

LEPC 5 Bi-Monthly MEETING

Monday, May 6, 2019

6:00 pm to 7:30 pm

Conference Room 2 on the basement level;
UVM Health Network a/k/a Central Vermont Medical Center
130 Fisher Rd, Berlin, VT (802) 371-4100

Refreshments and beverages provided

1. Call to Order (Katina Johnson)
2. Welcome and Introductions (Katina Johnson)
3. Adjustments to the Agenda (Katina Johnson)
4. VEM Update Report and Training Opportunities (VEM representative)
5. Consent Agenda items (Katina Johnson)
 - a. Approve Meeting Minutes of November 5, 2018 & March 4, 2019
 - b. Barre City Treasurers Report
 - c. CVRPC Treasurer Report
 - d. Approve and Authorize Payments
6. Streamlining General Business Items: Sub Committee?
7. Increasing Attendance
8. Our Next Industries Plan Discussion
9. Updates to After Action Report – Report out on status of actions to be completed
10. Organizational Committees and reports (Katina Johnson)
 - a. Report of the Annual Response Plan (Emergency Management Plan)
 - b. Bylaw Committee (vote to accept 7/5/15 Bylaws)
11. HazChem FY 19 Grant Applications
 - a. Standard \$4,000 application; 18 month period July 1, 2018 – December 31, 2019
 - b. Additional Application \$13, 069; 18 month period July 1, 2018 – December 31, 2019
12. Other business to be brought before the committee
 - a. VT Emergency Management Association – Shelter Fundamental Course
 - b. Green Mountain Power Annual Exercise
 - c. Vermont Creamery Tabletop Exercise
13. Public Comments and Receive guests (for non-agenda items) (Katina Johnson) – A period for general public comment on items not on the agenda
14. Next meeting July 1, 2019 (Katina Johnson)
15. Adjourn

LEPC #5 Meeting Summary

March 4, 2019

(Washington County towns of Barre City, Barre Town, Berlin, Cabot, Calais, Duxbury, East Montpelier, Fayston, Marshfield, Middlesex, Montpelier, Moretown, Northfield, Plainfield, Roxbury, Waitsfield, Warren, Waterbury, Woodbury, Worcester and the three Orange County towns of Orange, Williamstown, and Washington)

Present

Katina Johnson, Chair
Beth Burgess
Jeff Campbell
Lisa Hulberg

Organization

Berlin Emergency Management Team
Resource Specialist, VT 211
Warren DPS & Fire Department
Vermont Creamery, EHS Professional

Jonathan DeLaBruere* Central Vermont Regional Planning Commission
Emily Harris* Vermont Emergency Management
Paige Loeven* Central Vermont Medical Center

* Non-voting Representative

1. CALL TO ORDER

Chair Katina Johnson called the meeting to order at 6:08 PM.

2. WELCOME AND INTRODUCTIONS

Introductions were made around the table.

3. ADJUSTMENTS TO THE AGENDA

No adjustments were made.

4. CENTRAL VT MEDICAL CENTER – SELF MANAGEMENT PROGRAM

Healthy living workshops are available for everyone to either attend at the Central Vermont Medical Center and/or to bring to individual communities. All of these programs are free of charge. They cover different aspects including Diabetes Prevention & Management, Quitting Smoking, Emotional Wellness, Chronic Disease Management, and Chronic Pain Management. For more information on the individual programs, see the attached flyer or go to the website (myhealthyvt.org).

5. VEM UPDATE REPORT AND TRAINING OPPORTUNITIES

Each February, Vermont Emergency Management and its partners host Spring Flooding/Ice Jam seminars. These gatherings are an opportunity for emergency managers and community

leaders to hear the latest forecast for spring flooding and ice jam potential. The 2019 Spring Flooding/Ice Jam seminar presentation is available on the VEM website.

A joint initiative between Governor Phil Scott, and Vermont-National Education Association inviting middle and high school students to create a “See Something, Say Something” video, which will be used to promote awareness and reporting of school safety threats across the state. Submissions will be judged on criteria including the ability to attract students’ attention and persuade them to adopt the “See Something, Say Something” approach, as well as clarity, creativity, and production quality. Cash prizes and special tour experiences will be awarded to the creators of the top three videos. Students must submit their videos to <http://vtnea.org/psachallenge2019.php> by March 20, 2019. Winners will be notified on April 1, 2019 and an awards ceremony will be held at the Vermont State House in April.

