



Central Vermont Regional Emergency Management Committee (REMC)

Wednesday February 23, 2022 at 5:00pm

Remote Participation via Zoom¹

Join via computer, tablet or smartphone: Join Zoom Meeting

<https://us02web.zoom.us/j/86285963295?pwd=UFRvMXNjMkxGZWcvRzFENkJGTTIBUT09>

Dial in via phone: +1 929 436 2866; Meeting ID: 862 8596 3295 | Passcode: 129772

Download the app at least 5 minutes before the meeting starts:

<https://zoom.us/download>

Page	<u>AGENDA</u>
	5:00 Adjustments to the Agenda Public Comment
2	5:05 Welcome and Introductions/Sign In <ul style="list-style-type: none">• Review voting member directory (enclosed)
3	5:10 REMC Overview PowerPoint (enclosed)
11	5:30 REMC Organizational Tasks <ul style="list-style-type: none">• Elect interim positions• Draft Bylaws discussion (enclosed)
14	5:40 Discuss work priorities and meeting topic ideas <ul style="list-style-type: none">• Public works mutual aid agreement—Act 166 inventory (enclosed)• Non-voting member Directory and Outreach• Other ideas?
	5:50 VEM Updates, Wrap Up, Set next Meeting Date

¹ Dial-in telephone numbers are “Toll” numbers. Fees may be charged to the person calling in dependent on their phone service.

Central Vermont Regional Emergency Management Committee (REMC)

Voting Member Directory

**= need to confirm emergency services experience or elect new representative per statute

Voting Members			
Municipality	First Name	Last Name	Title
Barre Town	Carl	Rogers	EMD
Barre Town	Joshua	Martineau	Firefighter
Barre City	Doug	Brent	EMD
Barre City	Joe	Aldsworth	EMC
Berlin	James	Pontbriand	EMD
Berlin	Bruce	Richardson	EMC
Cabot	Jenn	Miner	EMD
Cabot	Ruth	Goodrich	Ambulance rep
Calais	Nick	Emlen	EMD
Calais	Betty	Copeland	EM Team
Duxbury	Mari	Pratt	EMD
Duxbury	Brian	Robinson	SB**
East Montpelier	Seth	Gardner	EMD
East Montpelier	Jon	Boucher	Town Constable, EMC
Fayston	Craig	Snell	EMD
Fayston	Tripp	Johnson	FD Chief
Marshfield	Chris	Martin	EMD
Marshfield	Will	Schwarz	Fire Chief
Middlesex	Peter	Hood	EMD
Middlesex	Eric	Metivier	MVFD
Moretown	Stefan	Pratt	EMD
Moretown	Courtney	Guyette	Waterbury Ambulance
Montpelier	Bill	Fraser	EMD
Montpelier	Robert	Gowans	EMC
Northfield	Lawton	Rutter	EMD
Northfield	Jeff	Schulz	Town Manager **
Orange	Eric	Holmgren	EMD
Orange	Chris	LaMonda	Barre Town EMS
Plainfield	Sasha	Thayer	EMD
Plainfield	Unknown	Unknown	Unknown
Roxbury	Mike	Dickinson	EMD
Roxbury	Shane	Ryan	Unknown
Waitsfield	Fred	Messer	EMD
Waitsfield	Mark	Haviland	MRVAS
Warren	Jeff	Campbell	EMD
Warren	Mark	Haviland	MRVAS
Waterbury	Gary	Dillon	EMD
Waterbury	Mike	Bard	EMC
Washington	Ryan	Bresette	EMD
Washington	Unknown	Unknown	Unknown
Williamstown	Jackie	Higgins	EMD
Williamstown	William	Graham	Fire Chief
Worcester	Ted	Lamb	EMD
Worcester	John	Kaeding	SB**
Woodbury	Chance	Payette	EMD
Woodbury	Unknown	Unknown	Unknown

Quorum Requirements: 23 out of 46 present

A quorum is defined as a majority of voting members, including proxies, being present

