



Central Vermont Regional Emergency Management Committee (REMC)

Wednesday February 14, 2024 at 5:00 pm

Remote Participation via Zoom¹

Join via computer, tablet or smartphone: Join Zoom Meeting

<https://us02web.zoom.us/j/88364892645?pwd=aS9OKzNzMTgzYTZReTJLMIA4bjRGUT09>

Dial in via phone: +13126266799; Meeting ID: 883 6489 2645 | Passcode: 685997

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

<https://zoom.us/download>

AGENDA

Topics

5:00pm	Adjustments to the Agenda Public Comment
5:05	Welcome and Introductions/Sign In
5:10	Approval of August and November meeting minutes (action)
5:15	July 2023 After Action Discussion w/ VEM
5:40	Julie Benedict, State Exercise Administrator, VEM
5:45	LEPC Meeting update
5:55	Public Works Mutual Aid discussion
6:00	VEM Updates, Wrap Up (eclipse info), Next meeting 5/15/24

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

Meeting Summary

August 9, 2023

Welcome and Introductions

The meeting convened at 5:04 pm.

Adjustment to the agenda: There will be no LEPC meeting update on tonight's agenda

A quorum of voting members was present. All members in attendance introduced themselves and the community they represent.

Bylaws of the organization. Quorum was set to 8 voting positions. Stefan made a motion to accept the bylaws with the new updated quorum. Jeff Campbell 2nd the motion. Motion was voted on and passed with no dissent.

Voting in officers:

Chair: Stefan Pratt was nominated by Jeff Campbell and 2nd by Fred Messier, no one else was nominated.

Vice-Chair: Michael Bard was nominated by Stefan Pratt and 2nd by Eric Metivier, no one else was nominated. Michael was not at the meeting so this is dependent upon his acceptance of the role.

LEPC representative-Stefan Pratt was nominated by Peter Carbee and Jeff Campbell 2nd -Stefan rescinded the nomination. Jeff Campbell was nominated by Stefan Pratt and 2nd by Eric Metivier. No one else was nominated.

IPPW-Peter Carbee was nominated by Stefan Pratt and 2nd by Eric Metivier, no one else was nominated.

The officers as stands were accepted.

Regional Plan:

Keith Cubbon gave a short overview of the regional plan for the REMC and described it like it is a regional LEMP and that it is to be updated each year and submitted to VEM by June 1st. There were some minor updates to be made to the voting members and email contacts. A motion was made by Stefan to accept the regional plan with the corrections that had been mentioned. Peter Carbee 2nd the motion. The motion was voted on and passed.

Meeting Summaries:

Since all previous meetings didn't reach quorum they are summaries or informal minutes. Stefan made a motion to accept all previous minutes/summaries Jeff Campbell 2nd the motion. Motion was voted on and passed.

Discussion: July flooding event roundtable

Water testing availability was brought up- Evelyn spoke to this about VDH having water test kits available for homes and well sites that were in the inundation areas. VDH is unaware of how long these will be available but will be continuing to offer them for the foreseeable future. Will send information to Keith for REMC dissemination.

Michael Billingsley-Plainfield EMD-Mentioned changes in river course and stream bed height increase due to sediment. Town is interested in having river engineer perform analysis, also discussing debris catchers such as are on gunner's brook in Barre City. The messaging with Marshfield dam was an issue for the town and scared many. This was due to a new employee at GMP who mistook normal procedure as emergency spillway being opened. Michael brought up Front Porch Forum messaging on debris removal and the need to retract wrong information. Also brought up homelessness and how to reach this population. Keith mentioned that CVRPC intends to ask VEM about during local liaison process to contact pre-approved organizations that are working with homeless populations. Also spoke to Jail Branch and Upper Winooski bed height being raised due to debris from both Hands Mill Dam and Sawmill Dam failure.

Michael mentioned upcoming 8/10/2023 forum for farm damages in Plainfield, Cabot, and Marshfield. He mentioned that the town may have interest in looking into dam removal of dam in town.

Stefan mentioned need to reach homeless populations and having trouble accessing sites they had been camping at. Multiple members mentioned tourists, and others passing through region caught up with no where to go and often sleeping in cars. Calais opened Maple corners community center for people to stay in since county road was one of the only roads open but that you could get anywhere from it. The group thought that preplanned locations for traffic and sheltering would be more ideal when closing the interstate. Many semitrucks ended up being parked along 100B which would be stuck and possibly problematic if the Mad River had flooded as well. Seven semis crossed over Roxbury gap also due to the closure of the interstate. The group thought that traffic should be stopped further away in some safe location in such an event.

Stefan asked about funding to build a shelter or convert a structure. Moretown has no municipal, church, schools that aren't in the floodplain or would be cut off during flooding. Keith spoke to Hazard Mitigation Grants being available and we may be able to pursue something for the town.

