

Accepted: November 19, 2008

Addison County Emergency Planning Committee, District 8
October 29, 2008 • 5:00–6:39 pm
VSP/Public Safety Building • New Haven, VT

Meeting called to order by Matt

- 1. Introductions** —Guest presenter is Julie Smith, DVM, PhD, from UVM’s Extension Service.
- 2. Presentation: “What Emergency Management Needs to Know In the Event of An Animal Disease Outbreak”**—[Julie Smith] Agricultural bio-hazard training involves all sections of the responder community—fire, law enforcement, CERT, EM Teams, EMS,, veterinary, etc—an event can go on for months.
 - Impact in Vermont would be significant: 7% of Vt.’s revenues come from dairying (\$.5-billion); \$1.5-billion from tourist industry; impact on these two sectors alone could be long-term and potentially devastating.
 - Emergency Management would need to be involved in coordination of local efforts; quarantine; animal movement restrictions; livestock euthanasia and carcass disposal; dissemination of public information; communication centers; resource identification; decon efforts; bio-security, recovery.
 - A series of three workshops is being scheduled around the State, each workshop to be held in 3 separate locations (9 events total). The first series is scheduled for November, the second series for January, the third for February. The Middlebury American Legion is the site for one of the 3 first workshops (November 12); other locations/dates to be determined.
- 3. Secretary’s Report**—[Robin] Bob. MOVED, Erik SECONDED, to accept the Minutes of 9/24/08. *Motion passed.*
- 4. Treasurer’s Report**—[Kate] Balance @ October 29 is \$7,398.77. Tom MOVED and Erik SECONDED, that the report be accepted. *Motion passed.* Bob MOVED, Craig SECONDED that Tim be reimbursed for meeting’s food expense. *Motion passed.*
- 5. Publicity Committee:** [Jessica] Committee is soliciting locations for SIP presentations; A special-needs population presentation has been designed, with a survey to be handed out to attendees. The survey is a preliminary effort to seek information indicating where comfort levels lie in release of personal info; results will aid in development of a more focused survey and info release form.

An Addison County initiative has begun to establish fuel funds to be used by families who meet the specified criteria; the program will most likely be administered by CVOEO. The State will seed the fund, but local fundraising will be needed as well. A request to ACEPC for funding will be looked into, but it is unlikely that this (donations) is something LEPC funds can be used for.
- 6. Budget Committee:** [Tom] Bruce, Pip, Annie, Kate, and Tom met to review budget options relative to the expenditure of our accumulated annual allocations. They proposed:
 - Purchase of a portable table-top display board for the Publicity Committee
 - Use of bulk of the funds to set up workshops around the county for the purpose of reviewing town Emergency Response Plans . Committee members shared a sense that many communities are unfamiliar with their RRP’s and have yet to expand efforts into developing the more fully detailed EOP’s that are outlined by the RRP’s.

Note: The EM Planning Status report handout showed that of the 21 towns in District 8:
 14 have “active” EMDs
 2 have Mitigation Plans in place;
 9 have indicated the adoption of NIMS;
 5 have Continuity of Operations/Continuity of Government plans in place;
 3 have Functional Annexes in place; 3 more are in progress

Tom MOVED, Sue Ann SECONDED, that ACEPC use the bulk of the accumulated annual allocation funds for “Emergency Planning and Enhancement Projects.” *Motion passed.* Remainder of budget

items tabled, for another meeting.