Non-Voting Members			
Organization	First Name	Last Name	Title
RRPC	Grace	Vinson	Planner
VEM	Harry	Schoppman	Regional Coordinator

Central Vermont Regional Emergency Management Committee

Meeting #1

Wednesday February 23, 2022

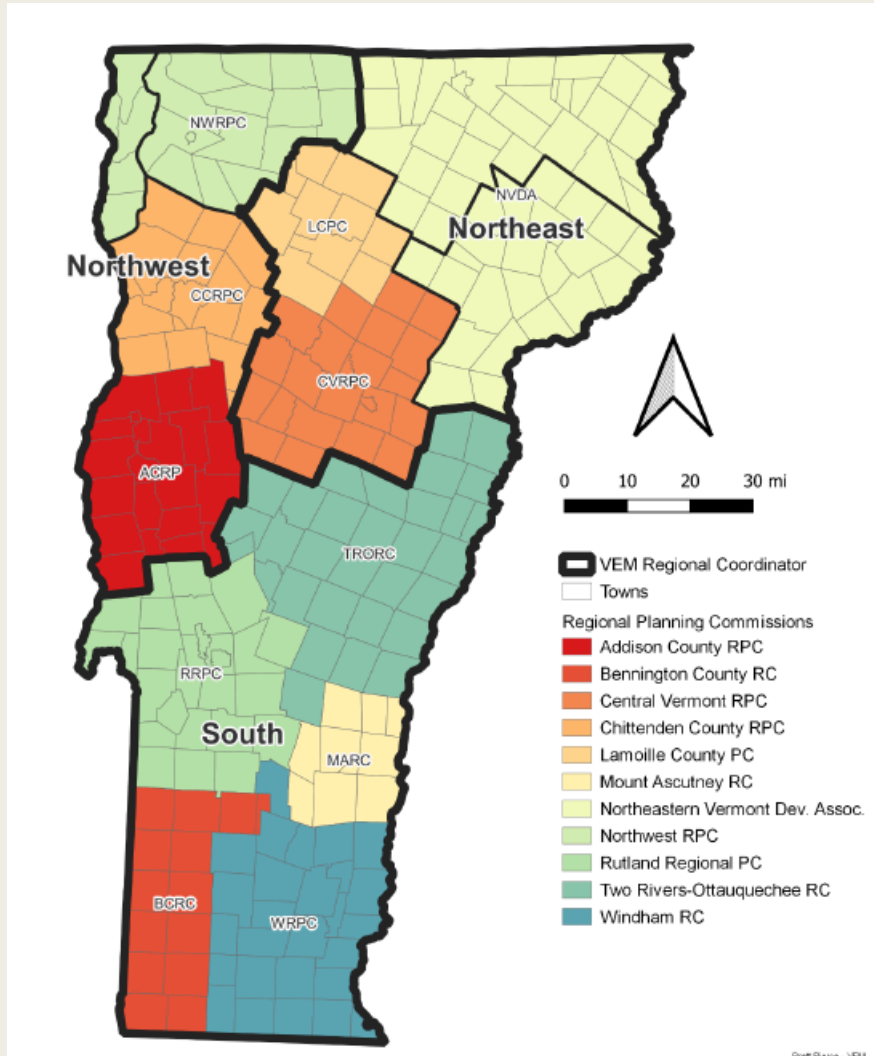


Central Vermont REMC Meeting #1

Agenda

- Background
- Responsibilities
- Membership & Structure
- Next Steps
- Initial Work

Central Vermont REMC Meeting #1



Source: VEM REMC Statewide Guidance

Background

- July 2021: LEPCs replaced with one statewide LEPC
- REMC *"coordinates and supports regional all-hazards emergency planning and preparedness activities to improve the region's ability to prepare for, respond to, and recover from all disasters"*
- VEM, SERC, statewide LEPC as partners
- CVRPC provides administrative support

Central Vermont REMC Meeting #1

Appendix B: Regional Plan Template

This Regional Emergency Management Committee Plan must be submitted to Vermont Emergency Management annually after town meeting day and before June 1st.

