

**VTWARN Steering Committee Meeting Minutes
Tuesday, January 26, 2010
Hartford Public Works Facility, Hartford, Vermont.**

Present: Rick Kenney, Richard Pratt, Peter Coffey, Phil Acebo, Shaun Fielder.

1. **Call to Order:** Shaun called the meeting to order at 10:04 am.
2. **Approval of December 4, 2009 meeting minutes:** Motion by Dick to approve VTWARN Steering Committee Meeting Minutes of December 4, 2009. Second by Peter. Passed unanimously.
3. **Website Update:** Phil reported annual renewal for VTWARN domain name is being processed by Vermont Rural Water Association. Also VTWARN has upcoming invoice for annual maintenance of just under \$70 dollars.

Phil will check in with Heather Campbell to determine if costs for annual maintenance and renewal of domain name can be covered by the Water Supply Division.

Two additional options discussed in the event Water Supply cannot cover costs. 1) Rick mentioned he could present this to GMWEA to determine if they would be willing to provide funding. Shaun noted VRWA could split with them if needed.

Group discussion on future option to seek company sponsorships for any related VTWARN website costs as well as other administrative costs.

Phil noted he has received administrative training from Power Shift on VTWARN website administration. Additional training to be provided (Paul Tice and Heather Campbell have been involved with this process). Steering committee does need to determine future approach for data entry.

Website is being promoted already at various trainings. Dick has showcased the site at recent Lake Champlain Coalition meetings and will continue to promote.

Shaun reported AWWA resource link to VTWARN is currently directing users back to Water Supply website. Shaun will check in with AWWA to insure active VTWARN site is linked properly.

Shaun noted info requests at now being directed back to Heather. This needs to be adjusted to procedure previously discussed; multiple steering committee members copied to insure requests don't slip through the cracks. It is important multiple responses are not sent following so open communication between steering committee members will be required before a reply is sent out.

Rick proposed question on what is the best way to distribute information or receive information, thinking in terms of a bulletin board / clearinghouse approach. Group discussion followed it was noted currently email or phone call best way to distribute info currently. Future approach could involve facebook or twitter use. Committee will discuss options at a future meeting.

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Dick suggested virtual training session for VTWARN members to test processes, particularly communications. Will be discussed at future meeting.

Rick had several questions in regards to getting decision makers to commit. Discussion focused on reimbursement processes and response requirements. As he is aware volunteer response and reimbursement issues are specifically outlined in the Mutual Aid Assistance Agreement. Dick noted if any decision makers have questions in regards to VTWARN membership he is willing to speak with them.

4. Membership Development

Phil has been promoting as part of recent trainings conducted by VRWA. Approx. 60 personnel have taken part. Phil commented many operators may be saturated in regards to hearing about WARN and we need to focus more on decision makers. Many operators are getting many questions from managers / supervisors / select board personnel. Would be useful to develop a frequently asked questions resource particularly noting volunteer response and no fee for membership.

Dick commented if a larger system is concerned they will need to provide the “lion’s share” of support this shouldn’t be an issue as they are not required to respond on a given request.

Grouped discussed option to put together a brochure for decision makers to promote VTWARN, tabled for now.

Phil will forward perspective member tracking file for everyone’s reference.

5. CERT Meeting Report/EMAC WARN webinar: Shaun noted he and Rick took part in AWWA WARN webinar targeting EMAC personnel. Good training since it is building the network between emergency response sector and WARN.

6. VTWARN Steering Committee Meeting Schedule for 2010:

(all meetings start at 10 AM)

February 18-Stowe,

March 18- Champlain Water District,

April 22-Island Pond

7. Additional training opportunity: Shaun suggested a March VTWARN District training meeting targeting current members with others invited. Goal to get folks in one location to provide status update and promote objectives and goals of VTWARN. Dick agreed to check into options to host at CWD, he and Shaun will coordinate and update group on final approach.

Meeting adjourned at 11:42 am.

Submitted by Shaun Fielder, January 29, 2010.