

VTWARN Steering Committee Meeting Minutes
May 25, 2010
Water Supply Conference Room, Waterbury State Office Complex

Present: Steve Towne, Dick Pratt, Peter Coffey, Heather Campbell, Rick Kenney, Phil Acebo, Shaun Fielder.

1. Call to Order: Shaun called the meeting to order at 10:01 am.

2 Approval of Previous Meeting Minutes: Motion by Phil to approve VTWARN Steering Committee Meeting Minutes of April 22, 2010 as presented. Second by Steve. Discussion: Shaun noted task summary item added, reminded all to pay particular attention to tasks but also to comprehensively review full minutes. Passed unanimously. Heather will post approved minutes on website (currently post at Water Supply website).

3. Future Administration of VTWARN: Shaun noted he will be stepping down as chair effective September 30, 2010. Committee will need to consider approach for vice-chair and secretary positions. Shaun commented on successes of the VTWARN group and on objectives and goals for next several months. Rick noted Hartford is close to signing and requested copy of current VTWARN powerpoint presentation, Phil will provide. Steve showed copy of contact sheet as used by electric utilities. VTWARN has various contact info in its membership info and will further explore options on additional contact resources. Having a contact base and having it available is important as noted by Steve. Additionally noted pre-planning is as important as activation processes. Shaun reminded all current activation procedure is for member systems to put in a direct request to other members.

Group discussion on value of future “one stop” request, potential as VTWARN.ORG website item.

Dick commented committee should be able to choose district leaders at the June 29 committee meeting.

Dick requested VEM continue their involvement, Peter noted he will check in with VEM logistics chief regarding his future involvement.

Dick commented on June 29th meeting at Champlain Water District. He recommended the next meeting focus on training and recruitment and to discuss the evolution of the program. Focus to have VTWARN members attend. Additional topics to include activation procedures, communications processes and duties and responsibilities for administrative leadership.

Shaun noted National WARN Chair planning meeting set for September has been moved to Washington, DC. Shaun is able to attend on behalf of VTWARN. Still an option for another VTWARN party to attend if interested. Final representation will be determined at next VTWARN meeting.

4. Non-Profit Discussion:

Steve asked if there are existing by-laws. Shaun noted VTWARN is using the mutual aid assistance agreement for administrative and procedural guidance at this time. Steve noted the Municipal Electrical Association of Vermont has a one page item detailing information in regards to meetings / duties and responsibilities. Steve will forward for VTWARN’s consideration. Could be addendum to the relevant section of the MAA.

Group agreed to table discussion on forming a non-profit. Consensus forming non-profit would not be the best approach for VTWARN. Discussed current challenges of handling finances. Steve suggested opening a checking account requiring two party signatures, can be a private account without business designation. VRWA can act as pass through in the short term as another option. Dick noted CWD is prepared to submit a \$500 donation and will need final guidance on how to proceed in the next couple weeks. One option group discussed was for CWD to submit donation directly to powershift to cover anticipated website maintenance costs.

5. Website Update: Phil is checking in with Paul for maintenance agreement with powershift and other related website update needs. Phil will look into one stop shop broadcast message item to send out email / text / other notifications for vtwarn members.

6. Membership Updates:

Dick provided update to the group, currently at 33 members. Shaun commented on systems coming out of March 26 inflo meeting in Barton. VRWA will continue to promote, other VTWARN steering committee members will seek additional members as well. Rick noted Hartford's should be delivered soon.

7. Future VTWARN Meetings:

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

Thursday September 2 at Water Supply Conference room at 10 am.

8: Other: Steve asked the state information lists for broadcast distribution of VTWARN info. Shaun commented this may be confidential information. Offered that VRWA could relay info through its newsletter and training calendar. Will check option to make upcoming edition. Can post as web news item as well.

Dick asked how to process \$500 donation CWD has approved for VTWARN. One option for consideration is forward to powershift to cover upcoming maintenance costs. Will need final determination from committee in near future.

Tasks:

- Heather to post approved minutes from recent meetings (water supply / vtwarn)
- Phil to provide VTWARN powerpoint to Rick.
- Peter to check in with VEM logistics chief regarding representation at future VTWARN meetings.
- Steve to forward Municipal Electrical Association of Vermont one page administrative reference to Shaun.
- Phil to check in with Paul regarding VTWARN maintenance / updates and options for one stop communication for members.
- Shaun to check into options for VRWA to continue to promote VTWARN membership.

9: Adjournment: Meeting adjourned at 11:29 am.

Submitted by Shaun Fielder, May 27, 2010.