Plan Adoption Date:

Meeting Frequency:

Leadership Roles:

Role	Name
Chair	
Vice Chair	
Administrative Support	
Local Emergency Planning Commission Representative	
Threat/Hazard Inventory and Risk Assessment & Stakeholder Preparedness Review Representative	
Integrated Preparedness Plan Representative	

Voting Membership Contacts:

City/Town	EMD or Designee Name and Contact Information	Emergency Services Representative Name and Contact Information

Source: VEM REMC Statewide Guidance

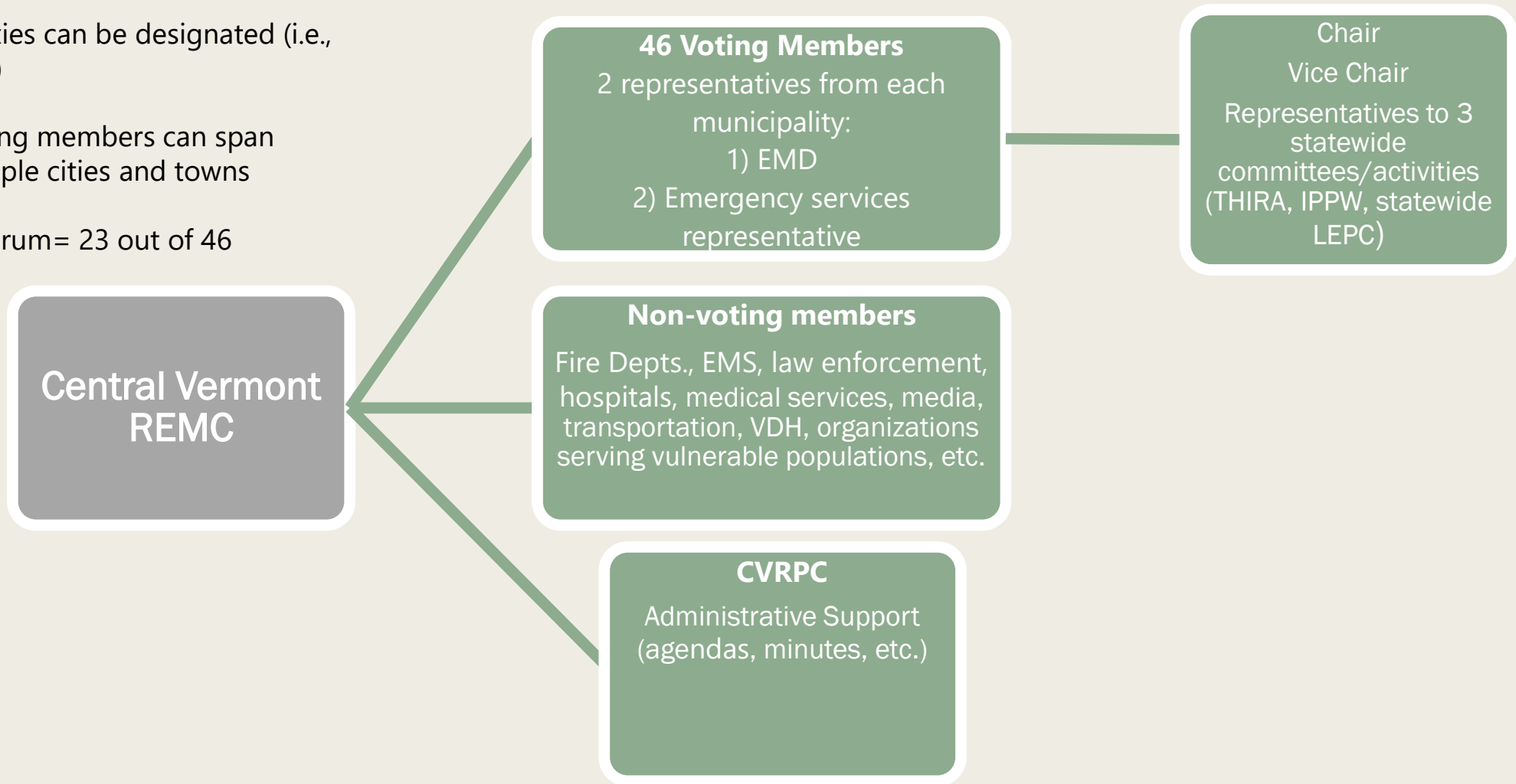
REMC Responsibilities

- Regional plan (submit annually by June 1st)
 - Leadership roles
 - Voting membership contacts
 - Non-voting membership contacts
 - Process for regional coordination during a disaster
 - Regional resources
 - Act 166 inventory
- Representation in THIRA, IPPW, serve on statewide LEPC

