

MINUTES

LEPC #12 Meeting, August 20, 2009
Hartford Fire Station, Hartford, VT

Attendees: Kevin Cole, Bill Burden, Rick Kenney, Mark Belisle, Steven Locke, Terry Lewis, Anthony Ercole, Ray Keefe, Bill Harkness, David Aldrighetti, Mike Manning, Pat Edwards, Richard Lancaster, Bruce McCoy, John Sanders, Jerry Fredrickson, Pat Cassidy, Ray Bushey, Rita Seto.

1. Call to order

The meeting was called to order by Bill Burden at 1805 hrs. Bill thanked Hartford Fire for hosting at their facility (the a/c was particularly most welcomed). Hartford and Norwich reps were officially approved by SERC. Hartford's temporary rep is Steve Locke and Norwich's reps are Steve Leinoff, Neil Fulton and Robinson (PD). Introductions were made.

2. Minutes

The minutes of 18 June 2009 were reviewed and approved. Amendments to minutes include:

Item 5. VCOMM meeting – second sentence revised from “Canadian border regarding whether you can use the line” to “Canadian border regarding operations above the line”. VCOMM meeting date changed from Sept. 13 to Sept. 9 at VA hospital.

Item 9. Other business – first bullet revised from “Neil Fulton formed UV Medical Reserve Corp” to “Neil Fulton reported on UV Medical Reserve Corp.”

3. Treasurer's Report

Richard passed out budget sheet and reported that current balance remains \$5. The budget is ready to be submitted. Richard also briefly discussed the signed agreement between LEPC and TRORC which outlines the general terms and obligations between the two organizations. We are waiting for the \$4000 State funding and should hear by mid September. There has been a request for \$200-\$300 of the \$4000 to be set aside in a reserve fund and Richard reminded the group that it must be spent during the year like the rest of the State funding.

4. VT Water/Wastewater Agency Response Network (WARN)

Rick Kenney, Chief Water Systems Operator of Hartford presented on mutual aid and assistance for water and wastewater utilities. This is a membership group of utilities helping other utilities which was initially developed out of California as the state fought fires and earthquakes. The WARN provides training on procedures and uses NIMS. Currently, WARN has been informal in mutual aid and assistance in Vermont however, the goal is to officially formalize. After Katrina, FEMA requires written document of mutual aid and assistance agreement in order to access federal aid dollars and to receive disaster reimbursements. Rick mentioned a few years ago in Rutland where there was a disaster incident. At that time, WARN was not formalized and lost out on disaster reimbursement. Any public or private utilities, no matter how small can participate; so far there are approx. 25 members signed up to WARN in Vermont. The next steps

are to continue recruiting members and this is strictly for water and wastewater utilities, not Departments of Public Works. Current website (to be updated shortly):

<http://www.vermontdrinkingwater.org/counter-terrorism-info.htm>

Any questions or comments, contact Rick Kenney: Office (802) 295-3622, direct (802) 478-1918

5. Progress Report on Special Needs Population

No one from committee was present to update however, Bill recalled that one of the LEPC groups is doing a pilot project of a form with the State for Special Needs Population. The goal is to determine a system of identifying Special Needs Population in town which will improve and help local responders to be aware of who they area. Rita mentioned that the Basic EOP that was distributed to towns for update has a section for listing High Risk Population. The town could list existing known SNP and develop a database from that.

This will be followed up at the next meeting.

6. VCOMM committee report

Neil Fulton and Paul Duquette, VCOMM Chair set up the upcoming joint LEPC meeting at the VA hospital on Wednesday September 9, 2009. Supper is included. It is a Q & A session regarding anything on VCOMM. Some problem areas identified include: V-tech and U-tech frequencies, the A-line which is being coordinated with Canada; how will we use new frequencies, protocols and procedures? This meeting is for anyone using public safety communications and is encouraged to attend.

7. Training and Exercise Planning Workshop

Bill provided an overview of the TEPW report which provides elements of a 3 year training and exercise plan for LEPC 12. There were 25 attendees at the workshop. The group did not get a chance to lay out the calendar for training but will address next month. Bill discussed some of the key priorities established:

- More training is needed, particularly with the EOC management (how to run EOC, enhance current operations, and understand the guts of EOC). There was EOC training on August 11 provided by VEM.
- Communications – a wide range of topics:
 - Need to identify local and regional capabilities.
 - How to efficiently warn and inform public, VTENS in process to put reverse 911 access. Require training to understand how it works (another area to ask at VCOMM meeting). With the HAM radio, ARES/RACES seminar which is tied to VEM, can provide communication support – a possible future presentation?
- Expand town participation in LEPC meetings and training. Expand regional collaboration; nothing will happen unless people participate.
 - Identify unmet needs in towns, and has suggested outreach seminars to towns but difficult to get key players (Selectmen) to meetings.
 - NIMS ICS training – online and classroom training, we need to get information out on increasing understanding of NIMS.
 - Get CERT working in LEPC 12.

8. Prouty Recap

- 4686 participants (3051 cyclists, 1635 walkers), additional 900 volunteers (including first responders).
- \$2.45 million fundraised.

- Of the two days of public participation and 5500 people, only **ONE** accident incident required ambulance services to hospital and it wasn't even that serious! Congratulations and thank you to EMT/Fire/Police/First Responders that participated.

9. Other Business:

- Bill would like LEPC members to voice their opinions in providing ideas for programs and presentations during LEPC meetings. Up until now, presentation topics have been decided ahead of time but Bill would like more input from the group to determine what topics would be of most interest and use to the members during meetings. Please contact Bill if you have organizations or topics in mind you would like to see in future LEPC meetings.
- CBRNE presentation suggested as a possible future meeting topic.
- Discussion about CERT trailer, Mike asked what the protocol is to get access to CERT trailer and release it. Trailer is currently home at Royalton Barracks. Terry asked what the current inventory is in the trailer. Richard and Bill will visit trailer to update full inventory list and distribute to LEPC members. David suggested one rep from each town to have access to trailer, perhaps let dispatch center know who to contact? Will follow up.
- An LEPC booth will be setup at VLCT Town Fair – October 1, 2009 at Barre Municipal Civic Center for outreach.

10. Next meeting – Thursday October 15, 2009. Location TBD. There was an offer from Vershire Fire House to possibly host next meeting. A great opportunity to showcase new facility.

11. Meeting was adjourned 1906 hrs.

Respectfully submitted by
Cindy Spaulding, Secretary