Peter Carbee spoke about the Hands Mill Dam and that ANR river engineers had stated that the dam had impounded 2700 yds of sediment and that 2/3 of it had been washed downstream.

REMC Overview, Initial Work Ideas

MOU agreements between towns for coordination in disaster response of town road crews and equipment. Keith stated that CVRPC already had some template type documents that he had shared with multiple towns and could coordinate working on building this out for all towns in the region.

The group consensus was very impressed with VEM's overall response especially with the size of the disaster and their limited staff.

Discussed upcoming meeting topics-Mitigation plans, VEM funding-Michael mentioned the work of the Plainfield hazard mitigation committee-that had just received funding for the Brook Road bridge replacement. Calais-emergency management was mentioned as recently securing ham radios and operators for communicating during power outages. Jeff Campbell mentioned that Warren had purchased Starlink satellite phones for disaster communications. It was mentioned that during the disaster that Capital Fire Mutual Aid lost use of almost all their towers due to flooding of equipment that was in the basement in Montpelier.

Buyouts-In Plainfield a homeowner had lost 12 ft of their back yard due to the fluvial erosion and would like more information about this process. Keith mentioned that the same person that Stephanie Smith who is the coordinator of VEM funding also runs the buyout program.

Red Cross Shelter training-on how and where to set up a shelter (finding a shelter) many communities could use this training but Jeff C. spoke to it being a hard training to get.

WebEOC training-People who used it liked the access but would like some tweaks to help make it more user friendly. It was also mentioned that the EMDs would like a hotline to the SEOC. Michael spoke to the possibility of using the LEMP information to have a recognized list of phone numbers that would allow phone call to staff. Trying to cut out individuals not on town work from calling in.

Stefan-recommended the preset spending limits for EMDs on the LEMPs and the importance of this.

Stefan-Messaging on flooding and staying off the roads and multiple people discussed individuals driving through barricades and around traffic cones.

VEM Updates-no VEM staff were able to be in attendance due to disaster response

The 2023 Vermont Emergency Preparedness Conference will be held September 20th-21st, 2023 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.

There was a discussion of the important training opportunities and networking at this conference.

Jeff Campbell asked if there is a ICS-402 training coming up. Keith was unaware of any scheduled.

UPCOMING TRAININGS

August 2023

ICS-100 Intro.- incident command 8/29/23 St. Johnsbury

G0191- ICS EOC interface 9/7/23 Grand Isle

MGT-417 Crisis Management for School-based incidents 9/11-12/23 Missisquoi Valley School

Jeff Campbell spoke of the Vermont Emergency Management Association meeting on Monday 8/14 at 7pm. It will be a virtual meeting with a presentation on the use of Artificial intelligence in Emergency Management.

Join: <https://meet.google.com/ojx-uuaq-wcw>

Stefan made a motion to adjourn the meeting with Eric 2nd the motion. Voting commenced, motion passed.

The meeting ended at 6:23 pm.

Voting Attendees:

<input type="checkbox"/> Barre City	Keith Cushman, Fire Chief	<input type="checkbox"/> Northfield	Jeff Schulz, EMD
<input type="checkbox"/>	Joe Aldsworth, EMC	<input type="checkbox"/>	vacant
<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 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 type="checkbox"/>	Howie McCausland, MRVAS
<input type="checkbox"/> Duxbury	Richard Charland	<input checked="" 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 checked="" type="checkbox"/> Washington	Fred Blanchard, 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 checked="" type="checkbox"/> Woodbury	Norm Etkind
<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"/>	Robert Gowans, Fire Chief	<input type="checkbox"/>	John Kaeding
<input checked="" type="checkbox"/> Moretown	Stefan Pratt, EMD		



Cortney Guyette

Others Present: Keith Cubbon (CVRPC), Evelyn O'hara-Short VDH.



Central Vermont Regional Emergency Management Committee

Meeting Summary

November 8, 2023

Welcome and Introductions

The meeting convened at 5:02 pm.

Adjustments to the agenda: none

A quorum of voting members was present. All members in attendance introduced themselves and the community they represent.

Presenter: *Stephanie Smith* State Hazard Mitigation Officer

Presenting on Hazard Mitigation funding available and potential projects.

FEMA-Hazard Mitigation Grant Program-additional allocation for the state post disaster will be ~45 million -property buyouts, mitigation opportunities such as floodproofing and floodplain reconnection projects

FEMA-Building Resilient Infrastructure and Communities-2 million yearly this is primarily scoping and funding Local Hazard Mitigation Plans

Flood Resilient Communities Fund-State funding ~3 million left can be used for projects FEMA will not fund the state has fewer restrictions on this money.

