

Accepted: December 28, 2011

**Addison County, LEPC District 8
Emergency Planning Committee/Citizen Corp Program
November 30, 2011 • 5:00–6:27pm
VSP • New Haven, VT**

I. Citizen Corps meeting called to order by Matt

1. **General Report**—[Robin] Franklin Grand Isle, Chienden, and Addison CERTs are discussing a joint training exercise to be held in the spring. Original idea was for a short Search & Rescue (S&R) Training followed by a chance for team members to become acquainted with each other as there is no other CERT face-to-face opportunity. The scope of the exercise has suffered from creep, and now appears to include a full Red Cross 300-bed shelter set-up, RACES communications, Homeland Security Exercise & Capabilities Testing, and participation by Boy Scouts, residents of area assisted-living facilities, Fire Department(s), and more. Addison has pulled out. There is some consideration toward splitting into two separate exercises; Addison may be interested in the S&R part.
2. Needs-Assessment Survey—Few were picked up at the VEM Conference. Discussion ensued about changes needed.

Motion to adjourn the CCP portion of the meeting at 6:10. *Motion passed.*

II. ACEPC meeting called to order by Matt

1. **Secretary's Report**—Tim MOVED, Pam SECONDED to accept **Minutes of October 26** with typo corrections. *Motion passed.*
2. **Treasurer's Report**—[Kate] Erik MOVED, Robin SECONDED, to accept the Treasurer's Report as presented. *Motion passed*
 - Kate indicated there were corrections to be made to the report's balance figures. After discussion, Tim MOVED, Erik SECONDED, that the group adopt a Resolution to close out the Chittenden/People's United bank account and open a new account with National Bank of Middlebury. Both actions to include statements from each bank as to respective closing and opening balances. *Motion passed.*
 - Erik MOVED, Robin SECONDED, that the Treasurer pay all current outstanding bills. *Motion passed.*
 - Executive Committee is defining a proposed Reimbursement Policy for discussion at next meeting.
3. **EM Mitigation Workshop**—[Kate] Workshop was not what she'd hoped, was primarily focused on paperwork for mitigation funding applications. Tim MOVED, Beth SECONDED, that milage for the Mitigation Workshop be reimbursable. *Motion passed.*
4. **Mental Health Training**—Pam asked if this would be considered for funding assistance. Group agreed to help; Pam will need to make a presentation of workshop proceedings to the ACEPC. She also spoke to her efforts to update the CSAC EOP.
5. **HMEP Grant Request**—Tim suggested we consider A4 as a scope of work for this round of funding; other options have been undertaken within recent past. Beth MOVED, Erik SECONDED, that Tim be authorized to apply for the A4 Scope of Work for Hazardous Materials Emergency Preparedness Planning through the HMEP grants. *Motion passed.*

6. Other Business—

- Conference Reviews postponed to December meeting
- Peter has been named Interim VEM Director after Mike O'Neill moved to a new position as head of Fire Safety.

Upcoming Events—for more info contact Tim

- CERT—1/12/12, Midd PD @ 7:00
- Next ACEPC mtg—12/28, VSP New Haven 5pm

Motion to adjourn made by Don, SECONDED by Erik, at 6:27. **Motion passed.**

Respectfully submitted,
Robin Conway
ACEPC Secretary

ATTENDEES:

Tim Bouton—ACEPC Coordinator; ACRPC Rep. EMD	Matt Fraley—ACEPC Chair; VFD; Panton
Kate Gieges—ACEPC Treas.; Cornwall EM, CERT Commander	Lt. Gary Genova—New Haven VSP
Capt. Don Patch—VSP, Region C Coordinator	Erik Eriksen—Ripton FD, EM
Beth Diamond—211	Peter Coffey—VEM
Robin Conway—ACEPC Secretary, Shoreham EM, CERT	Pam Smith—CSAC
David Fenster—AC SA	