- 7. HMEP Request**—[Tim] We need to determine what portion of the upcoming HMEP grant to focus on this year. Last year we did a haz-mat materials and equipment survey and the SIP program; we've also done a commodities survey in prior years. Suggestion made that we use this year's funds to develop the TableTop exercise portion of our Exercise Schedule. under Attachment A-3 of the HMEP Scope of Work, with ACRPC again acting as fiscal agent for the grant funds. Tom MOVED, Bob SECONDED, that Tim submit a proposal for funding of A-3 with the ACRPC serving as fiscal agent. *Motion passed.*
- 8. Fire Corps Discussion**—[Pete C.] pete added some more info to the Fire Corps discussion from last month's meeting. existing Auxiliaries can be funded as Fire Corps, money is available for a number of things, for example: purchase of 911 signs, fund-raising materials, public awareness projects. Much downloadable info is available through the Fire-Corps website. Group felt more details would help, but would prefer something more summarized. Robin will attempt to winnow out the pertinent details for another meeting.
- 9. Exercises/Training Opportunities/Events:** *contact Tim if more info needed*
- **C-POD Exercise Planning**—2 LEPC participants from each district are requested for the planning/design sessions; Tim attended the first meeting, Robin will join him for the remainder, bringing our LEPC up to the desired number of participants.
 - **C-POD Manager Training**—December 6 in Waterbury, 9 to 3. All three of the Addison County POD contacts have indicated they will attend.
 - **C-POD Exercises**—TableTops scheduled for Jan. 24, Functional Drills for May 30. There will be 4 drills going on around the State, Addison will be one of them.
 - **Emergency Planning Conference**—November 6, 8:30, all day; Fairlee; Tom MOVED, Sue Ann SECONDED, that ACEPC cover up to \$100 for accommodations per night for ACEPC members attending. This to be for this event only, pending further discussion at another time on use of ACEPC funds for help in defraying the costs of educational events members might attend. *Motion passed.* Beth abstained.
 - **ACRPC Publicity Comm.**—Next meeting Nov. 20, VDH on Exchange Street, 10:00 AM
 - “Preparing to Survive a Bio-Disaster”—November 12, 10:30–2:30; refreshments provided; American Legion, Exchange Street, Middlebury
 - **CERT**—Conference—Randolph (VTC) Dec. 13, 9 to 4
 - **Meetings**—The next meetings are scheduled for **November 19, December 10, and January 21.** After that we'll be back on the usual last-Wednesday schedule. All upcoming meetings until May are at the Public Safety Building.
 - **Next meeting: Nov. 19, 5:00pm, Public Safety Building (VSP), New Haven**
Speaker: Scott Whittier, NWS—NWS' All-Hazards Warning/Alert System, how EM can use, and how it ties in with EAS
- Meeting adjourned**—Tom MOVED, Bob SECONDED, that the meeting be adjourned. *Motion passed.*
6:39 pm.

Respectfully submitted,

Robin Conway, Secretary

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**ATTENDEES:** Tim Bouton—ACEPC Coordinator; ACRPC; New Haven Fire  
Pip Wales—Weybridge EM; CERT; ARES  
Annie Wales—Weybridge EM; CERT  
Sue Ann Arnebold—Orwell Town Clerk  
Bob Arnebold—Orwell EM, Fire  
Kate Gieges—ACEPC Treasurer; Cornwall EM  
Robin Conway—ACEPC Secretary, Shoreham EMC, CERT, ARES, RACES  
Tom Hanley—Middlebury Police Chief, EMD  
Beth Diamond—VT 211, ACEPC Vice-chair  
Craig Bingham—Middlebury Selectboard  
Lt. Bruce Melendy—VSP Commander, Middlebury  
Peter Grant—Bristol Rescue  
Peter Coffey—Dep. Director VEM  
Jessica Jackson—VDH Middlebury  
Erik Eriksen—Ripton Fire Chief  
Matt Fraley—ACLEPC Chair; VFD; Panton EMD

**HANDOUTS:** Agenda/Treasurer’s Report: 10-29-08/Minutes: 9-24-08  
Haz-Mat Planning Grant “Scope(s) of Work” ’09  
“Em Prep—Tips for Older Adults”—Pub. Comm. PPoint handout  
Publicity Cmm. Minutes of 10-21-08  
Draft—Special Population: Disaster Info Release form  
Addison Region EN Planning Status @ 10/08  
ACEPC Exercise Schedule  
Special Pop. Primary Survey—draft  
Addison County POD site list