Willing to discuss with any selectboard who is interested in buyouts or mitigation plans

The state is trying to help with buyouts and hoping to manage them from the flood. This ideally will make it easier for towns. Made the point that most people contacting their office have homes in unsafe locations for anyone to reside at. Buyouts are currently being funded at 100% while funding lasts.

Can check community reports for if your town's LHMP is current. This allows for our higher state public assistance.

Stephanie asked if anyone had any projects to discuss. Stefan asked about Lover's Lane in Moretown, a road that has partially slid into the Winooski. If they could update an old bridge that has been abandoned and then abandon the road. Stephanie provided that this would be a good candidate for a BRIC scoping project.

Jeff Campbell asked about tree removal from a waterway. Stephanie asked if this was a new problem that Public Assistance could cover. Jeff- No it is an ongoing issue of trees in a waterway that then is causing erosion that is undermining a stream bank causing a problem for a residential parcel and home. ANR has advised them that the woody debris can be removed but not the root ball.

Stephanie mentioned that there are two types of flooding inundation and erosional. Generally can't pay for slope stabilization for residential properties.

Keith asked if building relocating can be paid for. Stephanie spoke to FEMA willing to relocate a building by moving but not willing to tear down and rebuild. Discussed fire station buyouts but not to build a new structure.

Keith asked if there are any questions related to the landslides from this event. Stephanie mentioned that the state is doing buyouts from July 8th prices for these structures. Usually these are houses at the top, this time there are buyouts of houses hit by landslides.

Bylaws quorum update:

Keith Cubbon gave a short explanation that the quorum set by the group at the last meeting was actually off by 1 from rounding down. Need to adjust the number to 9 for the members to meet the 20% minimum that was set forth by the legislature. Stefan made a motion to raise the quorum to 9 Jeff C. 2nd the motion. Vote passed unanimously.

LEPC meeting update:

Discussed bylaws, presentation on Lithium Ion batteries and Tier 2 reports. Hazmat chief wasn't available. Emily discussed that the data for Tier 2 reports has reached a solution. You can contact Sid for more information if necessary. Mapping of Tier 2 locations hasn't been solved yet, still working on ESRI licenses. A staff person should be on board by the next LEPC meeting and will hopefully be able to move much of this along. Short discussion on Lithium ion batteries and advised any fire department to attend training since they are increasingly in the public sphere. Still no good guidance on what to do with batteries post fire for how to dispose of.

Public Works Mutual Aid:

Keith spoke to the document for mutual aid that was shared for town use during the flood response. But CVRPC in coordination with the REMC is looking at hosting a document that ideally all towns within the region can sign on to allowing public works mutual aid. This would be a standing document to allow towns within the region to be able to call on neighboring towns for assistance in the case of a disaster that affects part of the region. This way you may be able to pull resources from areas that weren't affected. Stefan spoke to spoke to having CVRPC reach out to selectboards and city councils to ask for acceptance of this. Keith provided that yes, we could write a letter from CVRPC and the REMC to send out to the region. He also said he would be willing to meet with selectboards to discuss if they were interested. Emily advised it would be good to have a link to FEMA equipment rates in the document. Keith replied that he would make sure that was included.

Discussion: Work priorities and meeting topic ideas

Emily spoke to that VEM could support an Integrated Preparedness Plan for trainings or exercises that could be held or needed within the region. Sid would be able to help or assist with this.

Green Mountain Power- Tiana Smith Head of electrification and sustainability to talk about problems

And problem areas for utility infrastructure and power.

Someone to speak to School Safety Plans- Agency of education, Emily spoke to the Vermont school safety center and that Sunni Erickson of VEM could speak to this.

Stefan-asked how is the REMC funded. Emily spoke about the LEPCs and how they were funded. That VEM pays the RPCs to provide administration for this. There isn't a standing pot of money. A fiscal agent would have to be decided on but the group could apply for grants. He asked about a letter of support, there was a request from Capital Fire Mutual Aid (CFMA) for help from CVRPC to help find funding. Betty asked if there is any information about the CFMA communications project.

Chittenden County RPC has a funding page:
[Funding Opportunities Archive - CCRPC \(ccrpcvt.org\)](#)
If anyone is looking for any grant funding.

Emily spoke to a Chittenden county REMC working on a communications project. As they have had trouble communicating between fire and police.

Bruce put in the chat about a training on shelter fundamentals. Can take it online if you register with red cross. But due to deployments of staff to Maine it will be limited.

If the group RSVPs VEM can provide food for meetings would just have to have a registration numbers for 3 days in advance. Asked the virtual members, multiple people responded yes.

VEM Updates-Sid Pollock introduced himself to the group, the new Northeast Regional Coordinator Sidney.pollock@vermont.gov and 802-760-9190 cell. Gave his background in fire and ambulance. Trying to increase the use of VTAlert and you can borrow the VTAlert banner for outreach within your town. Stefan mentioned sending out the VTAlert pamphlet for town meeting report. Howie asked if there was any cost for the HSEEP training, no these are all free. These can be registered for on the LMS system.

