

# **Addison County Regional Emergency Management Committee**



**15 December 2021, 12:00pm**

**ACRPC office at 14 Seminary St and Zoom**



# Today's Agenda

**12:00 Call to Order**

**12:05 Introductions**

**Quick Q&A by American Red Cross Disaster Program Managers**

- Sara J Kershaw, Disaster Program Manager of Northern Vermont and
- John Keppler, Disaster Program Manager for Southern Vermont

**12:10 Review of Regional Emergency Management Committee details (A. L'Roe)**

- Background
- Requirements

**12:30 Elections of interim positions**

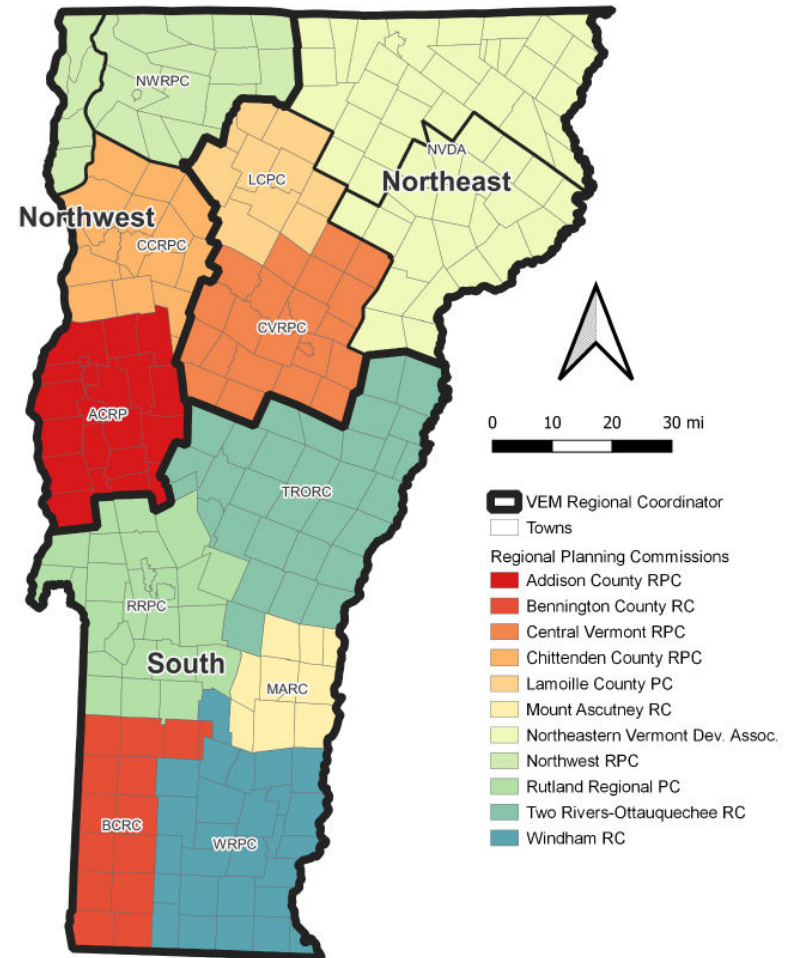
**12:45 Upcoming REMC Tasks**

**13:00 Adjourn**

# Brief REMC Review

- 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.”

(Sec. 12. 20 V.S.A. § 6)



# REMC Membership



**Voting Members** from each town and city 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)

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

**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.

# Election of REMC Positions



To be Annually elected by Voting members\*

**Chair** of the Committee

**Vice Chair** of the Committee

**Representatives** to 3 state committees/activities:

- the statewide Local Emergency Planning Committee; (meets 12/16 at 9am)
- Threat and Hazard Identification and Risk Assessment and Stakeholder Preparedness Review;
- the Integrated Preparedness Planning Workshop.

**Secretary/Minutes taker**

Administrative services will be performed by the ACRPC (Andrew L'Roe)

[\*Informal appointments of officers and representatives of the Regional Emergency Management Committee may be made up until June 1, 2022]



# Upcoming REMC Tasks

- Recruiting Voting Members and Incentivizing Participation
- Creating REMC Bylaws
- Regional Plan/Resource Inventory
- Future All-Hazard Planning Topics

# **Recruiting and Incentives for REMC Participation**

- Provide Lunches/Dinner

Other Ideas?

- ERAF funding incentives
- Prioritization in funding proposals

# REMC Requirements: Regional Plan

A “Regional Plan” must be submitted to Vermont Emergency Management annually after town meeting day and before **June 1<sup>st</sup> each year.**

## **Must Contain:**

- Meeting Frequency
- Leadership Roles
- Membership Contacts
- Regional Resources
- 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]**



# REMC Bylaws

Bylaws should 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

**[A. L'Roe will revise the previous LEPC 8 Bylaws and send out prior to next meeting]**

# Future All-Hazard Planning Topics

- Critical Infrastructure (offered by VEM)
- Department of Health
- Updating LEMPs
- Training for EMDs/EMCs
- Coordination with town Road Foreman/Crews





# Next REMC Meeting

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

Agenda and Minutes will be posted at

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