Trainings in Central Vermont:

- G-191 (ICS EOC interface) in Waterbury at the State Emergency Operations Center on Thursday, March 7th from 8:30AM – 3:30 PM
- EMD Seminar in Montpelier at Central Vermont Regional Planning Commission on Friday, March 22nd from 1PM – 3PM
- ICS 300 Intermediate in Waterbury at the State Emergency Operations Center on April 22-24 from 8AM – 4:30PM
- ICS 402 in Montpelier at Central Vermont Regional Planning Commission on Tuesday, April 30th from 9AM-12PM

****Due to not having a quorum of members, agenda items 6-9 were skipped over.**

6. CONSENT AGENDA ITEMS

- a) **APPROVE MEETING MINUTES**
- b) **BARRE CITY TREASURERS REPORT**
- c) **CVRPC TREASURERS REPORT**
- d) **APPROVE AND AUTHORIZE PAYMENTS**

7. UPDATES TO AFTER ACTION REPORT

8. ORGANIZATIONAL COMMITTEES AND REPORTS

- a. **ANNUAL RESPONSE PLAN**
- b. **BYLAW COMMITTEE**
- c. **WEBPAGE DEVELOPMENT**

9. HAZCHEM FY 19 GRANT APPLICATIONS

- a. STANDARD APPLICATION
- b. ADDITIONAL APPLICATION

10. OTHER BUSINESS TO BE BROUGHT BEFORE THE COMMITTEE

No other business was brought before the committee

11. PUBLIC COMMENTS AND RECEIVE GUESTS

No members of the public provided comment

12. NEXT MEETING (May 6, 2019)

13. ADJOURN

Respectively submitted by Jonathan DeLaBruere, Central Vermont Regional Planning Commission

Approved on:

LEPC #5 Meeting Minutes

November 5, 2018

(Washington County towns of Barre City, Barre Town, Berlin, Cabot, Calais, Duxbury, East Montpelier, Fayston, Marshfield, Middlesex, Montpelier, Moretown, Northfield, Plainfield, Roxbury, Waitsfield, Warren, Waterbury, Woodbury, Worcester and the three Orange County towns of Orange, Williamstown, and Washington)

Present

Organization

Katina Johnson, Chair	Berlin Emergency Management Team
Robyn Ayer	Central Vermont Medical Center
Beth Burgess	Resource Specialist, VT 211
Jeff Campbell	Warren DPS & Fire Department
Joe Aldsworth	Barre City Fire Department
Bruce Richardson	Berlin Resident, EM Team
Wanda Baril	Berlin Emergency Management Team, Shelter Volunteer, Red Cross
Lisa Hulberg	Vermont Creamery, EHS Professional

Pam DeAndrea*	Central Vermont Regional Planning Commission, Fiscal Agent/Administrator
---------------	--

Kerri Foley*	American Red Cross
--------------	--------------------

Todd Cosgrove*	Hazardous Materials Team Chief, SERC Chair
----------------	--

* Non-voting Representative

CALL TO ORDER

Chair Katina Johnson called the meeting to order at 6:09 p.m.

WELCOME AND INTRODUCTIONS

Introductions were made around the table.

ADJUSTMENTS TO THE AGENDA

Pam DeAndrea requested to add the LEPC5-CVRPC contract approval after item 6.

It was requested to add in round table after contract approval.

CONSENT AGENDA ITEMS

Jeff Campbell moved to approve the consent agenda; Robyn Ayers seconded. Motion carried.

VEM UPDATE REPORT AND TRAINING OPPORTUNITIES

No questions on the training for Emily.

APPROVE AND AUTHORIZE PAYMENTS

Jeff Campbell moved to approve the invoices. Bruce Richardson second. Motion carried.

CVRPC CONTRACT

Pam reviewed the contract amounts and the scope of services in general. She explained that Laura is no longer with CVRPC. CVRPC will be hiring a new EM planner, who is expected to begin work in January.

Joe Aldsworth moved to authorize Katina Johnson to execute the service contract with Central Vermont Regional Planning Commission for the SERC FY 19 funds; Beth Bergeron seconded. Motion carried.

ROUND TABLE

Vermont Creamery in Barre Town would be up for having a table top exercise.

UPDATES TO AFTER ACTION REPORT

No report.

ORGANIZATIONAL COMMITTEES AND REPORTS

Report of the Annual Response Plan (Emergency Management Plan): No report.

Bylaw Committee: No report.

Webpage Development: No reporting

HAZCHEM FY 19 GRANT APPLICATIONS

Standard \$4,000 application; 18-month period July 1, 2018 – December 31, 2019

Additional Application \$13, 069; 18-month period July 1, 2018 – December 31, 2019

Pam DeAndrea reiterated the amounts per the grant applications and referred to the scope of services in the FY19 contract with CVRPC.