Public Information Officer Basics for Locals

LOCATION: Town of Barre Municipal Building, Barre, VT
DATE/TIME: December 11, 2023, 9:00 a.m.- 12:00 p.m.
REGISTRATION: [State Learning Management System](#)

Public Information Officer Basics for Locals

LOCATION: Williston Fire Department, Williston, VT
DATE/TIME: December 12, 2023, 9:00 a.m.- 12:00 p.m.
REGISTRATION: via [State Learning Management System](#)

VT- Alert Manager Training

This training is intended for Town Officials or Non-Profits who use VT-Alert for public and private notifications. This class is required for all people who will be using the program at the manager level. This training can also act as a refresher as needed. The class will be approximately 1.5 hours long and consist of sending live test alerts. A computer and internet connection are required. A second computer monitor is highly suggested as there is a follow along portion to the class

LOCATION: Virtual

DATE/TIME: January 10, 2024, 1:00 p.m.- 2:30 p.m.

REGISTRATION: [State Learning Management System](#)

L0146 Homeland Security Exercise & Evaluation Program (HSEEP)

The Homeland Security Exercise and Evaluation Program (HSEEP) course provides a comprehensive overview of exercise design along with practical skill development. Using the same terminology and processes, this course will provide activities that will give participants an opportunity to interact with many of the templates and other materials that are provided by the National Exercise Division to ensure exercises are conducted in a consistent manner. Anyone who will be a member of an exercise design team or fulfill a role in one of the following areas of the exercise design process: design, development, conduct, evaluation or improvement process for exercise. The primary audience for the course is training officers, exercise managers, persons that will utilize the exercise and evaluation system and persons interested in becoming an HSEEP Evaluator for Vermont Emergency Management.

LOCATION: McFarland State Office Building, Barre, VT

DATE/TIME: January 23-24, 2024, 8:00 a.m.- 4:30 p.m.

PREREQUISITES: IS-120

REGISTRATION: [State Learning Management System](#)

Vermont Local Emergency Management Director Course

This course will familiarize Local Emergency Management Directors (EMD) and Coordinators (EMC) with major roles, responsibilities, and “how to do it” guidance, across all four phases of Emergency Management.

LOCATION: Virtual

DATE/TIME: February 14-15, 2024, 1:00 - 5:00 p.m.

REGISTRATION: via [State Learning Management System](#):

G0191- ICS/EOC Interface- only generally offered 2 times a year and this will be the Northern option

This course provides an opportunity for participants to begin developing an effective interface between the Incident Command System (ICS) and the Emergency Operations Center (EOC) for their community by applying Incident Command System (ICS) principles. This course reviews ICS and EOC responsibilities and functions and depends heavily on exercises and group discussions to identify interface issues and develop solutions. As part

of the course, these concepts are then applied to exercise situations.

LOCATION: Bristol Fire Department, Bristol, VT

DATE/TIME: April 10, 2024, 8:00 a.m.- 4:30 p.m.

PREREQUISITES: IS-100, IS-200, IS-700, and IS-800

REGISTRATION: [State Learning Management System](#)

There was a discussion about moving the next meeting date that is on 2/14/24 and discussed if the EMD course could be held for people to use the conference room before the meeting. It is an 8 hour course and we would need RSVP for food and Keith would check on if the conference room is open.

Stefan made a motion to adjourn the meeting with Jeff 2nd the motion. Voting commenced, motion passed.

The meeting ended at 6:06 pm.

Voting Attendees:

<input checked="" type="checkbox"/> Barre City	Keith Cushman, Fire Chief	<input type="checkbox"/> Northfield	Jeff Schulz, EMD
<input type="checkbox"/>	Joe Aldsworth, EMC	<input type="checkbox"/>	vacant
<input 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
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<input type="checkbox"/> Duxbury	Richard Charland	<input checked="" 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	Fred Blanchard, EMD
<input type="checkbox"/>	Jon Boucher, EMC/Constable	<input type="checkbox"/>	Peter Carbee
<input checked="" type="checkbox"/> Fayston	Kirsten Savage, 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	Justin Campbell, EMD	<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	John Gordon, EMD
<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
<input type="checkbox"/>	Robert Gowans, Fire Chief	<input type="checkbox"/>	John Kaeding
<input checked="" type="checkbox"/> Moretown	Stefan Pratt, EMD		
<input type="checkbox"/>	Cortney Guyette		

Others Present: Keith Cubbon (CVRPC), Emily Harris-VEM, Jake Aho- Calais EM team, Brian McWalters-VEM, Clare Ireland-Waitsfield EMC, and Stephanie Smith VEM State Hazard Mitigation Officer.

