

## Addison County Regional Emergency Management Committee

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

### MEETING MINUTES

17 February 2022, 12:00pm

at 14 Seminary St, Middlebury & through Zoom

#### **12:00 Call to Order**

Introductions- see list of Attendees on following page

#### **12:05 Approval of December Minutes**

Minutes from 12/15/2021 REMC meeting approved by members present, but quorum was not met.

**12:10 Presentation by Beate Ankjaer-Jensen**, Public Health Specialist– Emergency Preparedness Vermont with Vermont Department of Health introduced herself and the Vermont Healthcare Emergency Preparedness Coalition (<https://www.vhepcalition.org/>). Beate started working for DHS in Middlebury the same week that COVID-19 pandemic began in March 2020, so most of her work has been associated with that, but she is working with local officials and institutions on planning for other public health emergencies. She recommended that EMDs and town officials think about ways to incorporate and include members of the Vermont Medical Reserve Corps (<http://oncallforvt.org/wordpress/medical-reserve-corps/>), which has a number of retired nurses and doctors that have been extremely involved in COVID-19 testing and vaccinations, and would like to stay engaged in ongoing community efforts.

#### **12:20- Discussion of Local Emergency Management Plans (LEMPs) and Shelters**

Andrew L’Roe (Emergency Planner, ACRPC) reminded EMDs and other attendees that annual municipal LEMPs are due May 1 with signatures from the municipal Select Board. He will send updated drafts with the 2022 adoption forms to towns that don’t already have their own process. One thing to note is that the phone number from the American Red Cross in section 6 under Regional Shelter should be updated to **833-583-3111** (their 24hr Responder Services number), as per the conversation with ARC representatives at our December REMC meeting.

In addition, students from a Middlebury College spring semester course (ENVS 401) are working on putting together maps of listed emergency shelters and documenting where Automated External Defibrillators (AEDs) are currently located. Andrew will ask them to present their findings at the next meeting.

#### **12:30 Regional Emergency Management Committee Bylaws and Goals**

Interim REMC Chair Ben Marks reviewed the draft Bylaws and discussed inclusion of language reducing quorum to a third of voting members/proxies at least until the organization could get up and running, in order to approve minutes and any other decisions that may arise. VEM has consulted the state’s lawyers about this, and they determined that “Quorum is defined as a majority of voting members, including proxies, being present”

Middlebury Representative D. Shaw pointed out that the Bylaws numbering skips from Section 4 to Section 6 (Between pages 3 and 4) and there needs to be language about how to add additional meetings and how to advertise/warn them.

Ben Marks will work on adding additional language to address these concerns and Andrew L'Roe will post and distribute them before the next meeting.

There was agreement that the REMC needs continue working on identifying goals and tasks for the organization to continue to serve a useful purpose.

## **12: 45 Upcoming REMC Tasks**

Andrew L'Roe reviewed the following upcoming deadlines and projects:

- Municipal Appointments for the REMC- each municipal select board needs to sign off on the appointment of two representatives following Town Meeting Day, for REMC positions starting July 1, 2022 through June 2023. Andrew will send those forms and reminders with the RPC's annual contact updates. (David DiBiase from Vergennes FD offered that he could serve as the emergency services representative for Panton or Waltham, as the fire department serves those municipalities).
- A Regional Resource Inventory is required for submission to VEM after Town Meeting Day, and before June 1<sup>st</sup>. Andrew will send out a draft before the next meeting for members to review- the main
- The 2022 Integrated Preparedness Planning Workshop (IPPW) will be held on April 6 and April 28. Dan Kuzio will be representing the REMC and will be reaching out to REMC members to solicit input on ongoing plans, exercises, trainings, equipment and other needs to include in the state's 3-year plan.
- Andrew requested that members submit All-Hazard Planning Topics of interest for future meetings- he can arrange speakers and food for meetings.

## **12:55pm Meeting was Adjourned**

### **Next REMC Meeting- Wednesday, May 11**

Zoom and ACRPC Office

#### **Attendees:**

Ben Marks, Cornwall

David DiBiase, Vergennes FD

Erik Eriksen, Ripton EMC

Dan Kuzio, Starksboro FD

Paul Vaczy, Salisbury EMD

Chris Pike, Ripton FD

Becky Hutchins, New Haven EMC

Bob Groff, Panton EMC

Valerie Capels, Bristol, EMD/Town Admin.

David Shaw, Middlebury FD

Barb Rainville, Lincoln EMC

Tom Scanlon, Salisbury EMC

John Rouse, Leicester EMC

Beate Ankjaer-Jensen, VT Dept of Health

John Keppler, American Red Cross VT

Cynthia Trudeau, Addison County Home

Health and Hospice

Dave Attig, VT Gas Systems

Andrew L'Roe, ACRPC