

# Addison County Regional Emergency Management Committee

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

10 May 2023, 12:00pm

## MEETING MINUTES

### DRAFT

In Person at ACRPC Office, 14 Seminary St, Middlebury VT and via Zoom

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

Brief Introductions and Roll Call- 9 voting members and 6 non-voting stakeholders present (listed following minutes)

Emily Harris introduced Harry Schoppmann, new Northwest Regional Coordinator effective June 1<sup>st</sup>

#### **12:10- Continuity of Operations planning-**

Presentation by Emily Harris, Vermont Emergency Management ([Slides posted](#))

([https://acrpc.org/wp-content/uploads/2023/05/COOP-for-locals\\_May-2023.pdf](https://acrpc.org/wp-content/uploads/2023/05/COOP-for-locals_May-2023.pdf))

##### Summary:

Continuity of Operations is a plan to continue meeting essential functions, regardless of interrupting incidents.

If we don't plan ahead, it will lead to confusion and a loss of time

Regardless of what is happening outside (or inside) our doors, there are certain functions that must continue. If we don't continue these functions, it could immediately affect the safety, health, subsistence, and welfare of the public, or could have such a financial impact that the ability of our organization to operate would be curtailed.

Mission-Essential Functions are the basis of every COOP Plan – what direct public services MUST continue, and when do those things have to occur.

##### Teams and Responsibilities

You're going to need a few teams: These teams have different responsibilities and will most likely have different membership, but it is important for each team to meet on a regular basis and to document these meetings and trainings.

##### Facilities

When selecting an alternate facility, consider: back up power, Location in relation to primary facility, Office staffing space needs, Security, Equipment (what equipment is at the alternate facility? What would you need? How would you access those systems/records?)

All of these questions should be answered in a Memorandum of Understanding with your alternate facilities. Having an up-to-date MOU ensures that all parties are aware of the expectations and are prepared to meet those expectations during a COOP event.

The Addison County Emergency Mutual Aid Agreement for Public Works is one example.

*(COOP Summary, continued)*

### Plan Activation

Make sure your plan activation notes the Who, What, When, Why and How.

Who – has the authority to activate the plan? Who is responsible for doing what, and who ultimately should be made aware of the current status?

What – sorts of notification need to occur? (should include staff, political leaders, the public, vendors, partner agencies.)

When – will the activation change depending on time of day or day of week?

Why – is this process initiated? What triggers should that individual be on the look out for? e.g. for the river to reach a certain level? The facility to lose power? A certain percentage of absenteeism due to a pandemic?

How – is this implemented? What procedures exist to perform this activation?

### Succession and Authority

Authorize alternate individuals (or positions) to perform the functions of leadership, with all of the appropriate authorities delegated to them.

For example, who has the authority to sign checks and legal documents, who can authorize workplace closure, who can make purchases, who can hire personnel, and if there are any limitations on those authorities.

Also note the circumstances of when certain authorities are authorized and when those authorities are rescinded.

### Reconstitution

You need to identify who makes the decision, who they consult with, if there are any requirements prior to making that decision (e.g. Does the fire department need to inspect the building prior to re-entry), and how do they notify staff, public, partners, etc.

Keep in mind that some of your staff will not have been working during this event, and that there may be some communication challenges (depending on the nature of the COOP event). If possible, it is preferable to always make positive contact with staff members.

### Best practices

Create Drive-Away Kits- pre-position some of these outside of your building, so if the building is not available you still have access.

Train and Exercise Plans- plans need to be continuously reviewed and updated, and you need to make sure that staff are prepared to execute them.

VEM Regional Coordinators are available to help you with planning and exercising

Pull together a planning team to start working on your COOP Plan.

Use the Continuity of Operations (COOP) plan template as a starting point for an LEMP Appendix: [https://vem.vermont.gov/sites/demhs/files/documents/Continuity%20of%20Operations%20Plan%20%28COOP%29%20Template%20%28pdf%29\\_0.pdf](https://vem.vermont.gov/sites/demhs/files/documents/Continuity%20of%20Operations%20Plan%20%28COOP%29%20Template%20%28pdf%29_0.pdf)

Schedule a Plan creation workshop with your planning team. If you need help, bring VEM in to assist!

### **12:40- Approval of February Minutes**

Unanimously approved by 16 voting members/proxies, representing 8 communities (However it was decided that the timing was not appropriate for Officer elections, which were postponed until the August meeting)

## **12:45- Updates and Reminders**

VEM updates from Emily Harris

- Staff changes at VEM

Max Kennedy (former Northwest Regional Coordinator) has taken a new position within VEM. Harry Schoppmann, the current Northeast Regional Coordinator, will switch to the Northwest Regional Coordinator effective June 1<sup>st</sup>. He lives in Chittenden County, so this will be a nice transition for him. ([Harry.Schoppmann@vermont.gov](mailto:Harry.Schoppmann@vermont.gov), Cell: (802) 585-4509)

2023 VT Emergency Preparedness Conference- Sept 20-21

- At Burke Mountain Hotel & Conference Center in East Burke
- VEM is offering to pay for 1 hotel room for 1 night for an REMC member

## **IPPW and statewide LEPC meeting- Dan Kuzio**

Last Statewide [Local Emergency Planning Commission](#) (LEPC) meeting- May 9th

## **RPC updates (A. L'Roe)**

- Local Emergency Management Plans (LEMPs) due as soon as possible
- Next [State Emergency Response Commission](#) (SERC) meeting- May 17
- FEMA Floodplain and Zoning Bylaw updates- ACRPC is reaching out to towns about updating their Zoning and Town Plans for compliance with National Flood Insurance Program (NFIP) and new FEMA Flood Insurance Rate Maps (FIRMs) of Special Flood Hazard Areas (SFHAs)

REMC Officer Elections postponed until the next meeting.

## **1:00pm- Meeting Adjourned**

**Next REMC Meeting-** Wednesday, August 9, 2023  
Zoom and ACRPC Office

**5/10/2023 REMC Meeting Attendees:**

(\* = voting member, \*\* = voting member & proxy)

- \*\* Peter Coffey, Bristol EMC and FD
- \*\* Ben Marks, Cornwall EMD
- \*\* Barb Rainville, Lincoln EMD
- \*\* Sandy Korda, Orwell EMD
- \* Bob Groff, Panton EMC
- \* Ryan Brown, VARS & Panton Emergency Rep.
- \*\* Erik Eriksen, Ripton FD & EMC
- \*\* Dan Kuzio, Starksboro FD & Emergency Rep.
- \*\* Paul McMahon, Waltham EMC

(9 voting members with 7 additional proxies, representing 8 communities)

Bill Cunningham, TriValley Transit  
Matt Collins, Porter Hospital  
Dave Penny- American Red Cross  
Michaela Olin, American Red Cross

Harry Schoppmann, Vermont Emergency Management Regional Coordinator  
Andrew L'Roe, ACRPC Emergency Management Planner

**Guest speakers:**

Emily Harris, Vermont Emergency Management Regional Coordinator