**CENTRAL VERMONT REGIONAL PLANNING
COMMISSION EMERGENCY MUTUAL AID
AGREEMENT FOR THE PUBLIC WORKS
DEPARTMENTS OF ITS MEMBER
MUNICIPALITIES**

This Mutual Aid Agreement (the “Agreement”) is entered into between the Central Vermont Regional Planning Commission (“CVRPC”) and by and among each member municipality that voluntarily executes and adopts the terms and conditions contained herein.

WHEREAS, the Vermont Supreme Court has held and adopted the position that “‘It is a general and undisputed proposition of law that a municipal corporation possesses and can exercise the following powers, and no others: First, those granted in express words; second, those necessarily or fairly implied in or incident to the powers expressly granted; third, those essential to the accomplishment of the declared objects and purposes of the corporation—–not simply convenient, but indispensable.’” Valcour v. Vill. of Morrisville, 104 Vt. 119, 158 A. 83, 85 (1932), *citing* Dillon, John, The Law of Municipal Corporations (5th Ed.) par. 237; and

WHEREAS, that upon the adoption of bylaws specifying the process for entering into, method of withdrawal from, and method of terminating service agreements with municipalities, the Vermont Legislature has granted express authority for regional planning commissions to “promote cooperative agreements and coordinate, implement, and administer service agreements among municipalities, including arrangements and action with respect to planning, community development, joint purchasing, intermunicipal services, infrastructure, and related activities....” 24 V.S.A. § 4345b(c); and

WHEREAS, the member municipalities of the CVRPC (collectively the “Parties”) may voluntarily agree to participate in mutual aid and public works assistance activities conducted pursuant to 24 V.S.A. § 4345b(d)(2); and

WHEREAS, the CVRPC has duly adopted bylaws pertaining to the creation of intermunicipal service agreements pursuant to 24 V.S.A. § 4345b(a) and (b); and

WHEREAS, the Parties recognize that they are vulnerable to a variety of potential, natural and man-made disasters that impact vital public works resources including hurricanes, flooding and extreme winter conditions that in the past have caused severe disruption of essential public works services and severe property damage to public roads, utilities and other public works property; and

WHEREAS, owning and maintaining all the resources needed to respond to extreme, unexpected and high-demand incidents is cost-prohibitive for most municipalities and entering into a mutual aid agreement provides economic and logistical efficiencies to support any gaps in resources and capabilities; and

WHEREAS, the Parties to this Agreement recognize the benefits of mutual aid in protecting the public, health, safety and welfare and fostering a sense of goodwill and community within a specific geographic region and therefore desire to provide mutual aid and assistance to one another during times of disaster and other types of public works emergencies; and

WHEREAS, the Parties recognize that having this mutual aid agreement and related guidelines is essential to ensuring a consistent, coordinated, and timely response in providing mutual aid; and

NOW, THEREFORE, the Parties hereto agree as follows:

SECTION 1: PURPOSE

The Agreement set forth below, is established to provide a means for public works related entities that are controlled by the CVRPC member municipalities, that are in need of mutual aid assistance, to be able to request and receive such aid and assistance in a timely manner from the participating member municipalities including but not limited to personnel, equipment, materials and any other services that may be reasonably necessary to respond to an emergency. The purpose of this Agreement is to formalize the regional mutual aid program. This Agreement to render aid is expressly not contingent upon a declaration of a major disaster or emergency by the federal government or upon receiving federal funds.

SECTION 2: DEFINITIONS

- A. Aid and Assistance** – includes, but is not limited to, personnel, equipment, administrative services, infrastructure, supplies and materials necessary to respond to a request for mutual aid.
- B. Aiding Official** – means a person who is designated by the Aiding Party to determine whether and to what extent the Aiding Party should provide Public Works Assistance to a Requesting Party.
- C. Aiding Party** – means a Constituent Municipal entity that furnishes, equipment, services, personnel or any other Public Works assistance to a Requesting Party.
- D. Agreement** – refers to this Agreement for public works emergency services. The Central Vermont Region municipalities may become a party to this Agreement upon ratification of this Agreement by the CVRPC and ratification by the legislative body of the Constituent Municipality that is a party to this Agreement. Each Constituent Municipality that ratifies this Agreement, understands that the Agreement contains all Constituent Municipal entities at the time of ratification, and any other eligible municipality in the future.

