

## **Minutes of the 10-01-07 VT WARN Leadership Team Meeting**

Laundry Room Conference Room, Waterbury

**Attendees:** Heather Young, Phil Acebo, Shaun Fielder, Dick Pratt , Paul Tice , Rick Kenney, Alan Shelvey, Peter Coffey, Tom Clark, Linda Boccuzzo

**Handouts:** Agenda, minutes from last meeting, Waterline article written by Rick Kenney, FlaWARN (2), Maps of defined Public Safety Districts Regions/anticipated VTWARN Districts.

### **Activities and Discussion:**

Discussed movement of WARN states to create regional WARN agreements (i.e., Georgia, Florida, Louisiana)

Review of FlaWARN, TXWARN, and CalWARN websites.

Noted specific items regarding websites. For website access you did not have to have signed the Mutual Aid Agreement (MAA). Log-in procedures for members was important. Utilities and non-utilities were members.

Florida's website is hosted by the University of Florida with funds via the EPA and Dept. of Environmental Protection. Florida does not have a resource database, but is working on getting one. Both Texas and California have resource databases.

Texas WARN has some detail as to equipment and resources needed. Personnel license levels listed are useful.

*Notification system for the websites was a concern. Is it all email notification? How do they actively alert utilities?*

Copies of the MAA on the website would be useful for utilities to download and get copied. California listed amendments to MAA on website, so no additional mailings were needed.

*For a Vermont website:*

Is there a need for a electronic website-not all utilities have access to email etc. Is a phone list resource list enough? Does this pose a security risk?

Member identification by WSID number or other assigned number (i.e., VWRA could be a default non-WSID number)?

We need a ballpark figure for start-up and maintenance costs of the WARN website. It is possible that AWWA has a template website available for use (no need to generate new code). I believe Florida offered their code to any interested state.

For a short-term solution to start-up WARN without a website it may be possible to generate .xls file with equipment listings. These files might be shared via distribution lists—HOWEVER there are security concerns with this method.

Options for web-site hosting were discussed. Phil Acebo thought that VT Technical College was interested in just this sort of project and would be a likely source. Depending on funding, VWRA may be able to host. GMWEA may be able to approve some funds to assist, but the cost would need to be known.

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Brochures to be finalized soon (Rick's name is misspelled)

Future options for information dissemination.

Interested sign-ups at VLCT meeting (Shaun), GMEA and VWRA meetings.

Dick Pratt to call in his area.

Possible postcard from WSD?

PSA?

Leadership to Steering Committee transition. Establish steering committee make-up. There needs to be an odd number of voting members. Non-voting members may include Department of Public Safety, WSD.

Steering committee basic structure 2 reps from each of the 4 regions plus 1 at-large member. 1, 2, and 3 year terms for 'rolling' membership.

**To Do Items:**

Find out structure and rules of other Steering committees (Heather)

See if VTC is available for next meeting. (Phil)

Order and disseminate brochures, Rick's article and a draft agreement (cleaned up a bit) (all)

Shaun to develop spreadsheet for identifying interested utilities at the upcoming meetings.

Next meeting 11/5/2007 1330

And one after that: 12/17/2007 1330