

Addison County LEPC, District 8
October 25, 2006 4:30–5:38pm
Middlebury Police Dept • Middlebury • VT

Meeting called to order at 4:30pm

1. **HMEP Application for \$2800**—(Tim) VEM has announced another round of HMEP grants for the period 10/1/06 through 9/30/07. Each LEPC will receive a \$2,800 sub-grant and has 8 “Scopes of Work” from which to choose. AC-LEPC executive committee met 10/18, reviewed options and recommends we select A-4 “LEPC Administration & Quality Control of Submitted Tier II Information.” *Tim*— compliance records are out-of-date, access to records cumbersome or not possible, desire to move ahead with info gathering on Tier II compliance has often been expressed. We can hire someone to do the data entry; software available. Motion made and seconded to select A-4; Motion passed.
2. **Submitted CERT budget '05**—(Tim) CERT budget items reviewed
3. **Requisition Form Proposed**—(Andrea) Andrea absent, Tim presented her proposed requisition form. We are looking for an organized way to track costs, this form is a first step. *Suggestions: 1) add a Purchase Order so that when a requisition is authorized, the item can be ordered and tracked using a purchase order number; 2) requisition form should include a place to indicate which vendor quote of the 2 included is the one being authorized.*
4. **Equipment Distribution List Proposed**—(Tim) A list of LEPC-owned items was reviewed and explained; anyone knowing whereabouts of an item, if different from what is indicated on list, should contact Tim after the meeting. Short discussion on best “home” for several of the items. *Suggestion*—label everything and have sign-out sheets.
5. **CERT Report**—(Lucky) Lucky absent, Pip gave synopsis of the DHART helicopter med-evac training in Orwell ; about 10 CERT members attended. The next CERT training has been scheduled for the last week of January/first weekend of February at VSP, New Haven.
6. **Troop District Tabletop Planning Committee Appointments**—(Matt) Matt absent, Tim announced the upcoming Public Safety District Tabletop to be held in the spring; a joint Addison/Rutland/Bennington county exercise. Planning/organizing meetings are being held monthly at the RC-RPC offices, the next is Nov. 7 @ 2pm. Looking for volunteers: Tim and Andrea will attend, Tom Hanley will see if schedule permits, Bob Arnebold might be interested, but date is bad as he must work at the polls. Any possibility date can be changed?
7. **Report on ongoing planning efforts—Coop/CoG/Schools/EOP**—(Tim) Two more meetings have been held, both well-attended. Five schools have requested Tabletops; Tim anticipates 10 towns will meet the Dec 1 EOP deadline.
8. **Upcoming HSU Exercise Grant Opportunity**—(Tim) *Andrea H*—Possible 2nd Exercise Coordinator to be hired, state will be split N/S. RFP to go to every fire/first response/town to request funds for exercises—will need to follow federal guidelines, out-of-pocket expenses should be zero. Towns will arrange location/food/notices, all to be reimbursed. Exercise evaluation process has been updated and improved, progress will be tracked so towns can see path of progress.
9. **VCOMM Report**—(Tom H) A proposal has been submitted to the legislature to move VCOMM from a Public Service Dept. affiliate to its own status as an independent entity; path is similar to one followed by 911.
 - VCOMM is moving ahead with the plan to have all first responders’ radios reprogrammed with the 5 VHF (V/Call) or 4 UHF (U/Call) channels on a statewide basis. A meeting was held for state’s radio dealers to educate them on the plan. Departments will need to submit an inventory form showing serial number, to whom issued, etc., in order to be reimbursed for the reprogramming.
 - The Mobile Command Post is back in service, many new enhancements (e.g. video taping system, intercom system)

10. Calendar Items—

- i. *“First Responder Preparedness for the Hearing Impaired”*— A training to be held 12/5/06, 8AM to 5PM, in Burlington; registration deadline 11/21; details: Carrie Foster 866 410-5787, x 6255
- ii. *ICS 300 begins January '06*—in Whiting; for incident supervisors, officers of Fire Depts, Rescue, Selectboards, Emergency Management Committee members
- iii. *Communications Sub-Committee*—meeting set for Nov 8th @ 4:30, ACRPC offices

Meeting adjourned at 5:38 pm.—over to Fire & Ice for exercise planning workshop

Robin Conway, Secretary