- E. Constituent Municipality** – Any municipality located in the Central Vermont Regional Planning Commission service area in Vermont that is a party to this Agreement.
- F. Disaster** – any natural, mechanical, human-made, technological, or civil emergency that threatens to cause damages of a severity and scale that exceeds the maximum capabilities of a Constituent Municipality.
- G. Emergency** – an event or imminent potential for such an event, either natural or human caused, that results in or may result in, injury or harm to the residences of the Constituent Municipality, or damage to or loss of property.
- H. Mutual Aid Resource List** – A list maintained by each Constituent Municipality of the public works equipment, personnel and any other resources available for the provision of aid and assistance if needed by another Constituent Municipality.
- I. Period of Assistance** – the period of time beginning when the Aiding Party assists the Requesting party by providing equipment, personnel, supplies or any other Public Works Assistance and ending when all Public Works Assistance returns to the regular duties of the Aiding Party.
- J. Public Works Assistance** – means equipment and personnel including, but not limited to; professional engineers, licensed staff, non-licensed personnel who are employed by a Constituent Municipality and used for activities in response to a disaster or emergency, related to roadways, water, stormwater, wastewater and any other public works program.
- K. Requesting Official** - means any person who is designated by the Requesting Party to request Public Works Assistance from a participating Aiding Party.
- L. Requesting Party** - means a Constituent Municipal entity that requests, equipment, services, personnel or any other Public Works assistance from an Aiding Party.

SECTION 3: PROCEDURES

- A. Operations Oversight** – The CVRPC shall be responsible for overseeing this Agreement and help to facilitate communications between the Constituent Municipalities. The CVRPC will also help to facilitate policies and procedures to guide requests for aid and assistance as set forth below.
- B. Request for Aid** – When a Requesting Party has been impacted by or is in imminent danger of a disaster or emergency, it may request Aid and Assistance from an Aiding Party, by making a verbal request, followed by a written request, to the Aiding Party, within three business days after aid is

needed or contemplated to be needed. An Aid Request Form shall be an addendum, but not an amendment to or modification of this Agreement. Requests should be made by and to the Aiding Party's authorized Aiding Official. A potentially Aiding Party, should not provide aid on its own without first confirming the need for assistance through the communication of the Aiding Official and Requesting Official to ensure that the type of aid being provided is necessary and needed. The provision of aid by an Aiding Party is entirely discretionary under this Agreement and the ultimate decision as to whether to render aid to a Requesting party shall be at the discretion of the Aiding Official in consultation with the legislative body of the Constituent Municipality if possible.

C. Designation of Officials – Each Constituent Municipality shall designate an Aiding Official and Requesting Official and at least one alternate Aiding Official and Requesting Official. Each Constituent Municipality shall be responsible for maintaining its own contact list of all Aiding and Requesting Officials and alternate Officials, along with all means of contact including, but not limited to cell phones, telephones, electronic mail and physical addresses and take reasonable steps to ensure that all Constituent Municipalities have the most current list. The CVRPC shall help develop the template of the contact list and annually aid in its distribution after having been provided by the Constituent Municipalities. Said list shall be an addendum, but not an amendment to or modification of this Agreement. The Requesting Officials and the Aiding Officials may be the same person in each municipality (i.e. a director of public works or Road Commissioner).

D. Information Needed - Request for Aid and Assistance – The Requesting Official shall provide, at minimum, to the Aiding Official and CVRPC (for informational purposes only): 1) a description of the disaster or emergency prompting the request; 2) what type of specific assistance is needed; 3) a description of the infrastructure impacted and the specific work needed to repair the infrastructure; and 4) an estimate of the type of public works assistance needed and the period of time it will be needed for. It is further recommended that the Requesting Official propose a plan for meeting with the Aiding Official to discuss the scope of the aid and for the Requesting Official to familiarize him or herself with the personnel and equipment of the Aiding Party (similar in nature to a pre-construction meeting). The Aiding Party shall then provide an estimate to the Requesting Party of expected costs for the scope of work requested and needed.

E. Supervision and Control – It is the intention of this Agreement that supervision and control of personnel will be structured in accordance with Federal Emergency Management Agency's (FEMA) Incident Command System (ICS) of the National Incident Management System (NIMS), and that if the emergency/disaster is multi-jurisdictional, a Unified Command will be employed when practical.

1. When any personnel or equipment is deployed under the terms of this agreement, the Aiding Official shall meet with the Requesting Official. Orders by the Requesting Official will be given to the Aiding Official who will then give orders or direction to their personnel. The Aiding Official shall maintain reasonable contact with the Requesting Official as long as the Aiding Party is providing Public Works Assistance. The personnel of the Aiding Party may only be under the direct control of the Requesting party by a written mutual agreement.
2. In all instances and at all times, the Requesting Official or a designee thereof, shall have the right and responsibility to ensure that all personnel from the Aiding Party are asked to perform only those tasks or operations that are consistent with their training and are in accordance with their home protocols and accepted safe practices.
3. Personnel from the Aiding Party shall continue with the assigned tasks until the Requesting Party releases said personnel and equipment or until the Aiding Party recalls said personnel and equipment. No recall by an Aiding Party shall occur until, if reasonable given the facts and circumstances, the Aiding Official discusses the need for recall with the Requesting Official.
4. Each Aiding Party shall operate in accordance with the protocols of its Constituent Municipality, and all Aiding Party personnel shall act within the scope of his or her own training and certification or under the supervision of a person with the appropriate training and certification. Aiding Party personnel shall not be required to perform in a way that is inconsistent with the practices of their Constituent Municipality protocols or inconsistent with safe practices.
5. The Aiding Official shall be responsible for maintaining all records for time, materials and equipment provided to the Requesting Party; be responsible for the operation and maintenance of equipment provided by the Aiding Party; and report work process to the Requesting Party.

