

Accepted: December 30, 2009

**Addison County Emergency Planning Committee, District 8
December 2, 2009 [November Meeting] • 5:00–6:13 pm
VSP/Public Safety Building • New Haven, VT**

Meeting called to order by Matt

1. Welcome/Introductions—

2. Secretary's Report—Erik MOVED, Tom H. SECONDED, to accept the **Minutes of 10/28/09** as corrected. *Motion passed.*

3. Treasurer's Report—[Kate] Beth MOVED, Erik SECONDED, to accept Report as presented. *Motion passed.* Bob MOVED, Beth SECONDED, that the Treasurer pay outstanding Committee bills. *Motion passed.* Tim MOVED, Sue SECONDED, that the Treasurer pay any bills that will go past-due by next meeting. *Motion passed.* —discussion regarding reimbursement procedures; Tim MOVED, Bob SECONDED that an email should be sent to VEM Conference attendees (Addison County) requesting that mileage reimbursement forms be submitted to Kate by the 15th. *Motion passed.*—**POLICY:** Time MOVED, Bob A. SECONDED, that henceforth, all requests for reimbursements be submitted to the Treasurer within 30 days of the event. *Motion passed.*

4. CERT—Kate noted that the last CERT meeting included a presentation on Autism by Milly Jackson. Also included were some tips on how to work with the deaf/hard-of-hearing and the blind in emergency situations. (*TIP:* to indicate that person is to follow/go with you immediately—place hand on shoulder, draw 'X' on left shoulder)

5. LEPC Outreach Report: TTX—[Tim] The last session, was held November 12 at Mt Abe for Bristol, New Haven, Lincoln, Monkton, and Starksboro; an After Action Report meeting is tentatively scheduled for December 3.

6. State EM Conference—[Tim] Feedback from those present who attended indicated the following:

- Setup was poorly designed for any networking;
- Workshops were, for the most part, disappointing, although the pandemic presentation was quite good and was well-presented;
- Not enough focus on Emergency Management services;
- Consideration should be given to modeling the next one on the EMS conference held annually in Burlington.

7. EMD kits—[Kate] Nearly done, laminating of vehicle window signs and maps needs to be done.

8. Int'l Assoc. of Emergency Managers—[Tim] Conference in Florida; Tim particularly interested in the Disaster Finance and Cost-Recovery presentations; he is developing a 1 to 2 hr presentation on the subject designed specifically for Town Treasurers,

9. Other—Tom had questions about shelters and pets; Robin will pull together some info.

10. Upcoming (contact Tim with any questions):

- **Tabletop Exercises AAR—**Tentative date of December 3
- **Next ACEPC meeting—**December 30 5:00PM, VSP New Haven

Meeting adjourned—Tom MOVED, Tim SECONDED, that the meeting be adjourned. *Motion passed.*
6:13 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  
Lt. Bruce Melendy—VSP Commander, Middlebury  
Matt Fraley—ACEPC Chair; VFD; Panton EMD  
Kate Gieges—ACEPC Treasurer; Cornwall EM, CERT  
Erik Eriksen—Ripton EM/FD  
Lt. Don Patch—VSP, PSD Coordinator  
Beth Diamond—VT 211  
Robin Conway—LEPC Secretary; Shoreham EMC, Dispatcher; ARES/RACES/CERT