

**VTWARN Steering Committee Meeting Minutes**  
**December 3, 2010**  
**Water Supply Conference Room, Waterbury State Office Complex**

**Present:** Dick Pratt, Jon Deming, Shaun Fielder, Heather Campbell, Tom Woodard, Phil Acebo

1. **Call to Order:** Dick called the meeting to order at 10:14 AM.
2. **Approval of Previous Meeting Minutes:** Motion by Phil to approve VTWARN Steering Committee Meeting Minutes of October 28, 2010 as presented. Second by Tom. Passed unanimously. Discussion: Heather will post approved minutes on website.
3. **National WARN meeting in September**
  - Shaun's Report
    - Shaun reported that there are similar themes for most state-growing pains.
    - Utiligent, a communications company (based in Texas)-specializes in broadcasting information via several electronic forms. Utiligent is offering free services to state WARNs, and could give VTWARN a presentation during an upcoming meeting.
    - Shaun pointed out that it is essential to start in touch with our regional WARN states
    - New USEPA Publication: *Public Assistance for Water and Wastewater Utilities in Emergencies and Disasters* (Publication # EPA 817-F-10-009). Publication will be a great recruiting tool.
4. **Vermont Improvement Planning & Training and Exercise Planning Workshop- Report:**
  - Phil and Dick agreed it was a worthwhile event to attend. VTWARN can be part of a future exercise sponsored by DPS.
5. **Regional Representation and Future Administration**
  - VTWARN Organizational Responsibilities-Matrix
    - Dick handed out a matrix describing steering committee and other positions within VTWARN. It was suggested to add communication specialist.
    - Suggested for the Regional chairs to attend local LEPC meetings.
    - Using Google or Skype as meeting tools for regional meetings.
    - Having regional based tabletop exercises.

- Budgetary Concerns and Plan
  - For now, VRWA will be the pass-through for funds.
  - We need someone to step up as treasurer ASAP, to stay abreast of our account and vendor revenues.

**6. Website Update**

- ~~Phil announced VTWARN owes \$19.95 to PowerShift.~~

**6. Membership Updates**

- VTWARN Member #38- City of Vergennes ~~Public Works &~~ Wastewater

**7. Future VTWARN Meetings & Activities**

- Upcoming VTWARN Tabletop Exercise on February 17, 2011
  - Will be at St. Leo's Hall in Waterbury: 9AM-3 PM—lunch will be provided. Ice storm will be the scenario.
- Set dates for upcoming meetings
  - January 28<sup>th</sup> in the WSD Conference Room at 10 AM

**8. Other**

- Radio Amateur Civil Emergency Service (RACES)-Rob Schell from DPS is an expert on this. Bob Woodard mentioned DPS does have a RACES trailer. There is possibility for a RACES presentation at the upcoming VTWARN tabletop exercise.

**9. Adjournment:** Meeting adjourned at 11:55 AM.

Submitted by Heather Campbell, December 15, 2010