

Accepted: April 29, 2008

Addison County Emergency Planning Committee, District 8
March 25, 2009 • 5:00–6:00 pm
VSP/Public Safety Building • New Haven, VT

Meeting called to order by Matt

1. Introductions —Pam Smith, CSAC Emergency Team

2. Presentation: “*Fire Corp*” [Robin] Short report, with handouts, about the Fire Corps program. It is the 5th program under the Citizen Corps banner, under the Dept. of Homeland Security. Its mission is to provide non-emergency assistance to first responder groups in the areas of—for example—community outreach, records keeping, on-scene food & water delivery, fund-raising; basically anything a department might need to assist them. In many instances, organizations have found that volunteers for CERT programs fit in well—some duties may overlap, others do not. For us, perhaps the ACFFA would be interested in sponsoring a Fire Corps program; our smaller towns may lack sufficient untapped volunteers to have individual Fire Corps groups. The program can be tailored as needed. Materials will eventually find their way to the ACEPC's website.

3. Secretary's Report—Bob A. MOVED, and Erik E. SECONDED, to accept the Minutes of 2/25/09 as corrected. *Motion passed.*

4. Treasurer's Report—[Kate] In her absence, Robin presented the reports Kate had prepared. Checks written in March covered regular meeting's food reimbursement, quarterly meeting warning in the Independent, the cost of the 2nd Outreach Workshop, leaving a March 25 balance of \$5,501.48. Anticipated expenses include food for today's meeting, and reimbursement for the new display board. Tom MOVED, Erik SECONDED, to accept the report as presented; *Motion passed.* Charlie H. MOVED, Bob A. SECONDED, that the LEPC pay all outstanding bills. *Motion passed.*

5. Publicity—[Jess] Reminder that the committee meets 3rd Wednesdays at 10:00AM at the VDH offices, would very much appreciate new members. Robin noted that the new display board is on its way, had hoped it might be here for today, but not so. Tim advised that Jessica's presentations continue to be well-received; others are voraciously absconding with bits, pieces, and whole parts!

6. CERT—Charlie told us that the Red Cross Shelter training has been rescheduled for April 9 at the Middlebury PD. Tim noted that the handouts for today included a listing of what items should be in each of the CERT trailers, as well as a list of items distributed to each CERT member.

7. ACEPC Outreach Committee report—[Tim] Second workshop was held March 16 in Whiting for Orwell, Whiting, Shoreham, Bridport, Goshen, and Leicester. Andrea did another great job; session was very well-attended, with 35+ persons present. The presentation focused on the new “Basic EOP” form which replaces the “RRP” form currently used. The workshop scenario will be revised a bit to be more realistic. Remaining workshops are:

- Bristol, Lincoln, Starksboro, Monkton, and New Haven —TBD
- Middlebury, Cornwall, Ripton, Salisbury, and Weybridge—May 7
- Middlebury as a stand alone entity—April 9

Tabletops will be scheduled for the fall. The intent of these workshops and tabletops is to get LEPC exposure out to communities, introduce Lt Melendy to 1st responders, and for each town to do a complete evaluation and edit/correction of their existing plans.

8. VDH Letter— [Robin] Kate and Robin produced a draft letter protesting the proposed closure of the Middlebury VDH offices, which Robin presented for the group's feedback . It was suggested that as an LEPC, we must remain neutral, so sending the letter under the auspices of the ACEPC itself is not a viable option. However, members are urged to make their thoughts known to their Legislators and others who may be in a position to be effective in this area. It was noted that the closures are still in the proposal stage, not yet a “done deal.”

9. **Other business**—Pam Smith discussed her position with CSAC. She is part of the 24-hour “Critical Incident Emergency Services ” team. The team has 10+ members and can always be reached in any emergency, although after-hours response requires a small wait for a call-back from the on-duty personnel. The emergency number is **388-7641**.

Tim mentioned that the **CPOD drill is scheduled for May 30**; all ACEPC members are needed and invited to participate as drivers, to have the commodities loaded into their cars, and then on another pass to have them unloaded.

10. **Upcoming** (contact Tim with any questions):

- **3rd LEPC Outreach Workshop**—April 9; 5:30PM ; place TBD (for Middlebury only)
- **LEMD training**—“EOC Operations,” April 16, place TBD
- **CPOD Committee**—Next meeting April 14, at RPC office
- **CPOD Manager Training**—May 4, place TBD
- **ACEPC Publicity Comm.**—4/15, 10:00 AM; VDH
- **Next ACEPC meeting**—April 29, 5:00PM, VSP New Haven
- **4th LEPC Outreach Workshop**—Early May, exact date & place TBD (for Middlebury, Cornwall, Ripton, Salisbury, and Weybridge)
- **HMPG applications**—Last chance! Due March 31.
- **CPOD drill**—May 30

Meeting adjourned—Motion made (Bob) and seconded (Jeff) that the meeting be adjourned. *Motion passed.* 6:00 pm.

Respectfully submitted,

Robin Conway, Secretary

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- ATTENDEES:** Tim Bouton—ACEPC Coordinator; ACRPC; New Haven FD  
 Sue Ann Arnebold—Orwell Town Clerk  
 Bob Arnebold—Orwell EM; FD  
 Beth Diamond—VT 211, ACEPC Vice-chair  
 Craig Bingham—Middlebury Selectboard  
 Lt. Bruce Melendy—VSP Commander, Middlebury  
 Cpt. Don Patch—PSD Coordinator, PSD C  
 Jessica Jackson—Middlebury VDH  
 Matt Fraley—ACLEPC Chair; VFD; Panton EMD; Citizen Corps  
 Dave Heisler—New Haven, Assist. EMD  
 Charlie Huizenga—Monkton EM; CERT  
 Robin Conway—ACLEPC Secretary; Shoreham EMC; CERT; ARES  
 Erik Eriksen—Ripton FD  
 Tom Hanley—Middlebury PD Chief; Midd. EMD  
 Pamela Smith—CSAC  
 Jeff Whiting—Goshen Selectboard