



Central Vermont Regional Emergency Management Committee

Meeting Summary

May 10, 2023

Welcome and Introductions

The meeting convened at 5:00 pm. 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.

Presentation: Montpelier Police Chief -Eric Nordenson

Chief Nordenson spoke to the group about Active Shooter incidents and response. Specifically, the false active shooter threats to Montpelier High School on 2/8/23 and their response. The coordinated response of 30 officers' and 10 agencies and the quick response time. He described that it was a nationwide hoax and due to the location as the state capitol has great resources during the daytime. That more remote communities would have a longer response time for assets to arrive. Lessons learned were communication with school staff needs improvement, also all school staff who had authority to make decisions were not on site, - have a plan to always have someone onsite that has this authority, and access to buildings, -they are trying to find a way that police would have one building access card that can access all schools. In this type of incident, they will force entry to gain access if they have no other option. They did a full debrief with students and school staff, this helped with the healing process, explaining what you did and why helps the process. He also described that they will send officers to respond to incidents anywhere when the call comes in. Entire incident lasted only 58 minutes.

Followed up with questions

Stefan- discussed state-wide access cards for entry and whether REMC could get behind.

Eric-U-32's Amy Molina is a great partner and is working on that. The more helping push for this.

He thought a card issued on completing the academy for officers for all schools' access.

Michael Billingsley-Brought up access during a power outage when doors lock. Eric-Replied they will go thru the door and it can be fixed later. They have to treat all incidents as the real thing.

Mentioned Knox Boxes for fire departments but that this often takes time for the response and only a limited few have the keys.

Bruce-Did the school have an emergency plan and did they follow it? Eric- Yes, they had an outdated plan, when performing debrief reminded staff of training, has created desire for plan and training.

Stefan-Asked about dispatchers? Eric-Typically, 2 dispatchers who sit besides one another so they are able to coordinate. They have a tough job of parents calling for information.

Discussion ensued about training and incident command. Schools needing to have updated emergency Plans. Always have a Continuity of Operations plan. Most areas primary response is the Vermont State Police, also there is a lack of cell reception in some of these areas.

Betty- What role do you see Emergency Management playing in these events? Eric- Preparation in Helping to build plans, after action reviews and helping to improve plans.
Harry-If EMDs want to get involved attending safety team meetings and offering support Help with reunification of students and parents, sheltering if necessary, these pieces Have to be preplanned. Eric-replied relationship building, be part of these conversations If they are willing to have you. Harry-VTAlert can be used for some messaging but have To be careful what to say and not to draw attention to it.
Eric-students got on social media and this is something that can't be controlled.

Fred-How much prior coordination was there with the school? Eric-currently school board doesn't allow Officers in the school but they have trained there and most of the staff in the past. Currently building a response team for the county for high risk incidents. Would like to Be in the schools for relationship building.

Betty-What area will the response team cover? Eric-Just to train a team for high risk incidents to have an Up trained team for anywhere they are asked. Currently coordinating with Burlington Since they have like minded values, would assist the state if asked for state police Covered areas.

Michael-Would State EM be notified specifically the watch officer? Harry- The state watch officer Monitors all incoming calls and monitors. Eric-FBI is bringing trainings for the hoax type Of calls.

Michael-This was a warm day, how do you handle a cold day? Eric-Had a sheltering plan so most Students went there. Though some went to their cars which made the clearing of the Site more complex.

LEPC Meeting Update

Stefan gave an update on the 5/9/23 meeting. Primarily catching up and getting back up to speed. Working on the Tier II hazards dashboard online, identifying hazards and plume footprint including streets for evacuations/containment. Testing integration with WebEOC. Adding schools, hospitals, and facilities to map. Working on getting what's travelling on the railroads within the state. Currently only have to notify when they stop, trying to get a placard reader. They are hiring a full-time position for planning for the Hazmat team. Will meet again in August.

REMC Overview, Initial Work Ideas

Stefan gave a quick discussion about the legislature work on quorum for REMC. Harry has update on this in his report. Request for speaker topics, Red Cross Northern New England Area is a good speaker, Hazard planning for drought, forest fires, extreme rain events can have VEM planning team, Hazard mitigation funding,

VEM Updates

Effective June 1st, 2023 I am transitioning to be the Regional Coordinator in the Northwest Region. The job posting for NE Regional Coordinator should be out soon, if you know a good candidate tell them to apply.

The **2023 Vermont Emergency Preparedness Conference** will be held September 20th-21st, 2022 at Burke Mountain Hotel & Conference Center in East Burke, VT, with limited virtual options. Sessions will begin at 9:00am and the day will end by 4:15 each day. Registration and agenda will be released in about a month.

