



## Central Vermont Regional Emergency Management Committee (REMC)

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

**Plan Adoption Date:**

**Meeting Frequency:** Quarterly

**Leadership Roles:**

Role	Name
Chair	Carl Rodgers
Vice Chair	Stefan Pratt
Administrative Support	Keith Cubbon, Central Vermont Regional Planning Commission
Local Emergency Planning Commission Representative	Stefan Pratt
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
Barre City		Joseph Aldsworth <a href="mailto:Joseph.aldsworth@vermont.gov">Joseph.aldsworth@vermont.gov</a>
Barre Town	Carl Rodgers <a href="mailto:crogers@barretown.org">crogers@barretown.org</a>	Joshua Martineau <a href="mailto:jmartineau@barretown.org">jmartineau@barretown.org</a>
Berlin	Bruce Richardson <a href="mailto:bbrichardson@yahoo.com">bbrichardson@yahoo.com</a>	James Pontibriand <a href="mailto:James.pontibriand@vermont.gov">James.pontibriand@vermont.gov</a>



Cabot	Jenn Miner <a href="mailto:Willowreignsnana13@gmail.com">Willowreignsnana13@gmail.com</a>	Ruth Goodrich <a href="mailto:goodrichsmple@yahoo.com">goodrichsmple@yahoo.com</a>
Calais	Nick Emlen <a href="mailto:Nick.emlen@gmail.com">Nick.emlen@gmail.com</a>	Betty Copeland <a href="mailto:ukayak2@gmail.com">ukayak2@gmail.com</a>
Duxbury	Mari Pratt <a href="mailto:Mari.duxburyvt@gmail.com">Mari.duxburyvt@gmail.com</a>	Brian Robinson <a href="mailto:brianrduxbury@gmail.com">brianrduxbury@gmail.com</a>
East Montpelier	Seth Gardner <a href="mailto:manager@eastmontpeliervt.org">manager@eastmontpeliervt.org</a>	Jon Boucher <a href="mailto:quarefh@quareandsons.com">quarefh@quareandsons.com</a>
Fayston	Craig Snell <a href="mailto:snelldawg@hotmail.com">snelldawg@hotmail.com</a>	Tripp Johnson <a href="mailto:wffdir@outlook.com">wffdir@outlook.com</a>
Marshfield	Chris Martin <a href="mailto:Splitrockfarm802@gmail.com">Splitrockfarm802@gmail.com</a>	Will Scharwz <a href="mailto:wjs@fairpoint.net">wjs@fairpoint.net</a>
Middlesex	Peter Hood <a href="mailto:Peter.hood@middlesexvermont.org">Peter.hood@middlesexvermont.org</a>	Eric Metivier <a href="mailto:Mdlxk2@yahoo.com">Mdlxk2@yahoo.com</a>
Montpelier	Bill Frasier <a href="mailto:wfraser@montpelier-vt.org">wfraser@montpelier-vt.org</a>	Bob Gowans <a href="mailto:rgowans@montpelier-vt.org">rgowans@montpelier-vt.org</a>
Moretown	Stefan Pratt <a href="mailto:Spratt.moretownvt@gmail.com">Spratt.moretownvt@gmail.com</a>	Courtney Guyette <a href="mailto:Courtney.guyette@waterburyambulance.org">Courtney.guyette@waterburyambulance.org</a>
Northfield	Lawrence Rutter <a href="mailto:northfieldEMSchief@gmail.com">northfieldEMSchief@gmail.com</a>	Jeff Schulz <a href="mailto:jschulz@northfield.vt.us">jschulz@northfield.vt.us</a>
Orange	Eric Holmgren <a href="mailto:etholmgren@myfairpoint.net">etholmgren@myfairpoint.net</a>	Chris LaMonda <a href="mailto:clamonda@barretown.org">clamonda@barretown.org</a>
Plainfield	Sasha Thayer <a href="mailto:athayer@gmavt.net">athayer@gmavt.net</a>	Greg Light <a href="mailto:glightvt@icloud.com">glightvt@icloud.com</a>
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Waitsfield	Fred Messer <a href="mailto:fmesser@madriver.com">fmesser@madriver.com</a>	Mark Haviland <a href="mailto:mhappgap@madriver.com">mhappgap@madriver.com</a>
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Washington	Ryan Bresette <a href="mailto:Washington19k1@gmail.com">Washington19k1@gmail.com</a>	Peter Carbee <a href="mailto:Accuratecounts.vt@gmail.com">Accuratecounts.vt@gmail.com</a>
Waterbury	Gary Dillon <a href="mailto:waterburyfd@waterburyvt.com">waterburyfd@waterburyvt.com</a>	Mike Bard <a href="mailto:Michael.bard22@gmail.com">Michael.bard22@gmail.com</a>
Williamstown	Jackie Higgins <a href="mailto:twnmgr@williamstownvt.org">twnmgr@williamstownvt.org</a>	William Graham <a href="mailto:Wgrahamk5@gmail.com">Wgrahamk5@gmail.com</a>
Woodbury	Peter Peltz	Deb Larose <a href="mailto:Deborah.larose@vermont.gov">Deborah.larose@vermont.gov</a>





feed a state-level situation awareness capacity. However, the same process also involves disseminating state messages.

