

## **Minutes of the 03-11-09 VTWARN Steering Committee Meeting**

Waterbury State Complex-Laundry Building Conference Room

**Attendees:** Heather Young, Phil Acebo, Shaun Fielder, Linda Boccuzzo, Rick Kenney, Dick Pratt, Paul Tice, Mike Mandigo, Peter Coffey, Marty Frizzell, Lynn Gilleland, Bill Woodruff, Alec Tuscany

**Handouts:** Agenda, Minutes from 1 22 09 meeting, VTWARN Draft Operations: Draft Activation Flowchart, Minutes from VTWARN Operations Subcommittee Meeting: 3/4/09, AWWA *Streamlines* article: "WARN Leaders Offer Lessons Learned."

**Shaun called meeting to order at 9:05 am.**

### **1. Introductions:**

Steering Committee welcomed Alec Tuscany and Bill Woodruff from Waterbury Village Water System, all other members introduced themselves.

### **2. Approval of meeting minutes**

Motion by Mike to accept VTWARN Steering Committee Minutes of January 22, 2009 as presented. Second by Peter. Passed unanimously.

### **3. Membership updates**

Dick reported Waterbury Village and Grand Isle Consolidated Water District (both District A) have signed the mutual aid assistance agreement bringing total VTWARN membership to 16.

Phil reported VRWA training staff will continue to distribute VTWARN MAAs and VTWARN brochure at upcoming training classes and at site visits. Wayne Graham (VRWA) has been promoting VTWARN in District D.

Marty (District B) is interested in hosting future VTWARN roundtable event in the Island Pond area.

Dick discussed presentation he conducted at a recent LEPC #1 meeting. Noted water and wastewater isn't regularly represented at given LEPC meetings. Peter will provide the steering committee with future LEPC meeting dates. Objective is to get members / systems taking part in these given LEPC meetings.

### **4. Website Update**

Website Update: The grant application recently submitted is being updated to include VRWA in-kind administrative time donation. There has been no correspondence from Vermont Internet Design in the past few weeks.

### **5. Operations Plan update**

Heather discussed the draft activation flowchart and the minutes from the recent Operations Plan subcommittee meeting

Mike presented the importance of having an emergency vs. non-emergency activation criteria as part of standard operating procedures.

Peter noted a notification call to the Vermont Emergency Management duty officer (phone # 800-347-0488) would be appreciated for any future events where the VTWARN mutual aid assistance network is activated.

Next Steps for Operations Plan: The steering committee will approve the VTWARN Operations Plan at future meeting. The Operations Plan Subcommittee will email Draft #3 for steering committee review. Plan to distribute by April 3<sup>rd</sup>.

Lynn mentioned there will be a NEWARN “check up” meeting as part of the NEWWA meeting in Worcester, tentatively scheduled for April 1<sup>st</sup>.

#### **6. Upcoming Training Opportunities**

Phil announced the VTWARN Tabletop Exercise will be May 29<sup>th</sup> at the State Police Training Academy in Pittsford. Lynn added there will be an earthquake scenario for the noted tabletop exercise.

EPA Region 1 will contact VEM to announce the upcoming VTWARN Tabletop Exercise. VRWA will inform VTWARN members of this training opportunity. In addition VRWA will advertise the event in quarterly training calendar.

GMWEA Spring Conference will be May 21<sup>st</sup>. Phil will check into opportunity to have a VTWARN presentation at GMWEA’s event.

#### **7. Report on WARN Chair meeting as held in Denver**

Heather presented various items from the previously held WARN Chairs Forum held in Denver. Noted the revised version of the WARN Operations Plan as released by USEPA.

#### **8. Other**

All agreed it would be valuable to invite inform all VTWARN members to take part in future steering committee meetings. Waterbury representatives attending this meeting are interested in attending future meetings.

#### **9. Adjournment**

Motion to adjourn at 10:40am by Mike. Second by Paul. Passed unanimously.

#### **10. Next meeting**

Next Meetings: *April 10<sup>th</sup>* at **9 AM** and *May 15<sup>th</sup>* at **9 AM** at the Waterbury State Office Complex

Submitted by: Heather Young, March 23, 2009.