

**Minutes of the 05-15-08 VT WARN Leadership Team Meeting**  
Waterbury State Complex

**Attendees:** Elizabeth Hunt, Heather Young, Phil Acebo, Mike Mandigo, Rick Kenney, Alan Shelvey, Dick Pratt, Tom Clark, Linda Boccuzzo, Peter Coffey

**Handouts:** Agenda, Minutes from last meeting, WARN Sample Mutual Aid/Assistance Operational Plan

**Activities and Discussion:**

*Website Discussion:*

Phil Acebo to touch base with the Montpelier-based website development company-- regarding further discussion of website.

Systems signed up to date:  
Champlain Water District  
Colchester FD #1  
Grand Isle FD #4  
Shelburne Water Department  
St. Albans Water Department  
South Burlington City Water System  
Tri-Town Water District  
Vergennes Panton Water District  
Village of Jericho

Probable systems to sign up: Montpelier, Hartford, Stowe, and Bennington

*Membership Discussion*

How would we know if another system uses the WARN? Would there be a requirement to notify?

Who should maintain VTWARN records?

*Operational Plan Discussion*

Subcommittee-to be formed: Mike Mandigo, Rick Kenney, Elizabeth, and/or Heather

Mark Mandigo mentioned that the WARN Operational Plan is similar to that of SERC and other emergency management procedures.

Questions to address: What's the Operational Plan if the electricity isn't working? How does VTWARN deal with it-- before FEMA gets involved, etc?

Forms in the Sample Operational Plan—most likely not to be used because Emergency Mgmt would submit them to FEMA.

Upcoming trainings: ICS/NIMS in Pittsford on Sept. 4<sup>th</sup> and WARN TTX on August 28<sup>th</sup>.

Next meeting in June?