

Accepted: February 25, 2008

Addison County Emergency Planning Committee, District 8
December 10, 2008 • 5:04–6:04 pm
VSP/Public Safety Building • New Haven, VT

Meeting called to order by Matt

1. Introductions —Guest presenter is Steve Poirot from VT HSU.

2. Presentation: “Intro to RISS-ATIX” [Steve Poirot] Steve gave us a brief run down on the RISS (Regional Information Sharing System) ATIX (Automated Trusted Information Exchange) and what it is. The system is sort of a facebook for emergency personnel. Once approved through a background check, members can go into the system and share information to others in the system. That way, multiple events happening at the same time in different locations can be connected. It is also a good way to not be isolated in our own communities but to be able to get a bigger picture view of the world of emergencies.

3. Secretary’s Report—Moved and seconded, to accept the Minutes of 11/19/08 with one correction; that the date of the “Prepare to Survive” AG workshop be changed to December rather than November. *Motion passed.*

4. Treasurer’s Report—[Kate] It was moved and seconded that the report be accepted as written and that the LEPC pay all outstanding bills. *Motion passed.*

5. ACEPC Outreach Committee report—[Tim] The committee met on 12/2 with Andrea Hatch from HSU about the outreach efforts that were proposed at the last meeting. The committee is proposing to sponsor five regional outreach workshops followed by five tabletop exercises. The regional breakdowns proposed are:

- Vergennes, Panton, Addison, Waltham, and Ferrisburgh tentatively scheduled for 2/12
- Bristol, Lincoln, Starksboro, Monkton, and New Haven DRB
- Orwell, Whiting, Shoreham, Bridport and Leicester
- Middlebury, Cornwall, Ripton, Goshen, Salisbury and Weybridge
- Middlebury as a stand alone entity.

The tabletops would be scheduled for this coming fall and will hopefully be completed before deer season. As decided at the November meeting, Tim will apply for Haz Mat planning funds to help fund his time and to support the efforts of the committee. The intent of these workshops and tabletops is to get LEPC exposure out to communities, introduce Lt Melendy to 1st responders, and for each town to do a complete evaluation and edit/correction of their existing plans.

6. ACEPC Exercise Schedule [Tim] In working with the committee trying to develop the outreach workshops, they realized the need to adjust the adopted ACEPC exercise schedule to better reflect the current plans. The committee proposes to consider the planned outreach plan reviews as workshops allowing for full support from HSU personnel. Various meetings and the Local Emergency Managers Training program offered earlier in the fall served to provide the EM community with what was proposed for the initial Seminar Series. The new schedule is attached for reference. Moved to accept the new schedule. *Motion passes*

7. HazMat plan format —[Tim] The committee, in working on the outreach efforts realized that we’ll need to rewrite the LEPC HazMat plan last revised in 1999. Recognizing that the plan is required by statute, Tim proposes to reformat the existing plan to more closely resemble what it will actually be used for—as a resource plan. He proposes to include all the required sections but to focus on existing and planned resources, existing reporting facilities, recommended response procedures and a 1-2 page template for a localized plan. This plan could then be inserted into any communities EOP or RRP as their own HazMat plan. Moved to accept the new format but if possible to change the title Plan to

Document to reflect that it does not actually dictate any response actions. *Motion Passed*

8. C-POD training/exercise report—[Tim] A training for C-POD managers was given on 12/6 and Addison County was well represented with more than half of the attendees coming from our region. All three C-POD managers from our region were trained as well as the leads of our CERT team. This training was given in anticipation of statewide C-POD exercises starting with a tabletop to be held in Rutland on 1/24 and culminating in a live drill tentatively scheduled for 5/30. The exercises will use the Middlebury Sewage Plant as one of four locations in the state to test and it will open as a Level III C-POD capable of serving 5,000 people per day. Craig Bingham will be the C-POD manager for that location. All members are encouraged to attend the tabletop exercise in Rutland on the 24th and the drill in May.

9. Other: Bob A. shared a letter he received from a county group encouraging towns to maintain small supplies of fuel for emergency delivery to local households... he believes too many organizations are going in too many directions without checking in with other activities. He also said that anyone in Orwell who runs out of fuel in the middle of the night just calls the fire department and gets some from their tanks. Other concerns were expressed about the liability of untrained volunteers attempting to refuel and restart furnaces that have run out of fuel. Many comments were added indicating that while this emergency fuel program is admirable in its intent, it may not be very well thought out.

10. Upcoming (*contact Tim with any questions*):

- State CERT Conference—Dec.13, 8:00–4:00; VTC, Randolph
- ACEPC Publicity Comm—Dec, 17, 10:00 AM; VDH
- Bio-Hazard Workshop II: Personal and Financial Resiliency—Jan. 14, (10–11:30 review of Workshop I for those who missed), noon–2:00 Workshop II; American Legion, Boardman St., Middlebury
- ACEPC January Meeting—Jan. 21, 5:00PM; Public Safety Bldg, New Haven
- CPOD Tabletop—Jan. 24, 10:00–4:00; Rutland
- ICS 300—Feb.3-28; 5 classes; Middlebury FD
- Plan Review Workshop I—Waltham, Vergennes, Addison, Panton, Ferrisburgh; Feb 12 (tentative)

Meeting adjourned—Moved that the meeting be adjourned. *Motion passed.* 6:04 pm.

Respectfully submitted,

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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  
 Tom Hanley—Middlebury Police Chief, EMD  
 Beth Diamond—VT 211, ACEPC Vice-chair  
 Craig Bingham—Middlebury Selectboard  
 Lt. Bruce Melendy—VSP Commander, Middlebury

Cpt. Don Patch—PSD Coordinator PSD C  
Peter Coffey—Dep. Director VEM  
Tom Noble—Bridport  
Steve Poirot—HSU  
Matt Fraley—ACLEPC Chair; VFD; Panton EMD  
Dave Heisler—New Haven, Assist. EMD