

## **Minutes of the June 24, 2009 VTWARN Steering Committee Meeting Water Supply Division Conference Room, Waterbury State Complex**

**Attendees:** Shaun Fielder, Heather Young, Peter Coffey (via conference call) Marty Frizzell, Tom Clark, Linda Boccuzzo, Dick Pratt.

**Handouts:** Meeting Agenda, unapproved Minutes from May 15, 2009 meeting, Memo from Dick Pratt dated June 23, 2009.

### **1. Call to Order**

Meeting called to order by Shaun at 9:03am.

### **2. Approval of previous meeting minutes**

Motion to accept May 15, 2009 VTWARN Steering Committee Meeting Minutes as presented by Tom. Second by Peter. Passed unanimously.

Heather will post approved version on Water Supply website in near future.

### **3. Membership Updates –**

Group discussed progress on call out assignments from last meeting. All contacting systems will provide full report at next committee meeting.

Continuing to add members, currently have 21. Dick continues to compile membership lists and provide updates. Recent members joined who attended May tabletop exercise. Group discussed notes on membership as included in Dick's memo from 6/23/09.

Marty asked about future trainings and is interested in hosting an event at his site. He is interested in building network further, so outside parties (particularly municipal and emergency response officials) are aware of VTWARN and understand the value of the network.

### **4. Website Update & Next Steps**

Heather reported on recent website subcommittee meeting with Powershift, Heather and Paul Tice took part and presented the basic structure of the VTWARN site. Heather is forwarding format disk with code information to Powershift in the near future.

Anticipate receiving word on approach and cost from Powershift the week of July 6. Powershift will give quote with "package deal" to include site hosting and long term maintenance.

### **5. Operations Plan Update & Next Steps**

Discussed suggested edits as noted for Operations plan. Heather will incorporate all suggested changes (as noted by Dick and by others). Given deletions will be noted with strikethroughs and additions will be shown in italics. The marked up copy will be delivered electronically for review to all steering committee members several weeks in advance of the next meeting. Plan to approve final Operations Plan at August Steering Committee meeting.

## **6. Training**

- Report on recent tabletop exercise – Heather noted it was a very good training exercise. Dick commented the short comings for a given incident were quickly identified. Communications becomes a key discussion point, need to consider how to communicate if “normal” techniques are lost i.e. land lines & cell phones are down. Peter noted Vermont Emergency Management has guidance on amateur radio operations as an option. More detail on the Radio Amateur Civil Emergency Services (RACES) program can be found at the following link: <http://www.dps.state.vt.us/vem/races/>  
Tom noted he is amateur radio operator and could assist if needed.
- Heather reported after action report will be forward to VTWARN from the tabletop exercise.
- Future training events – group discussed options for future VTWARN trainings in all four districts and also tabletop options.
- EPA Region 1 officials recently forwarded info on options for an additional future ICS event in Vermont. More details to be provided in the future.

## **7. Presentations to outside entities (SERC/LEPC)**

Heather, Rick, and Shaun reported on presentation to SERC group. Peter noted it was well received. If anyone needs copies of Powerpoint as presented, please contact Shaun directly.

## **8. Other**

Peter noted *Emergency Preparedness Conference* will be held this November 3 at the Killington Grand. Peter will check in with conference officials to determine if VTWARN can participate, either in training and or as a displaying “vendor”. Peter will keep in contact with Heather regarding options. Marty noted regional planners in his district were not aware of VTWARN, important to keep the networking and promotion active.

## **9. VTWARN Promotion / Information Articles**

Shaun is preparing an article on VTWARN for upcoming VEM newsletter. Will forward to Phil so he can use as the basis for similar article to be submitted to VLCT newsletter.

## **Next meeting date:**

August 26, 2009 start time 9 am at the Water Supply Division conference room.

## **10. Meeting adjourned at 10:05 am.**

**Submitted by Shaun Fielder, July 2, 2009.**