Central Vermont REMC Meeting #1

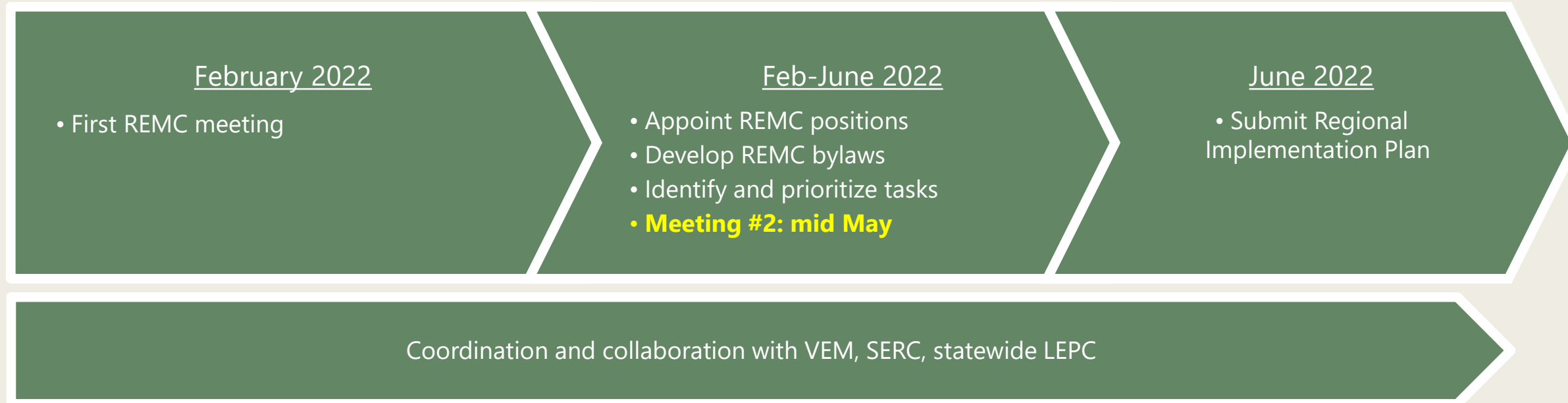
Membership and Structure

- Proxies can be designated (i.e., EMC)
- Voting members can span multiple cities and towns
- Quorum= 23 out of 46



Central Vermont REMC Meeting #1

Next Steps



Central Vermont REMC Meeting #1

Initial Work

- Public works mutual aid agreement
 - Use Act 166 inventory and LEMP data to create resource inventory
- Other topics from survey
 - Trainings/exercises needed and available
 - Regional response to hazardous materials incidents
 - Emergency management plans/policies
 - Funding emergency preparedness
 - Identifying/assisting vulnerable populations

Act 166 Inventory

Municipality	Law Enforcement Provider	Fire Services Provider	Emergency Medical Services Provider	Dispatch Services	Public Safety Mutual Aid Agreement (yes/no – if yes, include link to plan)	Date Adopted	Members of Agreement	Public Safety Plan (yes/no – if yes, include link to plan)	Date Adopted	Notes

Questions

- If you had unlimited funding, what emergency management activities would you participate in?
- What emergency management concerns “keeps you up at night”?
- What are the gaps in the region?
- How can the REMC be effective?
- What questions do you have?

Central Vermont Regional Emergency Management Committee (REMC) Bylaws February 2022 Draft

The name of this Committee shall be the Central Vermont Regional Emergency Management Committee, hereon referred to as the CVREMC.

