



Central Vermont Regional Emergency Management Committee (REMC)

Wednesday August 10, 2022 at 5:00 pm

Remote Participation via Zoom¹

Join via computer, tablet or smartphone: Join Zoom Meeting

<https://us02web.zoom.us/j/88537864970?pwd=TVVaNS9lVElmMi9rMWdCdHhDWfh6dz09>

Dial in via phone: +1 929 436 2866; Meeting ID: 885 3786 4970 | Passcode: 171709

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

<https://zoom.us/download>

AGENDA

5:00pm

**Adjustments to the Agenda
Public Comment**

5:05

Welcome and Introductions/Sign In
Review voting member directory

5:10

REMC Quick/Overview PowerPoint

5:20

REMC Organizational Tasks
Elect positions
Review Bylaws for possible acceptance
State Committee representatives

5:35

Vermont National Guard Presentation
Resources and how to access them

5:55

Discuss work priorities and meeting topic ideas
Non-voting member Directory and Outreach
Other ideas?

6:05

VEM Updates, Wrap Up, Set next Meeting Date
Vermont Emergency Preparedness Conference 9/20-21/22
Next meeting 11/9/22?

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) Meeting Summary

Wednesday February 23, 2022- 5:00pm

Held via Zoom

Meeting Attendees:

Voting Members: Carl Rogers (Barre Town); Josh Martineau (Barre Town); Bruce Richardson (Berlin); Chief James Pontbriand (Berlin); Nick Emlen (Calais); Eric Metivier (Mad River Valley Ambulance Service); Stefan Pratt (Moretown); Chris LaMonda (Orange); Fred Messer (Waitsfield); Mark Haviland (Mad River Valley Ambulance Service); Michael Bard (Waterbury)
Non-Voting Members: Emily Harris (VEM); Grace Vinson (CVRPC); Sam Lash (CVRPC); Bonnie Waninger (CVRPC); Jonathan Scott (CVMC)

1. Welcome and Introductions

The meeting convened at 5:00 pm with a welcome. A quorum of voting members was not present, so no formal action was taken during the meeting. Grace Vinson provided an overview of the Voting Member Directory.

2. REMC Overview, Initial Work Ideas

Grace Vinson provided a brief overview of the statutory authorization, purpose, membership, and geographic boundaries for the Central Vermont Regional Emergency Management Committee (REMC).

Grace brought up public works mutual aid agreement as an initial work idea. Discussion followed the presentation on initial work ideas and concerns from voting members, including:

- Ice jams – can we obtain a camera to live monitor the river level? Emily Harris recommended: <https://water.weather.gov/ahps2/index.php?wfo=btv>. National Weather Service 24/7 contact: 802-863-4279. Waitsfield (Bridge Street) has a camera at the covered bridge; may have been installed by MRV TV
- Flash flooding and ice storms
- Waterbury Reservoir breach

Ideas for near term work priorities of the REMC were proposed, including:

- Working with volunteers: Ad hoc community groups form to respond to emergencies. They are very effective in communications. As a result, people focus on them and the organized relief efforts get tripped up. How do we work together and/or help them understand how to augment emergency response and work with it?



- Cybersecurity – we assume we'll have internet connectivity for emergency communications and infrastructure operations. Need to plan for scenario if internet were down for 3+ days.
- Response resource document that is updated regularly and often – contact information from equipment through hazardous materials response equipment. Ex. LEMP info at a regional scale.

3. REMC Organizational Tasks

Bylaws: Draft bylaws documenting the REMC meeting procedures were presented and discussed. No changes to the bylaws were requested during the meeting. Grace requested comments be sent to her.

Membership was discussed. Public works and road crews were excluded from the list, yet people want to discuss a public works mutual aid agreement. Emily clarified that the law says “emergency services”, which can include public works staff. If a municipality classifies their public works/road crews as emergency services, the law requires they be part of NIMS. Which means they must take ICS 100 and ICS 200. Emily shared Vermont NIMS Implementation Plan: <https://vem.vermont.gov/programs/nims>.

Chair and Vice Chair Appointments: Grace reviewed the role of the Chair and Vice Chair. Carl Rogers (Barre Town EMD) agreed to serve as Chair, and Stefan Pratt (Moretown EMD) volunteered to serve as interim Chair for two months until the next quarterly meeting when elections can be held.

5. VEM Updates

Resources

Additional information about REMCs are available on VEM's website:

<https://vem.vermont.gov/programs/regional-emergency-management-committees>

Trainings

- **Integrated preparedness Plan Workshop** – 4/6/22 1pm-4pm, and 4/28 10-12
- <https://vem.vermont.gov/conference>
- **May 26th Learning Day** - Lake Morey Resort or limited virtual track. Registration is now available. <https://vem.vermont.gov/conference>
 - All REMC members are invited to participate in the conference. Stefan Pratt planned to participate and requested to use the hotel room reserved for REMC



members. No other members expressed interest. Grace will forward a link to Stefan regarding claiming the hotel room.

- If you missed the **Spring Flood Seminars**, it is available virtually through our YouTube channel. <https://www.youtube.com/watch?v=FUzPEns9Wdo&t=12s>
- **ICS 300**- Location: Waterbury, Department of Public Safety Headquarters. Dates: March 15-17, 2022, 8:00 a.m. – 4:30 p.m. each day. Prerequisites: ICS-100 and ICS- 200
- **MGT 346- Emergency Operations Center Operations and Planning** – Location: Waterbury, Department of Public Safety Headquarters. Dates: April 19-20, 2022 8:00 a.m. – 4:30 p.m. each day. Description: Participants will discuss, work with and develop the critical processes of information management, resource management, and planning, then test them during a simulated EOC activation.
- State LMS: <https://vem.vermont.gov/training/trainingprogram/lms>

6. Wrap and Next Meeting

The next meeting of the REMC will be in May 2022. Members discussed preferences for meeting times, locations, and days. Members agreed Wednesday is a good day, and 5pm meeting time works, but avoid Capital Fire Mutual Aid meetings (3rd Wed of every 3rd month). Potential future meeting locations could include CVRPC, CVMC, Darn Tough Socks in Waterbury, Barre Fire/Police station, Barre Fish & Game, and Waterbury Fire Department. Members discussed rotating locations. Potential future agenda items:

- Review bylaw comments received
- Elect Chair/Vice Chair
- REMC appointments to the State LEPC, THIRA, and IPPW.

Stefan requested CVRPC create a proxy form and distribute it to the membership.

Meeting ended at 5:50pm.

Regional Emergency Management Committee Appointment Form

December 15, 2021 to June 30, 2022

The Town of **XXX** appoints the following Emergency Management Director (or designee) and Emergency Services Representative to represent the town on the Addison County Regional Emergency Management Committee for a one-year term starting on Dec 15, 2021 and ending June 30, 2022.

Name	Phone	Email	Check if designated as a Proxy Voter*
Emergency Management Director/Designee:			☐
			☐
Emergency Services Representative:			☐

Chair, Town of **XXX** Selectboard

* the EMD/designee can give the Emergency Services representative their voting proxy for REMC voting issues OR the Emergency Services representative can give the EMD/designee on the REMC their voting proxy.

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