Plan/Resource Inventory – required to be submitted to Vermont Emergency Management annually after town meeting day and before **June 1st each year.**

Must Contain:

- Meeting Frequency [Quarterly]
- Leadership Roles [Chair, Vice-Chair, Representatives]
- Membership Contacts
- Regional Resources [E. Harris clarified that these are not the municipal resources already listed in the annual LEMPs, but other organizations- e.g. Tri-Valley Transit, GMP, VT Gas, Porter Hospital]
- Regional Mutual Aid Agreements
- Description of the region's process for regional coordination during a disaster

A. L'Roe will prepare draft consistent with guidance provided by the Division of Emergency Management [[Draft template here](#)]

Future All-Hazard Planning Topics

A. L'Roe asked for requests. The list so far includes:

- Critical Infrastructure (offered by VEM)
- Department of Health
- Updating LEMPs
- Training for EMDs/EMCs
- Coordination with town Road Foreman/Crews
- Discussion of trainings, & exercises needed for the region for the annual Integrated Preparedness Plan Workshop (IPPW)
- Discussion of the capabilities and gaps in the region's response to threats/hazards for the Threat and Hazard Identification and Risk Assessment (THIRA)/ Stakeholder Preparedness Review (SPR)

Next REMC Meeting

- **Wednesday, February 16, Noon-1pm**
(Executive Committee will meet briefly in January)
 - And following meeting will be in mid-May [to approve Regional Plan for June 1 deadlines]

Other Announcements:

VEM is holding a statewide Learning Day on January 20th (since cancelled)

Annual Spring Flood seminars will be held in January/February

- January 31st, 2022 1:00-3:30pm
- February 1st, 2022 9:00-11:30am
- February 3rd, 2022 6:00-8:30pm

13:00pm Meeting Adjourned

Agenda and Minutes will be posted at: <https://acrpc.org/acrpc-remc>

In attendance at 15 December 2021, Addison County REMC quarterly meeting:

Voting Members

Ben Marks, Cornwall EMD
Erik Eriksen, Ripton EMD and FD
Larry Wilbur, Whiting EMD and FD
Sandy Korda, Orwell EMD
John Rouse, Leicester EMD
Bob Groff, Panton EMC
Tom Hanley, Middlebury EMD
Charlene Phelps, Starksboro EMD
Dan Kuzio, Starksboro FD
Valerie Capels, Bristol EMD

Other Community Stakeholders

Andrew L'Roe, ACRPC
Emily Harris, Vermont Emergency Management
Sara Jane Kershaw, American Red Cross
John Keppler, American Red Cross