

VTWARN Steering Committee Meeting Minutes
September 2, 2010
Water Supply Conference Room, Waterbury State Office Complex

Present: Dick Pratt, Peter Coffey, Tom Woodward, Jon Deming, Marty Frizzell, Heather Campbell, Rick Kenney, Mike Mandigo, Phil Acebo, Steve Towne, Shaun Fielder, Linda Boccuzzo, Lynn Gilleland, Tom Clark.

1. **Call to Order:** Shaun called the meeting to order at 10:05 AM.
2. **Approval of Previous Meeting Minutes:** Motion by Mike to approve VTWARN Steering Committee Meeting Minutes of June 29, 2010 as presented. Second by Phil. Discussion: Shaun noted for Heather to transfer VTWARN related items from WSD website to VTWARN.org. Passed unanimously. Heather will post approved minutes on website (currently post at Water Supply website). Phil said that he did send Rick Kenney the Powerpoint file of the VTWARN presentation.

3. **Regional Representation and Future Administration:**
District Chairs are the following: Dick Pratt-District A, Marty Frizzell-District B; Rick Keeney-District D, and Jon Deming -District C. The Steering Committee supported John Deming of Vergennes-Patten to serve as District Chair for District-C. Shaun mentioned to the group that this is an 18-month assignment; and according to the VTWARN Operations Manual, there should be two representatives per district, including one chair. Dick Pratt suggested it would be more effective to have four representatives per district, which includes two "at large" members. Shaun reminded the group that the Steering Committee is entering the leadership stage, as he is scheduled to step down on September, 30, 2010. Other administrative items include: Heather Campbell will remain as VTWARN's Secretary. Tom Woodward, from VEM, will replace Peter Coffey. Phil Acebo will continue to be involved with VTWARN. Lynn Gilleland reminded the group there needs to be a point person from VTWARN to receive correspondence from USEPA and AWWA. Dick Pratt agreed to receive such correspondence. Shaun noted VRWA will provide donation to VTWARN in 2011. It was announced that the next VTWARN meeting will be October 28, 2010 in the WSD Conference Room at 10 AM. Task items for this meeting are listed in item #7.

Mike noted it is important for district leaders to have control and flexibility for given operational items and for training needs. He noted districts should come up with training schedule and keep up communications with LEPC. Marty noted board committee's need to get more info so they know what is going and advantages of being involved with VTWARN membership.

Jon asked about collection of funds for VTWARN. Steve commented that a check book could be an approach (two signatories). Dick commented when recruiting in region ask someone to be the treasurer, related could get another party with web technical interest.

District leaders were charged with getting another party involved by the next meeting on October 28. Goal to set up checking account for last quarter of 2010.

4. **Website Update:**
Phil Acebo reported that each VTWARN member utility should have three contact numbers, which include: office, mobile, pager (if applicable), and email (if applicable).

In the near future, the website administrator needs the ability to: post meeting minutes, to add new members on map—and for the map to zoom out. District names on map need to have larger font. Need to add Operational Plan on member-side of website. Powershift said that it will not be possible for members to add events on calendar. And, at this time, CWD cannot make edits to their information, Jericho is able to (a CWD consecutive system).

5. Membership Updates:

Hartford is VTWARN Member #36. Brighton and Milton should be signing mutual aid agreement soon. Shaun reminded the group that VTWARN is very close to the goal of six utility members per district.

Steve asked about option for master contact list for all members, suggested excel spread sheet (would require regular updates). Current plan is to use the VTWARN member info and reevaluate master contact sheet option in the future. Dick commented CWD is prepared to be the contact site in District A at this time and asked the other district leaders to serve in this capacity.

6. Future VTWARN Meetings: Thursday October 28th at the WSD Conference Room 10 am start.

7. Other:

Need comments of the new Mutual Aid/Assistance handout from USEPA, “Integrating WARN and Other Mutual Aid Agreements,” by September 10, 2010—forward to Shaun. Shaun will be attending VTWARN Chair Meeting in D.C. at the end of the September.

Tasks:

Items for next meeting should include:

- District leaders recruit other leaders for their respective districts by 10/28 meeting.
- Discuss future ICS trainings through VEM
- Review VTWARN Region-Based Plan (draft), as submitted by Dick Pratt.
- Discuss the need for a VTWARN treasurer.
- Determine meeting schedule, quarterly versus biannually, etc.
- Discuss having a VTWARN emergency contact list (similar to VELCO), and perhaps posted on the member-side of VTWARN.org.
- Discuss credential IDs for VTWARN members.
- Discuss having pre-weather event VTWARN meetings, similar to VELCO.
- Discuss possibility of having VTWARN presentation at future VT League of Cities and Towns, specifically tailored to town managers.

9: Adjournment: Meeting adjourned at 11:27 AM.

Submitted by Heather Campbell, September 13, 2010