ARTICLE II: PURPOSE

The Central Vermont REMC (CVREMC) coordinates and supports regional all-hazards emergency management activities, including planning, training, and exercising, for the 23 municipalities in the CVRPC region, to improve the region's ability to prepare for, respond to, and recover from all disasters..

ARTICLE III: GEOGRAPHIC BOUNDARIES

The Division of Emergency Management is charged with establishing geographic boundaries for REMCs in coordination with regional planning commissions and mutual aid associations. The geographic boundary for the CVREMC coincides with the existing geographic boundary for the Central Vermont Regional Planning Commission (CVRPC).

ARTICLE IV: AUTHORIZATION

REMCs are established by the Emergency Management Division in accordance with Sec. 12. 20 VSA §6.

ARTICLE V: FISCAL YEAR

The REMC fiscal year will follow the federal fiscal year – October 1 through September 30.

ARTICLE VI: MEMBERSHIP

The REMC shall consist of the following:

- A. Voting Members: One emergency *management* representative (e.g., Emergency Management Director (EMD)) and one emergency *services* (e.g., fire, police, EMS) representative from each municipality shall serve as the REMC voting members. The local EMD may appoint a designee to serve as the emergency management representative.

Proxies: The local Emergency Management Director or emergency services representative may designate the other board member in their city or town to serve as their proxy, but must notify CVRP in writing prior to the meeting in which the proxy designation is made

- B. Non-voting Members: Representatives from the following organizations serving within the region may serve as non-voting members: fire departments, emergency medical services, law enforcement, media, transportation, regional planning commissions, hospitals, the Department of Health's district office, the Division of Emergency Management, organizations serving vulnerable populations, and any other interested public or private individual or organization.

ARTICLE VII: STRUCTURE

Voting members shall annually elect a Chair and Vice Chair of the REMC from the voting membership. The Chair shall develop a meeting schedule, agenda, and facilitate each meeting. The Vice Chair shall fill

in for the Chair during the Chair's absence.

ARTICLE VIII: QUORUM AND VOTING

Quorum is defined as a majority of voting members, including proxies, being present. That translates into 23 members out of 46 voting members (two from each municipality).

Matters that require a vote of the REMC must be voted upon by a quorum of REMC voting members. Voting proxies may be delegated, but notification of proxy delegation must be made to the RRPC in writing prior to the meeting. Voting is required for:

- A. Financial matters of the REMC.
- B. Electing of officers.
- C. Electing of individuals to represent the REMC.

ARTICLE IX: MEETINGS

As a public body, the REMC is subject to Vermont's Open Meeting Laws and will adhere to the following:

- A. Meetings will be held at least quarterly at a date, time, and place to be determined by the REMC.
- B. Additional meetings may be called by the Chair or by a majority vote.
- C. If quorum is not reached, informational meetings may be held but no decisions requiring a vote can be made.
- D. Advance public notice of meetings, including a meeting agenda, will be provided.
- E. All business and actions will be taken in open meeting unless an exception in statute applies.
- F. Members of the public are allowed to attend and participate in meetings.
- G. Minutes will be published after all meetings, including informational meetings.

ARTICLE X: RESPONSIBILITIES OF THE REMC

The REMC shall:

- A. Coordinate and support regional all-hazards emergency management activities, including planning, training, and exercising.
- B. Develop and maintain a Regional Plan, following guidance and the template provided by Vermont Emergency Management (VEM), and submit the plan to the VEM Regional Coordinator annually by June 1. The Regional Plan will describe regional coordination and regionally available resources.
- C. Annually elect from the membership, 1 individual to represent the REMC on the statewide Local Emergency Planning Committee. This individual will receive information about hazardous materials in the Central Vermont Region and share it with the REMC.
- D. Annually elect from the membership, 1 individual to represent the REMC in the VEM Threat and Hazard Identification and Risk Assessment and Stakeholder Preparedness Review. This individual will report on the current capabilities and gaps in the Central Vermont Region's response to threats and hazards.
- E. Annually elect from the membership, 1 individual to represent the REMC in the VEM Integrated Preparedness Planning Workshop. This individual will report on the plans, trainings, and exercises needed or planned for the Central Vermont Region over a three year period.
- F. Create and maintain bylaws that document meeting procedures.