REMC Hotel Rooms

Vermont Emergency Management is once again able to offer 1 hotel room for 1 night to each Regional Emergency Management Committee. Once an REMC selects the individual that will receive that hotel room, they must submit the [Hotel Room for Conference REMC Representative form](#) no later than **noon on Monday, August 14th**. <https://vem.vermont.gov/conference>

Director Bornemann is leaving VEM, her Last day June 2nd. Invites went out to the 3 points of Contact for each town to attend her send off at Waterbury HQ on June 2nd. Looking for a head count.

The bill regarding REMC quorum H125 is in the VT Senate. Looking like once approved will be a Quorum of 5 until the end of year. Then new quorum can be set, but can't be lower than 20 % of Voting members. More details can be found here: <https://legislature.vermont.gov/bill/status/2024/H.125>

School Safety- As promised here is the link and the contact info for VEM's School Safety person. Vermont School Safety Website link: <https://vem.vermont.gov/programs/school>

Sunni Eriksen, MA, CPM, (she/her)
School Safety Programs Manager
Vermont Emergency Management
802-760-7117
Sunni.Eriksen@Vermont.gov

UPCOMING TRAININGS

May 2023

ICS-402- ICS Summary for Executives - Virtual

May 11, 2023, 1:00 - 5:00 p.m.

Registration required via the State Learning Management System: <https://vermont.csod.com/>

ICS 400- Advanced ICS for Command and General Staff – In Person

Chittenden County Regional Planning Commission- Winooski, VT

May 16-17, 2023, 8:00 a.m. – 4:30 p.m. each day

Prerequisite: ICS-300

Registration required via State Learning Management System: <https://vermont.csod.com/>

June 2023

PER- 344 Social Media Tools and Techniques- Virtual

June 6, 2023- June 7, 2023, 1:00 – 5:00 p.m. each day

Must attend both sessions to receive credit

Registration required via University of Hawaii: <https://ndptc.hawaii.edu/training/delivery/3265/>
Code 03216

PER- 343 Social Media Engagement Strategies- Virtual

June 13, 2023- June 14, 2023, 1:00 – 5:00 p.m. each day

Must attend both sessions to receive credit

Registration required via University of Hawaii: <https://ndptc.hawaii.edu/training/delivery/3266/>
Code 81439

July 2023

ICS 300- Intermediate ICS for Expanding Incidents – In Person

Milton Fire Department- Milton, VT

July 18-20, 2023, 8:00 a.m. – 4:30 p.m. each day

Prerequisite: ICS-100 and ICS- 200

Registration required via State Learning Management System: <https://vermont.csod.com/>

The meeting ended at 5:54pm.

Voting Attendees:

<input type="checkbox"/>	Barre City	Keith Cushman, Fire Chief	<input type="checkbox"/>	Northfield	Lawrence Rutter,EMD
<input type="checkbox"/>		Joe Aldsworth, EMC	<input type="checkbox"/>		Jeff Schulz, Manager
<input checked="" type="checkbox"/>	Barre Town	Chris Violette, 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, EMC	<input checked="" type="checkbox"/>	Plainfield	Michael Billingsley, EMD
<input checked="" type="checkbox"/>		James Pontbriand, EMD	<input type="checkbox"/>		Greg Light, Fire Chief
<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 checked="" type="checkbox"/>		Howie McCausland, MRVAS
<input type="checkbox"/>	Duxbury	Mari Pratt	<input type="checkbox"/>	Warren	Jeff Campbell, EMD
<input type="checkbox"/>		Courtney Guyette	<input type="checkbox"/>		Mark Haviland, MRVAS
<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	Vacant
<input 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

- Robert Gowans, Fire Chief
- Moretown Stefan Pratt, EMD
- Cortney Guyette

John Kaeding

Others Present: Harry Schoppmann (VEM), Keith Cubbon (CVRPC), Jonathon Scott (CVMC), Eric Nordenson (Montpelier PD) speaker.

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



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 1st.

Plan Adoption Date:

Meeting Frequency: Quarterly

Leadership Roles:

Role	Name
Chair	Stefan Pratt
Vice Chair	Michael Bard
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	Peter Carbee

Voting Membership Contacts:

City/Town	EMD or Designee Name and Contact Information	Emergency Services Representative Name and Contact Information
Barre City	Keith Cushman, firechief@barrecity.org	Joseph Aldsworth Joseph.aldsworth@vermont.gov
Barre Town	Chris Violette cviolette@barretown.org	Joshua Martineau jmartineau@barretown.org
Berlin	Bruce Richardson bbrichardson@yahoo.com	James Pontibriand James.pontibriand@vermont.gov



