

**Minutes of the 12-16-08 VTWARN Steering Committee Meeting**  
Waterbury State Complex-WSD Conference Room

**Attendees:** Heather Young, Phil Acebo, Shaun Fielder, Linda Boccuzzo, Rick Kenney, Paul Tice, Dick Pratt, Mike Mandigo, John Anderson (Vermont Internet Design)

**Handouts:** Agenda, Minutes from last meeting, Mock-up front page of VTWARN website

**1. Approval of Previous Meeting Minutes:**

Motion to approve VTWARN Steering Committee Minutes of October 31, 2008 by Paul Tice. Second by Mike Mandigo. Passed unanimously.

**2. Update on Recruitment:**

Phil Acebo, Paula Jackson, and Wayne Graham have been promoting VTWARN in their respective training sessions. In particular, Wayne Graham has talked personally with representatives from the following systems regarding VTWARN: Orleans, Glover, Barton, Danville, Richford, Derby, N. Troy, Cabot, Barre, Bellows Falls, Chester, Cavendish, and Jeffersonville. These systems have received a brochure and MAA, VRWA will be checking with them to determine the status of signatures on the MAA.

Heather Young reported Graniteville FD #4 inquired about joining VTWARN. Shaun Fielder has spoken to Lyndonville about VTWARN.

Dick Pratt reported on the status of the following systems: Waterbury, Essex Junction: (W/WW), Town of Essex, and Milton.

**3. Heather's Report on-VT Emergency Management Conference on 11/06/08 and EPA Region 1 and Regional Chemical Security/Generator Meeting on 12/1/08:**

Heather Young spoke briefly about VTWARN during the LEPC breakout session at the VT Emergency Management Conference. LEPC members indicated they had seen the VTWARN brochure.

EPA Region 1 will provide each New England state's WARN with a promotional display 'board'-intended to display at conferences, etc. She also indicated that Region 1 is assessing how emergency generators as resources and chemical supply chain vulnerabilities and solutions can be addressed through mutual aid and assistance programs (a.k.a. WARNs).

**3. Webteam Report**

John Anderson, from Vermont Internet Design, reported on his initial VTWARN

website mock-up. He suggested it would be less expensive to modify TXWARN's website design and use godaddy.com. John needs text for each website page. Website Subcommittee will meet to discuss text/graphics for each page.

Steps to be made: approve design; apply to website application, set up hosting account with godaddy.com.

John reviewed the contract details. Day-to-day website administration (adding utility members, etc) could be done by VTWARN member.

He estimated it would take 4 to 6 weeks to get the website online.

Possible VTWARN website funding sources: DEC, GMWEA, VRWA  
GMWEA would consider be a contributor after an initial funding source is confirmed.

The steering committee talked about the possibility for website vendor sponsors once the website is up and running.

VRWA volunteered to accept the funding to go towards the website.

**5. Operations Plan Update**

Subcommittee to recommend implementation of plan, and edits, etc. and report to next meeting.

**6. Other:**

Next Meetings: **January 22<sup>nd</sup> at 9 AM and March 11<sup>th</sup> at 9 AM** both in the Waterbury State Complex—conference rooms to be announced.

**7. Adjourn:**

10:43 AM

Submitted by Heather Young January 8, 2009.