ARTICLE X: RESPONSIBILITIES OF THE CVRPC AND VEM

Administrative services will be performed by CVRPC, paid for by VEM. These duties include supporting the Chair, maintaining a list of voting and non-voting members, securing meeting space, advertising

meetings and agendas, taking and disseminating minutes, and documenting the REMC decisions in the Regional Plan and submitting the Regional Plan to VEM.

Technical assistance will be provided by the VEM Regional Coordinators. This technical assistance may include facilitating plan development workshops, instructing trainings, and coordinating exercises.

ARTICLE XI: FUNDING

For specific projects identified to close capability gaps, the REMC may have access to competitive grant funding including, but not limited to, Homeland Security Grant Program and Hazard Mitigation Grant Programs. At the time of application, the REMC will determine a fiscal agent, and may create a Memorandum of Understanding between those contributing funding or benefiting from the project.

ARTICLE XII: CONFLICTS OF INTEREST

In the event any REMC voting member has a personal or financial interest with any individual, partnership, firm, or corporation seeking to provide materials or services to the REMC, or has a personal or financial interest in a project subject to REMC decision-making, such person shall: a) state for the record the nature of his or her interest, b) refrain from exercising influence with respect to the provision of such materials or services or with respect to such decision-making, and c) shall not discuss or vote.

ARTICLE XIII: AMENDMENTS TO BYLAWS

- A. A proposed amendment to these Bylaws shall be placed on the agenda for any regular meeting upon a vote of the Chair and Vice Chair.
- B. The proposal shall be discussed at such meeting and may be amended at that meeting.
- C. The proposal shall be placed on the agenda for and voted upon at the next regular meeting of the REMC.
- D. Passage of any amendment to these bylaws shall require an affirmative vote of two-thirds (2/3) of the quorum.

Adopted at a meeting of the REMC this _____ day of _____, 2022.

Signed by: _____

REMC Chair

Municipality	Law Enforcement Provider	Fire Services Provider	Emergency Medical Services Provider	Dispatch Services	Public Safety Mutual Aid Agreement	Date Adopted	Members of Agreement	Public Safety Plan	Date Adopted	Notes	RPC
					yes/no- if yes include link to the plan			yes/no- if yes include link to the plan			
Barre City	Barre City Police Department	Barre City Fire Department	Barre City Fire Department	Barre City Fire Department				LEMP	2021		CVRPC
Barre Town	Barre Town Police Department	Barre Town Fire Department	Barre Town EMS	Lamoille County Sheriff's Department				LEMP	2021		CVRPC
Berlin	Berlin Police Department	Berlin Volunteer Fire Department	Barre Town EMS/ Northfield EMS	Montpelier Police Department	Yes	1980s	Capital Fire Mutual Aid System	LEMP	2021		CVRPC
Cabot	Washington County Sherriff's Department/ Vermont State Police	Cabot Fire Department	Cabot Emergency Ambulance Service, Inc.	Montpelier Police Department	Yes	1980s	Capital Fire Mutual Aid System	LEMP	2021		CVRPC
Calais	Washington County Sherriff's Department (part time)/ Vermont State Police (full time)	Woodbury Volunteer Fire Department/ East Montpelier Volunteer Fire Department	Woodbury Volunteer Fire Department/ East Montpelier Volunteer Fire Department	Montpelier Police Department	Yes	1980s	Capital Fire Mutual Aid System	LEMP	2021		CVRPC
Duxbury	Vermont State Police	Waterbury Fire Department (North)/ Moretown Fire Department (South)	Waterbury Ambulance Service (North)/ Mad River Valley Ambulance Service (South)	Montpelier Police Department	Yes	1980s	Capital Fire Mutual Aid System	LEMP	2021		CVRPC
East Montpelier	Vermont State Police	East Montpelier Volunteer Fire Department	East Montpelier Volunteer Fire Department	Montpelier Police Department	Yes	1980s	Capital Fire Mutual Aid System	LEMP	2021		CVRPC
Fayston	Vermont State Police/ Washington County Sheriff's Department	Waitsfield Fire Department	Mad River Ambulance Service	Montpelier Police Department	Yes	1980s	Capital Fire Mutual Aid System	LEMP	2021		CVRPC
Marshfield	Vermont State Police/ Washington County Sheriff's Department	Cabot Fire Department	Cabot Emergency Ambulance Service, Inc./ Plainfield FAST Squad	Montpelier Police Department	Yes	1980s	Capital Fire Mutual Aid System	LEMP	2021		CVRPC
Middlesex	Vermont State Police	Middlesex Volunteer Fire Department	Montpelier Fire Department	Montpelier Police Department	Yes	1980s	Capital Fire Mutual Aid System	LEMP	2021		CVRPC
Montpelier	Montpelier Police Department	Montpelier Fire / Ambulance Department	Montpelier Fire / Ambulance Department	Montpelier Police Department	Yes	1980s	Capital Fire Mutual Aid System	LEMP	2021		CVRPC

