

Addison County LEPC, District 8
March 28, 2007 5:06–6:37pm
Public Service Bldg/VSP • New Haven • VT

Meeting called to order at 5:08 pm

- 1. Introductions**—(Tim) Intros around the table and for visitor: Kate Gieges from Cornwall.
- 2. Secretary's Report**—(Robin) Minutes sent via email. Correction noted under section 4: should be "Paul" not "Peter" Connor. Tim moved to accept Minutes as amended, Steve J. Seconded. Motion Passed.
- 3. Treasurer's Report**—(Tim for Andrea O.) No checking/savings activity in past month.
- 4. Disaster Discussion #1**—(Tim) Per a suggestion from Beth, Tim set up a mini-table-top presentation with a winter storm Watch/Warning scenario. Discussion involved what plans are in place for such an event, what steps would be taken during a Watch, what steps when Watch turns to Warning.

Comments included: checking/topping off town fuel supplies; calling a preliminary Emergency meeting between Selectboard, Road Crews, other town personnel to coordinate plan and ensure all equipment is ready; contact private plow operations to keep essential drives/parking areas cleared (possibly setting up contracts since they will tend to be busy with own customers); contacting shelter coordinator to ensure shelter will be available if needed; establishing readiness of alerting/public contact systems.

- 5. ACRCP HMEP Application**—(Tim) Because ACLEPC cannot receive funds (see #6—Financial Report) , does the group wish to have the RPC apply for the HMEP (haz-mat plan) grant we had decided upon in November? After short discussion, group gave its blessing to the proposal.

6. Old Business—(Tim)

—*Financial Report*: The State has determined that although LEPC is an government umbrella agency for local emergency groups/committees, we do not have the necessary accountability protocols in place to be a "Fiscal Agent" and thus able to handle grant monies. Funds can only be distributed to a proper Fiscal Agent which then is subject to government audits and accountability protocols. RPC is hesitant to assume the obligations of being the LEPC's Fiscal Agent, but they will handle smaller projects for us, particularly those which do not involve owning equipment. The primary effect of this impacts CERT funds. Current options are to find an incorporated entity willing to be our Fiscal Agent, or to incorporate ourselves so we can be a Fiscal Agent (we would lose, among other things, liability coverage under the state, but gain officers who would be accountable to the state for received/dispersed funds. As a corporation, we would need to raise money to purchase the extensive liability insurance needed by a Fiscal Agent, as well as to cover increased operating expenses). Tim continues to be involved in discussions with the State in an effort to resolve the issue.

—*Exercise Request*: In light of the above, does the LEPC wish to have Tim approach the RPC about whether they would be willing to receive funds for the Emergency Planning Exercises we had discussed in January? Discussion ensued about combining the proposed seminar series, reducing the number from 5 to 3. The first series of seminars would be: *Intro to RRP/EOP and Basic ICS Terminology*; #2 would be *EOC/ICS Interface*; #3 would be *Intro to Functional Annexes* (these would cover 2 FAs at a time, thus 7 meetings to complete all 14). The fifth seminar, *How to Access State Resources*, would be rolled into one of the others. Beth moved that Tim make the request, Steve J. seconded. Passed.

7. New Business—

- FA Training Dates—Discussion about whether or not to repeat each seminar twice, in different areas of county, to increase chances of drawing from more distant towns. Each seminar estimated to be about 2 hours—general opinion was that some evening sessions and some Saturday morning sessions would probably work best. Dates to be determined.

8. Guests— see #1

9. Upcoming Events—

- ICS 300—Middlebury College—4/24, 5/11, 5/15; must attend all three days, 8AM to 4PM as this is a 24-hr course.
- 2007 Dry Hydrant Grants— Annual round of grants, deadline is April 30, '07 (received by, not postmarked)
- Haz-Mat Planning Committee—Next meeting to be 4/17, 3:30, at ACRPC

Move to Adjourn by Bob A.; motion Seconded by Tom N.. Next meeting :April 25, VSP in New Haven. Meeting adjourned at 6:37 pm.

Robin Conway, Secretary

ATTENDEES:

Pip Wales—Weybridge Emergency Management
Robin Conway— Shoreham EMC; AC-LEPC Secretary
Susan Ann Arnebold—Orwell Town Clerk
Bob Arnebold—Orwell EMD
Charlie Huizenga—Monkton EMD
Bud Scully—Lincoln First Response
Beth Diamond—VT 211
Craig Bingham—Midd. Selectboard
Tom Hanley—Middlebury PD
Jessica Jackson—VT Dept of Health, Midd.
Kate Gieges—Cornwall
Steve Johnson—Addison County ARES
Tom Noble—VSP
Marty Whittemore— Ripton EMD
Tim Bouton—LEPC Coordinator