F. Mutual Aid Resource List – NIMS typed public works resources are included in the annual local emergency plan for each Constituent Municipality. The CVRPC shall annually distribute a list of the NIMS typed public works resources for all Constituent Municipalities. All original and updated NIMS typed public works resource lists shall be considered an addendum to, but not a modification of this Agreement.

G. Funds Payable By Each Municipality – the Constituent Municipalities agree that the funds, coming in the form of the amount of services provided by each Constituent Municipality shall be based on the resources available to them at the time aid and assistance is made by a Requesting Party in accordance with Section 4 Part A.

SECTION 4: REQUESTS FOR REIMBURSEMENT

A. Procedures for Reimbursement – Unless the Aiding Party and the Requesting Party agree to a different structure in writing, the Requesting Party shall be ultimately responsible for the reimbursement of the Aiding Party's costs incurred under this Agreement.

1. Within 30 days of the return of all personnel and equipment of the Aiding Party to the Constituent Municipality's homework station, the Aiding Municipality may submit to the Requesting Party, an invoice of all charges related to the aid provided pursuant to this Agreement. The invoice provided by the Aiding Party shall be paid within 30 days of receipt.
2. All invoices generated by the Aiding Party shall be provided to the Requesting Party.
3. Invoices by the Aiding Party shall follow the following standards.
 - a. Personnel. Charges for personnel shall be in accordance with the standard practices of the Aiding Party, including wages, salaries, contributions for insurance and retirement and personnel from the Aiding Party shall continue to accumulate seniority at the rate of the Aiding Party.
 - b. Equipment. Charges for equipment supplied by the Assisting Party, shall be reimbursed at the rental rate established for the same or substantially similar equipment by the regulations of the Federal Emergency Management Agency (i.e., current FEMA Schedule of Equipment Rates), or at any other rate agreed to by the Aiding Party and Requesting Party in writing. Rent for equipment includes the cost of fuel and other consumable supplies, maintenance, service, repairs and ordinary wear and tear.
 - c. Transportation. The Aiding Party shall transport needed personnel and equipment by reasonable and customary means and in accordance with the Aiding Party's usual transportation and travel payment schedule. If such a schedule is unavailable, transportation charges shall be the reasonable and customary rates for such transportation.
 - d. Materials and Ancillary Expenses. Charges for materials and ancillary expenses such as consumable supplies, related to the provision of aid pursuant to this agreement shall be the reasonable and actual costs incurred by the Aiding Municipality.

4. The Aiding Party may invoice the Requesting Party for all expenses incurred during the Period of Assistance. All invoices shall be submitted by the Aiding Official to the Requesting Official. The invoices shall clearly delineate the time and expenses associated with personnel, equipment, transportation and any materials or ancillary expenses. Any question or dispute about an invoice from an Aiding Party shall first be discussed between the Requesting Official and the Aiding Official. If the Parties are still unable to reconcile an invoice, then they shall follow the next sequential procedures of the Dispute Resolution section of this Agreement.

SECTION 5: INSURANCE AND LIABILITY

- A. Insurance** – Each Constituent Municipality shall bear the risk of its own actions, as it does with its day-to-day operations. The Aiding Party shall be responsible for providing insurance to the fullest extent possible, including but not limited to workman’s compensation insurance, general liability insurance, excess liability insurance, and any other types of insurance coverage in amounts recommended by the Vermont League of Cities and Towns, Property and Casualty Intermunicipal Fund (VLCT-PACIF). Such insurance shall cover damage or injury to person, property or equipment owned or provided by an Aiding Party to the extent the damage or injury may have occurred while rendering aid to a Requesting Party.
- B. Indemnification** - To the extent allowed by law, each Requesting Party agrees to indemnify and hold harmless any Aiding Party and its employees, officers, administrators, elected officials and agents from any claim relating to cost, damage or injury of any description to any person or property caused by or through the action of any Aiding Municipality while rendering aid pursuant to his Agreement. Acts of gross negligence, willful misconduct, malfeasance, and/or criminal/illegal behavior are exempt from indemnification.
- C. Liability** – No Constituent Municipality shall have any liability to any other Constituent Municipality by reason of their inability or lack of desire to respond to a request for aid.

