

Minutes of the 01-22-09 VTWARN Steering Committee Meeting

Waterbury State Complex-WSD Conference Room

Attendees: Heather Young, Phil Acebo, Shaun Fielder, Linda Boccuzzo, Rick Kenney, Dick Pratt, Mike Mandigo, Peter Coffey, Marty Frizzell, Lynn Gilleland (USEPA Region 1)

Handouts: Agenda, Minutes from last meeting

Shaun called the meeting to order at 9:04 AM

1. Approval of Previous Meeting Minutes:

Motion by Rick to accept VTWARN Steering Committee Minutes of December 16, 2008 as presented. Second by Phil. Passed unanimously.

2. Recruitment Updates

Marty (District B) will be promoting membership in the NE region via phone calls with various systems in his district. VRWA can assist with recruitment in district B and others as needed.

Dick (District A) reported he is working with number systems in his district to secure their membership. Essex Jct. and Waterbury are anticipated to sign up as members in the near future.

VRWA training staff will be distributing VTWARN MAAs and VTWARN Brochure at upcoming training classes.

Lynn reported Vermont is in the middle of pack in regards to membership numbers as compared with other NE states.

Heather Young reported there were no calls to the WSD for generators following the December ice storm in southern Vermont.

Marty inquired about the current location of the VTWARN M.A.A.

The MAA can be downloaded at the following link:

<http://www.vermontdrinkingwater.org/counter-terrorism-info.htm>

VRWA will offer VTWARN training roundtable at May Annual Conference Event in Fairlee. Paul Tice, Phil Acebo, Heather Young, and Lynn Gilleland will participate in the roundtable. District chairs as well as existing VTWARN members will be invited to attend the one hour session.

Lynn announced that the VTWARN promotional posters are ready. Kira Jacobs (USEPA-Region I) will bring them to Vermont in February.

3. Operations Plan Update

Rick Kenney advised that the Operations Plan should be updated on a regular basis (monthly/quarterly) to ensure the most up-to-date information and procedures.

Mike suggested having a central call-in number for requesting help. Regional managers could be in charge of fielding assistance calls.

Peter remarked if a local community, as well as, a state agency (ANR-WSD), has out-reached their resources, then VEM will be assisting. Reminded group ANR has a representative in the Emergency Operations Center for given event.

Dick Pratt suggested having a short narrative in Operations Plan. It should explain levels of assistance (i.e., back-up pump vs. major assistance).

4. Webteam Update

\$3,000 Grant Application to be submitted to the DEC. VRWA will be the subrecipient of the grant funding and will be processing payments for design (Vermont Internet Design) and host services.

Rick reported GMWEA Directors have tabled his funding request for VTWARN website funding. In the event the website grant application is denied they would reconsider the request. Group discussed other option of seeking out private industry sponsorship as another option.

Phil reported he met with website contactor after the recent webteam meeting. Contractor will be at the next VTWARN meeting (March 11th).

5. AWWA-hosted WARN Chair meeting February 2009

Heather will attend the National WARN Chairs Meeting as the VTWARN representative in Denver, CO on February 5th and 6th. She will provide a follow up report at our next meeting.

6. VT Dept. of Public Safety Training Opportunities/Interaction with LEPCs

VT Emergency Management's Training Calendar can be found at:
<http://www.dps.state.vt.us/vem/training/>

Dick will be attending LEPC #1 meetings, representing both VTWARN and CWD. VRWA intends to invite the Fairlee-area LEPC representative to the Annual Conference-to participate in VTWARN roundtable.

Lynn remarked that USEPA is encouraging systems to work with LEPCs. In addition, she said that there are several tabletop exercises on USEPA website:
<http://cfpub.epa.gov/safewater/watersecurity/tools.cfm#cd>

Horsley Witten Group to offer another series of WARN tabletop exercises in early 2009. VRWA will assist with coordination of these exercises. LEPC representatives will be invited to attend these given events.

5. Adjourn:

Motion to adjourn at 10:45 am by Marty. Second by Phil. Passed unanimously.

Next Meetings: **March 11th at 9 AM and April 10th at 9 AM** at the Waterbury State Office Complex

Submitted by: Heather Young, February 2, 2009.