

Addison County Emergency Planning Committee, District 8
May 28, 2008 • 5:10–6:40
Lincoln Library • Lincoln, VT

Meeting called to order by Beth.

1. Introductions

2. Lincoln Presentation—*[Louise Diamond]* Louise shared sections of the pandemic flu response plan developed for Lincoln, focusing on the evolution of the flu, transmission, necessary preparations, and the progressive levels of response. Discussion lead to the importance of educating people to stay home when sick.

3. Secretary's Report—*[]* Beth entertained a motion to accept the minutes of April 30 as written: so MOVED, Charlie SECONDED. *Motion passed.*

4. Treasurer's Report—*[Kate]* There was a typo in last month's report, corrected here. Current bills pending are: Addison Independent for legal notice, \$15.75; reimbursement of \$62.95 to Tim for tonight's food; \$42 for postage. Beth requested a motion to pay all pending bills; so MOVED, Bud SECONDED. *Motion passed.*

5. Publicity Committee Report: *[Jessica, Tim]* Jessica presented the SIP to the VT School Crisis Team in Waterbury. It was very well received and generated good questions. A member of that group will be taking the presentation to somewhere (possibly Glover) in the NE Kingdom. Jessica's Rutland counterpart has shared the program with the Senior Planner there and is hoping to launch a similar series.

Tim presented the SIP program to the Ripton Elementary School where there was good follow-up and discussion of day-to-day actions they can take to create a safer environment.

Tim explained the plans for running regular ads in the Addison Independent, and displayed the first sample. He's seeking ideas from everyone for content. The Museum and Gallery Alliance will also be contributing ads; groups that contribute to the costs will be listed as the Sponsor.

Terminology: there's been discussion at various other groups about "Shelter in Place" and do people know what it means; the decision is to keep the wording and educate people to its meaning.

6. Critical Facilities—*[Tim]* Data about towns' critical facilities (EOCs, Fire Dept's, Town Halls) was collect by RPCs through a grant from HLS; the full amount was not expended, and ACRPC has agreed to work with towns on keeping that data updated. The plan is to run three demonstrations: Middlebury, Bristol, and Cornwall, in the near future to train people in the update process.

7. Proposed Annual Budget—*[Tim]* Tim explained that, upon receiving our annual funding, we need to submit a tentative budget. At this point, we are still awaiting a contract. Kate pointed out that the money we are discussing is for FY08, ending June 30, 2008. Usually FY funds would be received around October. The proposed budget consists of:

Publicity/Ads	\$2000
Postage/Admin	\$500
Meeting Food	\$500
Bookkeeping (ACRPC)	<u>\$1000</u>
Total FY 08 Budget	\$4000

It was asked whether we were voting on the budget, or being informed of it; the approval of the full committee was recommended: Charlie MOVED to accept the budget breakdown; Bud SECONDED. *Motion passed.*

8. Other Business:

- Tim recently spoke at Middlebury College to the American Society of Safety Engineers, which inspired the Co-op Fire Insurance to request an ICS-402 training. This will be held June 10th, 10:00am at the Co-op building (Washington St Ext, Midd). The training is geared toward Select Boards and administrators. He plans to offer more trainings throughout the summer.
- Middlebury College is also hoping to offer an ICS for College Administrators class, once they find a presenter and/or curriculum.

9. Other ACEPC:

- Next meeting: June 25; location to be determined
Tim, Beth, and Robin will be absent from the next meeting.
Possible locations: Bristol? Tim will contact.
- Publicity Committee, next meeting: Wed 6/18, 9:30am at VT Dept. of Health (Exchange St, Midd).
Tim and Jess welcome anyone to join them.
- Boxes of the 2008 Emergency Response Guides were available for distribution to local Fire Departments, and towns.

Dave MOVED to adjourn the meeting. Bud SECONDED.

Meeting adjourned—6:40PM.

Respectfully submitted,

Kate Gieges, ACEPC Treasurer

ATTENDEES:

Tim Bouton—ACEPC Coordinator; ACRPC; New Haven Fire
Kate Gieges—ACEPC Treasurer; Cornwall EM
Jessica Jackson—VT Department of Health
Charlie Huizenga—Monkton EM
Bud Scully—Lincoln Fire
Dave Harrison—Lincoln Fire
Jim Hogan—VSP
Peter Coffey—VEM
Beth Diamond—ACEPC Vice-chair; VT 2-1-1
Marty Whitemore—Ripton EM
Lucky Diamond—Lincoln EM, CERT
Louise Diamond—Lincoln EM, CERT

HANDOUTS:

Agenda/Treasurer's Report
Minutes: April 30, 2008
Ad template: 4x1 column inch
Critical Facilities sample list