

## **Minutes of the 03-18-08 VT WARN Leadership Team Meeting**

Waterbury State Complex

**Attendees:** Elizabeth Hunt, Heather Young, Phil Acebo, Shaun Fielder, Mike Mandigo, Rick Kenney, Alan Shelvey, Dick Pratt, Tom Clark

**Handouts:** Agenda, Minutes from last meeting, VTWARN website forms: Member Profile Data, Member Contact Data

### **Action Items (To-Do's)**

Phil Acebo--Contact private website company in Barre—to meet with VTWARN Web Team

Dick Pratt—Finalize Draft #3 Mutual Aid Agreement—and E-mail to Leadership Team

Heather Young—E-mail revised WARN Sample Mutual Aid/Assistance Operational-Draft (done)

Elizabeth Hunt- E-mail VTWARN Web Team meeting minutes, check into the technical transition from Leadership Team to Steering Committee.

VTWARN Leadership Team –To email Paul Tice comments regarding the VTWARN website forms: Member Profile Data, Member Contact Data

### **Activities and Discussion:**

#### *Announcements from Chair:*

Upcoming regional/NYWARN meeting in Springfield Mass. on March 20<sup>th</sup>. Phil Acebo and Rick Kenney will be accompanying Elizabeth to this meeting.

#### *Mutual Aid Agreement Discussion:*

Dick Pratt reported that CWD can sign M.A.A. because of their charter status. He mentioned that other systems may not have same authority/situation.

#### *Webteam Report—*

Handed out VTWARN website forms: Member Profile Data, Member Contact Data—seeking comments from Leadership Team.

There was discussion regarding the VTWARN Profile Data Form—question about heavy equipment data on form—specifically generators.

Vendor involvement==getting the supplies to a systems—good to hyperlink vendors (advertisement) on VTWARN website.

Dick Pratt –requested for a phone list be available to VTWARN members. Shaun Fielder mentioned a cell phone VTWARN text messages—are a good mode of communication.

Mike Mandigo—membership requirement—should be a member to access website  
Alan Shelvey—suggested an associate membership option.

But, maybe an associate membership vs. full membership may complicate response, etc.

Alan Shelvey—associate membership –‘teaser’ for them to be a full member. And, on the VTWARN website—parts/fittings/email only—if associate membership.

Shaun Fielder:

VTWARN vs. M.A.A. –two separate issues.. everyone is a member for a period of time—then they would sign M.A.A. to be a member-- If this approach is adopted, then a ‘timeline for membership’ will need to be established.

Dick Pratt mentioned that FEMA reimbursement would be the incentive to become a member.

Resource/contact list would be in the VTWARN.org “public area.”

Shaun Fielder—ideas for membership—system member and vendor member

Mike Mandigo—through his experience with emergency programs, should be a full member—a commitment.

In a future version of website:

Contact data list? Don’t place emails on contact form—for associate member.

Who has original signed M.A.A.??

Will VTWARN secretary hold it?

Does VTWARN need a copy of M.A.A.? Need a date it was signed?

Where would FEMA go to see signed agreement?

Up for further discussion.

Shaun Fielder gave the motion to accept VTWARN Draft #3

Mike Mandigo seconded the motion.

Majority passes VTWARN Mutual Aid Agreement

VTWARN Mutual Aid Agreement passed.

GMWEA—agreed to contribute funds for VTWARN website.

Need to talk to leaders of DEC/ANR about WMD involvement.