

VTWARN Steering Committee Meeting Minutes
Thursday, April 22, 2010
Island Pond Fire Station Training Room, Island Pond, VT.

Present: Phil Acebo, Marty Frizzell, Richard Pratt, Paul Tice, Shaun Fielder

- 1. Call to Order:** Shaun called to meeting to order at 10:05 am.
- 2. Approval of meeting minutes:** Motion by Marty to accept VTWARN Steering Committee meeting minutes of March 18, 2010 as presented. Second by Paul.

Discussion on tracking of various tasks and assignments as noted in given minutes. Richard suggested a list of tasks be noted in each set of minutes. Goal to insure volunteers keep on task with given assignments, group noted it would be productive to provide an update in advance of given committee meetings.

Passed unanimously.

- 3. Budget Update:** Paul provided update on proposed budget, previously forward to all via email (reference *VTWARN 2010 Operating Budget*). Anticipate the yearly expenses of approximately \$3300. Group discussed budget item and what would be needed if committee makes the determination to go forward with non-profit formation. Richard noted Champlain Water District (CWD) has agreed to provide a \$500 donation for VTWARN. It was agreed this allocation will be applied to Power Shift fees associated with website maintenance. Shaun noted, for the short term VRWA can assist as pass through administrator if needed.

Brief discussion on standards in regards to quorum for this particular meeting, group reviewed operations plan and it was agreed those present can conduct business on behalf of the VTWARN steering committee.

Motion to accept \$500 CWD contribution to be applied to anticipated maintenance costs with Power Shift by Marty. Second by Phil.

Group discussion in regards to preferred pricing for service for VTWARN (subcommittee has negotiated non-profit rates to date, and will continue to do so). Continued discussion on period the VTWARN budget will cover. Anticipate budget covering period from July 1 to June 30, will require motion at later date. Richard noted CWD is prepared to offer \$500 donation prior to June 30, 2010 and an additional \$500 for the next budget period (July 1, 2010 to June 30, 2011).

Shaun noted expenses for attendance at national warn meeting will be lower since EPA is providing financial support for one individual from each state WARN group to attend AWWA Water Security Congress taking place in Nashville, TN in September 2010.

Motion passed unanimously.

Some discussion on communications support VTWARN could offer in the future. Could provide communications support via ham radio and potentially satellite and radios.

- 4. Non-Profit Information:** Item tabled until next meeting. Shaun will check in with Heather to request distribution on non-profit reference material so all steering committee members can review in advance of the next meeting.
- 5. Activation:** VTWARN members will continue to make direct requests to existing members for given needs.

6. Website Update: Paul noted he has completed thorough inspection of the website, noted a number of updates needed and will keep communication going with Power Shift. Noted some internal design issues should be updated with no additional expense required.

7. Membership Recent Updates: Richard reported there are now 30 members (most in district A). General discussion on membership and continuing to build the numbers.

Membership goals as identified at February 18, 2010 VTWARN Steering Committee Meeting -

- a) District representatives identified for two year assignment by June 15, 2010.
- b) Goal of at least six members in each district by October 2010.

Marty commented on the VTWARN training led by Shaun in Barton, VT on March 26. Eighteen individuals attended several representing VTWARN members. Shaun will follow up with the individuals who attended to determine status of VTWARN membership and insure attendees have information to move forward on system signing off on the Mutual Aid Assistance Agreement.

8. Future VTWARN Meetings:

May 25 at 10 am. Location - Water Supply Conference Room.

June 29 at 10 am. Location - Champlain Water District.

9. Future Administration of VTWARN:

Group discussed plan for future adjustment to statewide committee. As steering committee phases out and leadership group develops important for goals to be identified. Shaun will have information on this item at the next meeting.

Richard noted recruitment tools should continue to be used. Considering options to promote VTWARN through existing membership map. Discussed options to update Vermont maps to show existing members and color coding for those potential members (particularly note those who have received info on VTWARN membership). Tabled concept for this time. As noted goals and continued recruitment approach will be on agenda for the next meeting.

Richard noted CWD will continue to be involved. Paul noted he will likely be taking on other committee assignments for CWD and step down from VTWARN Steering Committee sometime in 2010.

10. Adjournment: Motion by Marty to adjourn at 12:00 pm. Second by Paul. Passed unanimously.

11. Task's from this meeting:

- Shaun contact Heather regarding non-profit reference material distribution prior to next meeting.
- Website subcommittee continue to process upgrades required on website, direct communications with Power Shift as needed.
- Richard update VTWARN membership and map information, distribute to all members.
- Shaun to follow up with the individuals who attended VTWARN training in Barton to determine status of membership.

Submitted by Shaun Fielder April 27, 2010.