VERMONT HAZMAT

Todd Cosgrove reviewed the background and history. He discussed the team's structure. The Chief is Todd Cosgrove and the Crew chief Patrick McLaughlin. Team members can be on scene within 15-20 minutes.

Todd reviewed PPE and training. He also reviewed the response vehicles, including hazmat trucks and additional response resources. He discussed the PPE equipment available such as Level A suits, air packs, air monitoring, radiation monitoring, sample analyzers (spectrometry for chemical analysis, hazcat kit, etc.). He said a AFFF-AR Foam Cache is at the Rutland rail yard and in Burlington and St. Johnsbury. It will be in Bethel too. Computer software is available as well for plume tracking. Wiser software is used too. PEAC WMD software is new and Tier II sites will be added into this software.

Todd discussed that DECON trailers are available. Two are in proximity of each hospital. Emergency contact number 1-800-641-5005 for Hazmat Team.

The team operates under a unified command system. Todd reviewed basic Hazmat ICS structure and the various levels of response.

- Level 1 – can be handled by Local ERs.

- Level 2 – consultation can be given or IC may need more assistance

- Level 3 – strike team deployment.

- Level 4 – statewide issues, e.g. Irene.

He also discussed external training provided, such as hazmat and hospital decon and VSP courses.

In 2017, the team responded to 156 incidents. Todd described how we can assist Canada. IEMAC – provide decon trailer, strike team, crew chief, hazmat response vehicle, or telecom assistance.

Todd's contact info: (802) 479-7586; todd.cosgrove@vermont.gov

Question & Answers

Robyn – Don't have the people to respond to a hazmat situation but would like to respond to small scale incidents. CVMC have the hazmat trailer from UVMC. What would you suggest for basic equipment?

Answer: Ph paper would be good. Spill fighters. Your team should be able to handle 5-8 folks depending on the chemical.

Lisa Hulberg, VT Creamery: Do you have a list of people that would be responding?

Answer: Yes we can provide that to you. The first would be Barre Town. Could also put a list of contacts in the front entrance.

Jeff Campbell: What about a milk spill?

Answer: Call it in. If it gets to the river then it is a hazardous waste because of a possible fish kill.

OTHER BUSINESS TO BE BROUGHT BEFORE THE COMMITTEE

Robyn Ayers moved to approve the cost of food for tonight's meeting. Jeff Campbell seconded. Motion carried.

Carrie Foley: will be having more Red Cross trainings and will try to bring more up to Central VT.

Katina brought back the discussion of the table top exercise with Lisa. Will need to have Barre Town in on the discussion. People that wanted to participate would let Emily know. School would be involved.

PUBLIC COMMENTS AND RECEIVE GUESTS

No public in attendance. No action taken.

NEXT MEETING

January 7, 2019

ADJOURN

Jeff Campbell moved to adjourn at 7:24 p.m.; Robyn Ayers seconded. Motion carried.

Respectively submitted by Pam DeAndrea, Central Vermont Regional Planning Commission

Approved on: ____/____/19

Central Vermont Regional Planning Commission
Revenues & Expenses Budget vs. Actual - LEPC Serc
July 2018 through March 2019

	Total LEPC SERC			
	Jul '18 - Mar 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Public Safety				
LEPC SERC	5,293.20	17,169.00	-11,875.80	30.8%
Total Public Safety	5,293.20	17,169.00	-11,875.80	30.8%
Total Income	5,293.20	17,169.00	-11,875.80	30.8%
Gross Profit	5,293.20	17,169.00	-11,875.80	30.8%
Expense				
Consultants	0.00	600.00	-600.00	0.0%
Meetings/Programs	87.00			
Other Expenses	0.00	430.00	-430.00	0.0%
Supplies - Billable	0.00	2,928.00	-2,928.00	0.0%
Travel	4.06	25.00	-20.94	16.2%
Wages and Fringe Benefits				
Fringe Benefits	629.34			
Personnel	1,693.33			
Wages and Fringe Benefits - Other	0.00	5,898.00	-5,898.00	0.0%
Total Wages and Fringe Benefits	2,322.67	5,898.00	-3,575.33	39.4%
Total Expense	2,413.73	9,881.00	-7,467.27	24.4%
Net Ordinary Income	2,879.47	7,288.00	-4,408.53	39.5%
Other Income/Expense				
Other Expense				
Indirect Costs	2,879.47	7,288.00	-4,408.53	39.5%
Total Other Expense	2,879.47	7,288.00	-4,408.53	39.5%
Net Other Income	-2,879.47	-7,288.00	4,408.53	39.5%
Net Income	0.00	0.00	0.00	0.0%

Prepared 04/30/19

LEPC #5

Central Vermont Regional Planning Commission

July 1, 2018 - March 31, 2019

Note: VEM changed LEPC funds to reimbursable grants as of July 1, 2018.