Moretown	Vermont State Police/ Washington County Sheriff's Department	Moretown Volunteer Fire Department	Montpelier Fire / Ambulance Department, Waterbury Fire & Rescue, Mad River Valley Ambulance Service	Montpelier Police Department	Yes	1980s	Capital Fire Mutual Aid System	LEMP	2021		CVRPC
Northfield	Northfield Police Department	Northfield Fire Department	Northfield Ambulance Service	Montpelier Police Department	Yes	1980s	Capital Fire Mutual Aid System	LEMP	2021		CVRPC
Orange	Orange County Sheriff	Barre Town Fire Department/ Washington Fire Department/ Tri-Village Fire Department	Barre Town EMS	Vermont State Police				LEMP	2021		CVRPC
Plainfield	Vermont State Police/ Washington County Sheriff's Department	Plainfield Volunteer Fire Station/ Cabot Fire Department	Plainfield Volunteer Fire Station/ East Montpelier Fire Department Ambulance Service	Montpelier Police Department	Yes	1980s	Capital Fire Mutual Aid System	LEMP	2021		CVRPC
Roxbury	Vermont State Police (but not comprehensive police service)	Roxbury Volunteer Fire Department	Northfield Ambulance Service	Montpelier Police Department	Yes	1980s	Capital Fire Mutual Aid System	LEMP	2021		CVRPC
Waitsfield	Vermont State Police/ Washington County Sheriff's Department	Waitsfield - Fayston Volunteer Fire Department	Mad River Valley Ambulance Service	Montpelier Police Department	Yes	1980s	Capital Fire Mutual Aid System	LEMP	2021		CVRPC
Warren	Vermont State Police/ Washington County Sheriff's Department	Warren Volunteer Fire Department	Mad River Valley Ambulance Service	Vermont State Police				LEMP	2021		CVRPC
Washington	Vermont State Police	Washington Volunteer Fire Department	Barre Town Ambulance Service	Barre City Dispatch				LEMP	2021		CVRPC
Waterbury	Vermont State Police/ Washington County Sheriff's Department	Waterbury Fire Department	Waterbury Ambulance Service	Montpelier Police Department	Yes	1980s	Capital Fire Mutual Aid System	LEMP	2021		CVRPC
Williamstown	Orange County Sheriff	Williamstown Fire Department	Williamstown Ambulance Service	Vermont State Police				LEMP	2021		CVRPC
Woodbury	Washington County Sheriff/ Vermont State Police	Woodbury Volunteer Fire Department	Hardwick Rescue, Woodbury First Response	Montpelier Police Department	Yes	1980s	Capital Fire Mutual Aid System	LEMP	2021		CVRPC
Worcester	Vermont State Police	Worcester Volunteer Fire department	Montpelier Ambulance Service	Montpelier Police Department	Yes	1980s	Capital Fire Mutual Aid System	LEMP	2021		CVRPC