

**Minutes of the 10-31-08 VT WARN Committee Meeting**  
Waterbury State Complex

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

**Handouts:** Agenda, Minutes from last meeting

**1. Review of Previous Meeting Minutes**

Motion to accept minutes: Mike Mandigo first to accept motion, Dick Pratt seconded motion, passed unanimously

**2. Recruitment Approach:**

Shaun Fielder announced his send out an informational letter to current VTWARN utility members.

To-Do: Send out regularly scheduled VTWARN updates to VTWARN utility members.

Dick Pratt working with Essex Junction Water Dept. to sign MAA.  
Following up with newly contacted systems will be the key to recruiting systems.

*Recruitment Goals-*

Make a goal for “X” number for utilities to sign on by a set date.

Perhaps-three new systems contacted for each steering committee member for each meeting?

VTWARN Regional Representatives:

A: Dick Pratt

B: Marty Frizzell

C: Shaun to speak

D: VRWA (Wayne Graham will talk to operators in this region)

Each district manager should introduce VTWARN to LEPCs, within district/region.

Mike Mandigo raised the issue of VLCT—having them more involved—in order to ‘network’ with town’s water & wastewater systems.

**3. VTWARN Promotion:**

Peter Coffey and Heather Young will be involved promoting VTWARN during a LEPC discussion at the VT Emergency Preparedness Conference.

VRWA to hand out VTWARN brochures at their booth at the GMWEA Fall Trade Show/Meeting

#### **4. Webteam Report**

Phil Acebo and Paul Tice reviewed 11 other states' WARN websites. Phil and Paul prepared a matrix with various criteria to compare websites. None had advertising on it.

Possibility to use WPC grant for website funding—Heather to check on it.  
Necessary to have pricing information: set-up cost; on-going cost;  
Need to put together a proposal to WSD/ANR—preferably by end of calendar year.

#### **5. VTWARN Operations/SOP Approach**

Mike, Rick, and Heather to meet and discuss the Sample WARN Operations Plan

*Next Meeting:* December 16<sup>th</sup> at 9 AM in the Waterbury State Complex—Conference Room to be announced.