Cabot	Jenn Miner jenn@cabotvt.us	Ruth Goodrich goodrichsmapple@yahoo.com
Calais	Nick Emlen Nick.emlen@gmail.com	Betty Copeland ukayak2@gmail.com
Duxbury	Richard Charland rcharland.duxburyvt@gmail.com	Brian Robinson brianrduxbury@gmail.com
East Montpelier	Seth Gardner sethbgardner@hotmail.com	Jon Boucher quarefh@quareandsons.com
Fayston	Craig Snell snelldawg@hotmail.com	Tripp Johnson wffdir@outlook.com
Marshfield	Justin Campbell selectboard3@marshfieldvt.gov	Will Scharwz wjs@fairpoint.net
Middlesex	Peter Hood Peter.hood@middlesexvermont.org	Eric Metivier Mdlsxk2@yahoo.com
Montpelier	Bill Frasier wfraser@montpelier-vt.org	Bob Gowans rgowans@montpelier-vt.org
Moretown	Stefan Pratt Spratt.moretownvt@gmail.com	Courtney Guyette Courtney.guyette@waterburyambulance.org
Northfield	Jeff Schulz jschulz@northfield.vt.us	Vacant
Orange	Eric Holmgren etholmgren@myfairpoint.net	Chris LaMonda clamonda@barretown.org
Plainfield	Michael Billingsley plainfieldvt@gmail.com	Greg Light glightvt@icloud.com
Roxbury	Lenny Davis Roxburyemd2023@gmail.com	Shane Ryan shaneclorryan@gmail.com
Waitsfield	Fred Messer fmesser@madriver.com	Mark Haviland mhappgap@madriver.com
Warren	Jeff Campbell jcampbell@warrenvt.org	Mark Haviland mhappgap@madriver.com
Washington	Fred Blanchard Fredblanchard72@gmail.com	Peter Carbee Accuratecounts.vt@gmail.com
Waterbury	Gary Dillon waterburyfd@waterburyvt.com	Mike Bard Michael.bard22@gmail.com
Williamstown	Jackie Higgins twnmgr@williamstownvt.org	William Graham Wgrahamk5@gmail.com
Woodbury	Norm Etkind emergencymgmt@woodburyvt.org	Deb Larose Deborah.larose@vermont.gov
Worcester	Roger Strobridge stromon@myfairpoint.net	John Kaeding johnkaeding@gmail.com



Non-Voting Membership Contacts:

Organization	Name and Contact Information
CVRPC	Keith Cubbon—cubbon@cvregion.com
Vermont Emergency Management	Harry Schoppman— harry.schoppmann@vermont.gov
Central Vermont Medical Center	Jonathon Scott—Jonathan.scott@cvmc.org
Vermont National Guard	Jason Galipeau—Jason.Galipeau@us.af.mil
Vermont Emergency Management	Emily Harris-Emily.Harris@vermont.gov
VDH-public health Emergency Preparedness Specialist	Evelyn O’hara-Short--evelyn.ohara-short@vermont.gov

Describe the region’s process for regional coordination during a disaster:

Regional coordination takes place on many levels between many agencies and organizations. Agencies or organizations that span across towns in the region and that have emergency management functions include: VTrans Districts, State Police barracks, EMS Districts, Department of Health districts, River Engineer districts, interlocal mutual aid agreements (primarily fire and highway departments) such as Capital Fire Mutual Aid, VT Department of Health, Green Mountain Power, Northfield Electric and Washington Electric Cooperative, US Forest Service, US Army Corps of Engineers, and Central Vermont Regional Planning Commission (CVRPC). Smaller emergencies may be handled within these without centralized state involvement, but larger incidents/events are coordinated via Vermont Emergency Management (VEM) at the State Emergency Operations Center (SEOC).

CVRPC has an active Memorandum of Agreement (MOA) with Vermont Emergency Management (VEM) to act as Local Liaisons in times of disaster. This is a 'pull/push' function, in that it is primarily to pull local situational conditions together from towns EMD’s or EMCs’ to



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.

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.

Regional Resources:

Resource Description	Resource POC	Additional Information
WEC	802-223-5245	



GMP	802-655-4411	Colchester control room
Northfield Electric	802-485-6060	
US Army Corps of Engineers	978-318-8238	
CVRPC	802-229-0389	
USFS	802-767-4261	Rochester Ranger Station
VTrans District 6	802-917-2879	
VT Dept of Health	802-479-4200	
ANR River Engineer-west	802-371-8342	Jaron Borg
ANR River Engineer-East	802-279-1143	Patrick Ross
Hazmat Response Team	800-641-5005	
SEOC watch officer	800-347-0488	
Vermont State Police	802-244-8727	

*See accompanying excel file for Town equipment that is listed in 2022 LEMP NIMS tables.