When a disaster is predicted to occur, or when it occurs, VEM notifies CVRPC that they are activated as Local Liaisons to collect information from its member municipalities. CVRPC reaches out to the three contacts listed on each municipality's Local Emergency Management Plan (LEMP) to gather each locality's information. CVRPC then pulls the gathered data together and relays it up to the State Emergency Operations Center (SEOC).

Each EMD works within his community to deal with their situation at the local level. When need outstretches local supply the EMD can then request assistance from either mutual aid agreements or from the state through the SEOC or the SEOC watch officer. Capital Fire Mutual Aid links many of our regions communities together to help fire departments with cooperative operations and facilities as are appropriate. Public works mutual aid agreements can allow road crews, equipment, and material to be used between communities when not required in the home community.

Regionally each town has its own shelters with a regional shelter capable of activating in larger emergencies. This provides a backstop when the emergency out stretches the local community's or communities' capacity for sheltering.

This process can take one or several days depending on the scale of the disaster, and may be repeated as disasters unfold to assess on the ground damages and needed resources.

CVRPC can also act to assist municipalities with recovery efforts beyond just data collection, including: conveying VEM messages, advising local EMDs, assisting VTHHS in Individual Assistance declarations, assisting towns on Public Assistance applications and documentation, and preparing and managing mitigation applications.

### **Regional Resources:**

The regional resource section is to capture known resources that aren't currently listed in LEMPs. There is no expectation that RPCs or REMCs are pounding on doors for this, it is just resources that you are aware of which aren't captured in some other location. On one REMC call recently I mentioned this, and the membership said they wanted to expand it to include all the things in the LEMP. If the membership wants that, its up to them, but not the intention.

For example of what you might see there – some regions have large employers who may be attending these REMC meetings and mentioning that they have equipment or people that could assist in a disaster, but there isn't a good way to capture that now.





**Central Vermont Regional Planning Commission**

DRAFT

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

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

## ARTICLE I: 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 II: 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 III: AUTHORIZATION

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

## ARTICLE IV: FISCAL YEAR

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

## ARTICLE V: 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 VI: STRUCTURE

Voting members shall annually elect a Chair and Vice Chair of the REMC from the voting membership. The terms for these positions shall run from May 1<sup>st</sup> thru the April 30<sup>th</sup> of the following year. 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 VII: 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 CVRPC 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 VIII: 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 IX: 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. Changes to these bylaws may be made after each Emergency Management Committee member has been notified of the impending changes in writing. The changes may be then voted on at a meeting to be scheduled at least two weeks after the initial notice. Changes in bylaws must be approved by a majority of Emergency Management Committee members entitled to vote, in person or by proxy as authorized by these bylaws.
- 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



# Central Vermont Regional Emergency Management Committee

## Meeting Summary

August 10, 2022

### Welcome and Introductions

The meeting convened at 5:04 pm with a welcome. A quorum of voting members was not present, and no formal action was taken during the meeting. All members in attendance introduced themselves and the community they represent. S. Pratt submitted a proxy form to CVRPC for Moretown's other member.

### REMC Overview, Initial Work Ideas

Keith Cubbon of CVRPC gave a brief PowerPoint overview of the mission and guidance of the Central Vermont Regional Emergency Management Committee (REMC).

### REMC Organizational Tasks

Bylaws: Draft bylaws documenting the REMC meeting procedures were presented and discussed. C. Rodgers asked if CVRPC would be able to fill the role of fiscal agent for the REMC. K. Cubbon replied that yes CVRPC would be able to fill that role for the organization. Correction in numbering of Articles of Bylaws. Article VI add term to Chair and Vice-Chair that ends April 30<sup>th</sup> each year. Article VII- Proxy voting is only counted for individual's municipality of residence even when representing other municipalities for quorum. Article XIII-A- Changes to these bylaws may be made after each Emergency Management Committee member has been notified of the impending changes in writing. The changes may be then voted on at a meeting to be scheduled at least two weeks after the initial notice. Changes in bylaws must be approved by a majority of Emergency Management Committee members entitled to vote, in person or by proxy as authorized by these bylaws.

Regional Plan: Cubbon informed the group that he had worked on a draft regional plan and would send it out to members to review.

State Committee representatives: Stefan Pratt volunteered to represent the REMC at the State LEPC committee. Emily Harris of VEM notified the organization of the importance to have representation on the THIRA/SPR and IPPW committees to help the state to allocate funding to get the equipment that is needed in our region.

### Presentation: Vermont National Guard

Lt. Col. Jason Galipeau- presented a PowerPoint slide show of capabilities that the National Guard offers and how to access them. He explained both that there is a fee structure and that some capabilities are affected by deployment status of the guard. He pointed out that the guard cannot compete with private business that

offer the same capacities or capabilities found in communities. Hazmat, firefighting and bomb disposal are not affected by deployments and have a quick response time. Due to use air assets have a quick response time but high cost. Mentioned that Civil Air Patrol is another option for air assets with much lower cost. The guard is requested through the VEM watch officer and to request a need (i.e. 500 gals. of water, not we need a water buffalo) as they have multiple ways of fulfilling needs.