29 Main Street,
Suite 4
Montpelier, VT 05602

Invoice #: 1873
Invoice Date: 1/31/2019
Due Date: 1/31/2019
Project:
P.O. Number:

Description	Hours/Qty	Rate	Amount
Jonathan DeLaBruere	2	23.77	47.54
Indirect LEPC		123.97%	47.54
Grant 02140-21125-005-SERC19			58.94
Total			\$106.48
Payments/Credits			\$0.00
Balance Due			\$106.48

Central Vermont Regional Planning Commission

29 Main Street,
Suite 4
Montpelier, VT 05602

Invoice**Bill To:**

LEPC #5

Invoice #: 1800**Invoice Date:** 2/28/2019**Due Date:** 4/15/2019**Project:****P.O. Number:**

Description	Hours/Qty	Rate	Amount
Bonnie Waninger	2	55.38	110.76
Jonathan DeLaBruere	6.5	23.77	154.51
Rock, Clare	0.25	35.14	8.79
Chartrand, Nancy	0.5	36.00	18.00
			292.06
Indirect LEPC		123.97%	362.07
Grant 02140-21125-005-SERC19			
Total			\$654.13
Payments/Credits			\$0.00
Balance Due			\$654.13

Central Vermont Regional Planning Commission

29 Main Street,
Suite 4
Montpelier, VT 05602

Invoice**Invoice #:** 1861**Invoice Date:** 3/31/2019**Due Date:** 3/31/2019**Project:****P.O. Number:****Bill To:**

LEPC #5

Description	Hours/Qty	Rate	Amount
Jonathan DeLaBruere	25	23.77	594.25
Chartrand, Nancy	3.25	36.00	117.00
			711.25
Indirect LEPC		123.97%	881.74
Travel - Jonathan DeLaBruere	1	4.06	4.06
			4.06
			1,597.05
Grant 02140-21125-005-SERC19			
Total			\$1,597.05
Payments/Credits			\$0.00
Balance Due			\$1,597.05

Central Vermont Regional Planning Commission
Time by Job Summary -LEPC
January through March 2019

	<u>Jan 19</u>	<u>Feb 19</u>	<u>Mar 19</u>	<u>TOTAL</u>
LEPC SERC				
Employees:Chartrand, Nancy	0.00	0.50	3.25	3.75
Employees:DeLaBruere Jonathan	2.00	6.50	25.00	33.50
Employees:Rock, Clare	0.00	0.25	0.00	0.25
Employees:Waninger Bonnie	0.00	2.00	0.00	2.00
Total LEPC SERC	<u>2.00</u>	<u>9.25</u>	<u>28.25</u>	<u>39.50</u>
TOTAL	<u>2.00</u>	<u>9.25</u>	<u>28.25</u>	<u>39.50</u>