SECTION 6: TERM, MODIFICATION AND PERIODIC REVIEW

- A. Term** – This Agreement shall be in effect for one (1) year from the date signed by the initial Constituent Municipality. Thereafter, this Agreement shall be renewed for additional one year terms on an annual basis in conjunction with the local emergency plan.
- B. Termination** – Any Constituent Municipality may voluntarily terminate and withdraw from its participation in this Agreement at any time by a Requesting or Aiding Official giving written notification to the designated Requesting or Aiding

Officials of all other Constituent Municipalities to this Agreement. Electronic mail communications shall be considered written notification for purposes of this Agreement. Termination and withdrawal shall not be effective until sixty (60) days after written notification has been sent. Withdrawal by a Constituent Municipality shall not impact the liability or obligation incurred by the Constituent Municipality under this Agreement prior to the date of termination.

- C. Modification** – Pursuant to 24 V.S.A. § 4345b(d)(4) any modification or amendment to this Agreement shall not become effective unless approved by the CVRPC and the legislative body of all the municipalities who are a party to this Agreement. The CVRPC shall assist in coordinating any modifications or amendments to this Agreement.
- D. Periodic Review** – On a biennial basis, the designated Aiding and Requesting Officials shall meet to review the terms of this Agreement and make any suggestions as to alterations or modifications if needed based on past performance. The CVRPC shall coordinate all meetings under this section.

SECTION 7: MISCELLANEOUS PROVISIONS

- A. Dispute Resolution** – In respect to any dispute that arises pursuant to this agreement the Parties shall first make a good faith effort to work out differences among themselves. Should informal discussions between the Parties fail, then the Parties shall engage the services of a mutually agreed upon third party mediator. The costs of this third party mediator shall be split evenly between the Parties. Should attempts at mediation through a third party mediator fail, then any Party may seek redress in any Vermont Court of competent jurisdiction.
- B. Severability** – Should any clause, portion, section, provision or any other part of this Agreement be held invalid by a court of competent jurisdiction, such judgment shall not affect, impair or invalidate any other portion of the Agreement. The remaining portions of this Agreement shall remain in full force and effect without regard to the provisions that have been invalidated.
- C. Execution of Counterparts** – This agreement may be signed in any number of counterparts with the same effect as if the signatures thereto and hereto were upon the same instrument.

NOW THEREFORE, both the Central Vermont Regional Planning Commission through its duly authorized representative has executed this agreement and all counterparts thereto.

Photographic copies shall be considered valid counterparts. Each of the Constituent Municipalities so desiring, have caused this Agreement to be executed by a duly authorized representative, after a vote allowing that duly authorized representative to execute this Agreement by the Constituent Municipality's governing legislative body.

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The following municipalities have elected to participate in the Central Vermont Regional Public Works Mutual Aid Agreement for 2024. Copies of signature pages are on file at the Central Vermont Regional Planning Commission.

2024 Central Vermont Regional Public Works Mutual Aid Agreement Participating Municipalities:

Municipality

**CENTRAL VERMONT REGIONAL PLANNING COMMISSION
PUBLIC WORKS MUTUAL AID AGREEMENT AID REQUEST FORM**

To be completed by the Requesting Official.

Requesting Municipality: Town/City of _____

Incident Name: Briefly describe the nature of the disaster or emergency prompting the aid request.

Damages and Needed Repairs: Briefly describe the infrastructure impacted and the specific work needed to repair the infrastructure.

Specific Assistance Needed: Briefly describe what type of assistance (personnel, equipment, materials) is needed.

Cost Estimate and Schedule: Provide an estimate for the needed assistance and period of time it will be needed for (start and end dates).

Plan for Meeting with Aiding Official to Review Project Scope (Optional): Briefly describe, if needed, the Requesting Official's plan for meeting with the Aiding Official to review the scope of work and for the Requesting Official to familiarize him/herself with the personnel and equipment of the Aiding Party.

Requesting Official Signature: _____

Date:

Time:

To be completed by the Aiding Official.

Request: Approved Denied (Reason) _____

Resource Deployed: Date: _____ Time: _____

Cost Estimate:

Aiding Official Signature: _____

Date:

Time:

DESIGNATED OFFICIALS BY TOWN

Municipality	Name	Phone - Primary	Phone - Alternate	Email
Barre City				
Requesting Official – Primary				
Requesting Official – Alternate				
Aiding Official – Primary				
Aiding Official - Alternate				
Barre Town				
Berlin				
Cabot				
Calais				
Duxbury				
East Montpelier				

DESIGNATED OFFICIALS BY TOWN

Fayston				
Marshfield				
Middlesex				
Montpelier				
Moretown				
Northfield				
Orange				

DESIGNATED OFFICIALS BY TOWN

Plainfield				
Roxbury				
Waitsfield				
Warren				
Washington				
Williamstown				
Woodbury				

DESIGNATED OFFICIALS BY TOWN

Worcester				