

## Addison County Emergency Planning Committee

### MINUTES

VSP Barracks, New Haven • April 26, 2017 • 5pm

#### Presentation

Kristen Binau, Regional Disaster Officer, and Dan Lavillette, District Program Manager, discussed the Sheltering Initiative program developed and promoted over the past couple of years in relation to the current status of Red Cross or Local shelters. There is no plan to leave communities without shelters, but there are some distinctions between what constitutes a “Red Cross Shelter” versus a “Local Disaster Shelter.” Roles were explained, requirements explained, and distribution of liability/food/supply costs were discussed. Shelter facility Agreements will now be between School districts and the Red Cross; districts will need to grant use of the facilities to towns for use. Costs for non-Red Cross shelters (food, maintenance, etc) fall on the towns, liability will usually fall under the districts’s insurance, but best to check. Locally, the Red Cross is available to help those who suffer losses due to fire, flood or similar, with assistance provided via cash, temporary lodging set-up and such, with a follow-up in two weeks. Anyone needing specific information or clarifications is urged to contact Dan (802 660-9130 Ext. 110 (p)) or Kristen (603.889.6664 ext. 234 (p)).

#### Local Emergency Planning Committee Meeting:

Called to order at 5:36pm

##### 1. Introductions

2. **March, 2017 Minutes**—Motion to approve as printed by Tom S, Seconded by Tom H *Motion passed*

3. **Treasurer’s Report**—Balance to-date: \$2469.73 Motion to approve Report made by Tom H, Seconded by Troy. *Motion passed.*

• **Expenditures/Bills/Reimbursements**—**Motion by Tom H, Seconded by Beth, to reimburse Matt Fraley and Tim Bouton a total of \$98.81** for the meeting’s refreshments. *Motion passed.*

4. **Budget FY 2018**—Approval date moved to earlier in the year, March—we have been granted an extension. Budget this year reflects what we anticipate our actual expenses to be, which—based on previous year expenditures—are in excess of the usual annual allotment. Projects for the 2018 fiscal year include creating/publishing a TIER II for Dummies-type of manual for companies required to report; creation/training of a county Incident Management Team which could be deployed—on request—to assist local EMD(s) in event of a disaster; provision of a CPR Training for the public with a focus on child-care providers; TIER II reports come in via several routes and in several formats. We would like to get a computer to be used for conversion and retention to curb current situation where reports are scattered over a number of computers in a number of places., with a focus on child-care providers. Tom H MOVED, Ray SECONDED, to adopt the FY 2018 Budget as presented. *Motion passed*

5. **CERT Gear**—Discussion on whether or not to donate CERT-logo'd items to the remaining CERT groups, or hold on to all in hope of re-establishing an Addison County CERT. Tom H indicated he would prefer to hold on to the gear, Matt as well. Group agreed to this.
6. **DEMHS Report** —[Ron] Glenn Herrin and/or Brittany Marquette could be called upon to present a short into to the new n-line training sign-up/registration/certificate tracking program. LEOPs—9 of the 21 Addison County towns have submitted their plans to-date.
7. **Other Business** –None
8. **Adjourn:** Tom S MOVED, Tom H seconded, to adjourn. *Motion passed.* Time: 6:06pm

Respectfully submitted,  
Robin Conway, Secretary

### Upcoming Events:

- **LEOP adoptions due** by May 1
- **MGT 456 Cybersecurity Integration Into EOCs**—May 9–11, 8am–4pm, Waterbury
- **ACEPC Exec**—5/24, 5pm, ACRPC offices
- **Next ACEPC meeting**—5/31—VSP, 5:00pm
- **L0954 All Hazards Safety Officer**—June 6–22, 8am–4:30pm, Montpelier

For DEMHS/FEMA trainings & sign-up, see: <https://vermont.csod.com>

**All DEMHS trainings require registration. If minimum attendee numbers are not met, course will be cancelled.**

### Attendees:

Ron Pentkowski—DEMHS	Tom Hanley—Middlebury EMD
Kristen Binau—Red Cross Reg. Dis. Off.	Mike Leyden—Porter Medical Ctr.
Tom Scanlon, Treasurer—Salisbury EMD	Ray Lalumiere—Leicester EMD
Troy Fox—Agrimark/Cabot	Lisa Busby—ACHHH
Jeff Danoski—VSP New Haven	Beth Diemond—2-1-1
Matt Fraley, Chair—Vergennes Fire	Tim Bouton—ACRPC
Robin Conway, Secretary—Shoreham EMD	Dan Lavilette — American Red Cross