EMPLOYEE NAME: Jonathan DeLaBruere
MONTH/YEAR: March 2019

Central Vermont Regional Planning Commission
Expense Report

0.580

DATE	CUSTOMER	SUB-JOB	PURPOSE OF TRIP/EXPENSE	FROM (START)	TO	TO (END)	MILES	MILES*RATE	OTHER EXPENSE (Type)	AMT	TOTAL
	ADMIN							0.00			0.00
	ADMIN							0.00			0.00
	ADMIN							0.00			0.00
	ADMIN							0.00			0.00
	ADMIN							0.00			0.00
Total for Month:											0.00
	VTrans TPI	Admin						0.00			0.00
	VTrans TPI	Admin						0.00			0.00
	VTrans TPI	Admin						0.00			0.00
	VTrans TPI	Admin						0.00			0.00
	VTrans TPI	Admin						0.00			0.00
	VTrans TPI	Admin						0.00			0.00
	VTrans TPI	Admin						0.00			0.00
	VTrans TPI	Admin						0.00			0.00
Total for Month:											0.00
	ACCD	Core						0.00			0.00
	ACCD	Core						0.00			0.00
	ACCD	Core						0.00			0.00
Total for Month:											0.00
03/08/19	EMPG	LEMP	Waterbury EOC Workshop	I-89	Waterbury Town Office	I-89	1	0.58			0.58
Total for Month:											0.58
03/18/19	EMPG	Special Project - LHMP	East Montpelier Planning Team Mtg #2	Montpelier	East Montpelier Town Office	Montpelier	14	8.12			8.12
Total for Month:											8.12
03/04/19	SERC LEPC FY19		LEPC Bi-Monthly Meeting	Montpelier	Central Vermont Medical Center	Montpelier	7	4.06			4.06
	SERC LEPC FY19							0.00			0.00
Total for Month:											4.06
	NRPC Grants in Aid	add FY						0.00			0.00
	NRPC Grants in Aid	add FY						0.00			0.00
Total for Month:											0.00
	High Meadows							0.00			0.00
	High Meadows							0.00			0.00
Total for Month:											0.00
	CWA TBP	add task						0.00			0.00
	CWA TBP	add task						0.00			0.00
Total for Month:											0.00
	Forest Integrity	add task						0.00			0.00
	Forest Integrity	add task						0.00			0.00
Total for Month:											0.00
	Mad-King Stormwater MP							0.00			0.00
	Mad-King Stormwater MP							0.00			0.00
Total for Month:											0.00
	SWCRPC Clean Water Block Grant	add project						0.00			0.00
	SWCRPC Clean Water Block Grant	add project						0.00			0.00
Total for Month:											0.00
03/13/19	Williamstown	LHMP	Planning Team Meeting #2	Montpelier	Williamstown Town Office	Montpelier	32	18.56			18.56
								0.00			0.00
Total for Month:											18.56

Total Monthly Expenses 31.32

Jonathan DeLaBruere 4/1/19
Employee Signature Date

 4/1/19
Executive Director/Chair or Treasurer Signature Date

NOTES:

1. If a contract has a secondary timesheet category, enter it in the yellow highlights sub-job area. If sub-job is filled in and not in yellow do not modify it.
2. Rows may be added to any customer. Please verify new rows are included in the Total for Month.
3. Normal commuting miles must be deducted if travel starts or ends at home. Similarly, normal commute time is deducted from total travel hours.
4. Except for mileage, requests for reimbursement must be accompanied by a receipt. Label receipt with Customer, tape to paper, and attach to the reimbursement request. Reservations receipts do not constitute proof of payment. Food receipts must show meeting/event name and number of individuals participating.
5. CVRPC is exempt from Vermont sales tax. Please obtain a sales tax exemption form from the Office Manager prior to making a purchase.
6. Non-mileage, expenses must be categorized into one of the following areas:

Advertising
Equipment Repair / Service
Meeting / Programs (room rental, food except travel per diem, registrations, etc.)
Office Repair
Postage
Print / Copy

Software / Licenses
Subscriptions / Publications
Supplies
Telephone / Internet (ex. tablet internet access)
Travel (transportation, baggage fees, mileage, lodging, overnight event registration, per diem, etc.)

LEPC#5	as of 12/31/2018
Financial Statement and Balance Sheet	
Balance from previous years	\$ 1,791.04
FY 19	FY19
	FINAL
Revenue	
Grants	
no additional revenues will be received by Barre City	
TOTAL revenue FY19	\$ -
Expenses	
Personnel	
Salaries & Benefits	\$ -
Other Personnel Services	\$ -
Contractual	\$ -
Supplies – Expendable	\$ -
Supplies – Non-expendable	\$ -
Travel	\$ -
Equipment	\$ -
Indirect costs	\$ -
Training Conference	\$ -
Public Information	\$ -
Education	\$ -
Other	\$ -
Total Expenses FY 19	\$ -
NET FY 19	\$ -
FUND BALANCE	\$ 1,791.04

Treasurer's Report
for funds held by
Barre City

agrees with GL

agrees with GL 6/30/18

As per July 2017 MOU, Barre City transferred fiscal agent responsibilities for MRC funding to Capstone Community Action, along with all MRC grant funds. Central Vermont Regional Planning Commission has taken over as fiscal agent for LEPC #5 for any funds going forward. City will continue to hold and manage current balance of funds until they are full disbursed.

American Red Cross
New Hampshire and
Vermont Region

Shelter Fundamentals

Free Community Training

Thursday, May 30, 2019
6 pm - 9 pm

Vermont State House
Room 10
115 State Street
Montpelier, VT 05633

To register, contact vtema@vtema.org
For more information, contact Katina Johnson 802 595 1507

Shelter Fundamentals is a basic level course that introduces the guidelines and procedures for setting up, running and closing a shelter during a disaster. Referencing shelter checklists, participants will work on a case study that takes them through four of the six phases of the Sheltering Process: Resourcing, Opening, Operating and Closing.



Event hosted by
Vermont Emergency
Management Association