### VEM Updates

- Lots of funding available for Hazard Mitigation - please contact [stephanie.a.smith@vermont.gov](mailto:stephanie.a.smith@vermont.gov) if you have any project you are thinking of.
- Funding is available to develop regional Communications/Dispatching. Applications must be received by September 2nd. <https://hsu.vermont.gov/regional-communications>
- SurviVermont - August 29th Berlin armory 6-7:30pm. Must register in advance. <https://schoolsafety.vermont.gov/news/survivermont-trainings-registration-open>
- Vermont Emergency Preparedness Conference - Killington September 20 & 21. Room is already reserved by Stefan, Vice Chair.
- ICS 300 at Hartford Fire Station on September 27-29.
- G191 ICS EOC Interface Saturday November 5th St. Michael's College, Colchester

### Wrap and Next Meeting

The next meeting of the REMC will be in November 2022. Members discussed preferences for meeting times, and days.

Members asked Cubbon to do a poll of all membership if there is a better day or time to increase attendance at meetings.

C. Rodgers asked for a ranking of threats to the member communities from their Local Hazard Mitigation Plans. Cubbon responded that he would make a compilation of these and report at next meeting.

Future agenda items:

- Review bylaw changes requested and adopt
- Elect Chair/Vice Chair
- REMC appointments to the THIRA, and IPPW.
- Regional plan

The meeting ended at 6:11pm.

### Voting Attendees:

<input type="checkbox"/> Barre City	Doug Brent, Fire Chief	<input type="checkbox"/> Northfield	Lawrence Rutter
<input type="checkbox"/>	Vacant	<input type="checkbox"/>	Jeff Schulz, Manager
<input checked="" type="checkbox"/> Barre Town	Carl Rogers, Town Manager/EMD	<input type="checkbox"/> Orange	Eric Holmgren
<input checked="" type="checkbox"/>	Joshua Martineau, Firefighter	<input type="checkbox"/>	Chris LaMonda
<input checked="" type="checkbox"/> Berlin	Bruce Richardson, EMD	<input type="checkbox"/> Plainfield	Sasha Thayer, Selectboard
<input checked="" type="checkbox"/>	James Pontbriand, Police Chief	<input type="checkbox"/>	Vacant
<input type="checkbox"/> Cabot	Jenn Miner, EMD	<input type="checkbox"/> Roxbury	Mike Dickinson

- |  |                                     |  |                                      |
|--|-------------------------------------|--|--------------------------------------|
| <input type="checkbox"/>                     | Ruth Goodrich,                      | <input type="checkbox"/>                       | Shane Ryan                           |
| <input type="checkbox"/> Calais              | Nick Emlen, EMD                     | <input checked="" type="checkbox"/> Waitsfield | Fred Messer, EMD                     |
| <input checked="" type="checkbox"/>          | Betty Copeland                      | <input type="checkbox"/>                       | Mark Haviland, MRV Ambulance Service |
| <input type="checkbox"/> Duxbury             | Mari Pratt                          | <input type="checkbox"/> Warren                | Jeff Campbell, EMD                   |
| <input type="checkbox"/>                     | Courtney Guyette                    | <input type="checkbox"/>                       | Mark Haviland, MRV Ambulance Service |
| <input type="checkbox"/> East Montpelier     | Seth Gardner, EMD/Selectboard Chair | <input type="checkbox"/> Washington            | Ryan Bresette, EMD                   |
| <input type="checkbox"/>                     | Jon Boucher, EMC/Constable          | <input checked="" type="checkbox"/>            | Peter Carbee                         |
| <input type="checkbox"/> Fayston             | Craig Snell, EMD                    | <input type="checkbox"/> Waterbury             | Gary Dillon, Fire Dept.              |
| <input type="checkbox"/>                     | Tripp Johnson, Fire Chief           | <input type="checkbox"/>                       | Mike Bard, EMC                       |
| <input type="checkbox"/> Marshfield          | Chris Martin                        | <input type="checkbox"/> Williamstown          | Jackie Higgins, Manager              |
| <input type="checkbox"/>                     | Will Scharwz                        | <input type="checkbox"/>                       | William Graham                       |
| <input type="checkbox"/> Middlesex           | Peter Hood                          | <input type="checkbox"/> Woodbury              | Chance Payette, EMD                  |
| <input checked="" type="checkbox"/>          | Eric Metivier, Fire Chief           | <input type="checkbox"/>                       | Deb Larose, EMT                      |
| <input type="checkbox"/> Montpelier          | Bill Frasier, Manager               | <input type="checkbox"/> Worcester             | Ted Lamb                             |
| <input type="checkbox"/>                     | Vacant                              | <input type="checkbox"/>                       | John Kaeding                         |
| <input checked="" type="checkbox"/> Moretown | Stefan Pratt, EMD                   |  |                                      |
| <input checked="" type="checkbox"/>          | Cortney Guyette                     |  |                                      |

**Others Present:** Emily Harris (VEM); Keith Cubbon (CVRPC); Lt. Col. Jason Galipeau (VT-ANG)