

Minutes of the 04-10-09 VTWARN Steering Committee Meeting

Waterbury State Complex-Water Supply Division Conference Room

Attendees: Heather Young, Phil Acebo, Shaun Fielder, Linda Boccuzzo, Rick Kenney, Dick Pratt, Paul Tice, Peter Coffey, Bill Woodruff, Tom Clark.

Handouts: Agenda, Minutes from 3-10-09 meeting, VTWARN Draft Operations Plan (dated 4-8-09), VTWARN Training Contact List, EPA Emergency Generators info - draft.

Shaun called meeting to order at 9:03 am.

1. Approval of meeting minutes

Motion by Phil to accept VTWARN Steering Committee Minutes of March 11, 2009 as presented. Second by Paul. Passed unanimously.

2. Membership updates

Dick reported Essex Junction Water/Wastewater to have signed the mutual aid assistance agreement bringing total VTWARN membership to 17.

Phil reported VRWA is asking interested parties to provide contact info at given training courses. He provided a list of these perspective members. He suggested having follow-up calls to these systems, including invitations to upcoming VTWARN events at VRWA Annual Conference, GMWEA Spring Meeting and VTWARN Tabletop on May 29.

3. Website Update

Shaun reported the VTWARN website grant has been approved by VT DEC.

Phil reported the website subcommittee (Phil, Heather, and Paul) has discussed the recent lack of communication from Vermont Internet Design representative. The subcommittee expressed some concern if VTWARN were to proceed with this contractor. Steering committee agreed additional direct communication is warranted at this time before a change in contractors is initiated.

Motion by Paul for Phil to contact Vermont Internet Design by April 16. Vermont Internet Design to provide a number of Vermont references. Phil will further check VID business commitment for website project. Second by Peter. Passed unanimously.

Phil will provide update to the website subcommittee by Thursday, April 23rd.

4. Operations Plan update

Heather provided the latest draft of the VTWARN Operational Plan. Rick noted there will be a tear-sheet/checklist to be placed in the front of the next version. Comments by all committee members to be provided by Friday, April 24th. These will be incorporated into "final" version to be released May 1st.

5. Report on NEWARN Meeting at New England Water Works Association Conference in Worcester, MA

Shaun reported VTWARN has similar membership numbers as other New England states. Many other states are also working on the operational plans and websites. Also reported good attendance of the NEWARN Chairs Forum and WARN training presentation (approximately 70 attendees). Shaun provided committee a copy of newly produced NEWWA pocket guide, "Sampling Guide for First Responders." Heather has 200 copies and can distribute as needed. Will be supplied to VTWARN members in the future as well as distribute at upcoming VTWARN training events (VRWA / GMWEA conference and May 29 Tabletop Exercise).

6. EPA Emergency Generator Brochure Review

Copies of the EPA draft brochure provided to all committee members. Comments for suggested changes can be directed to Shaun, he will forward all to EPA by April 17. Peter noted his division would like additional information on systems with Generators and DC operational capability. Heather will check into this issue. Peter suggested some standard for "hitch up" points for generators.

7. Brainstorm for upcoming VTWARN activities/advertising products

*Peter offered information on the state emergency response commission (SERC) meeting in Waterbury on May 27th. Invited VTWARN Steering Committee members to take part. Heather and Shaun (other members welcome) plan to attend.

*Heather suggested having four VTWARN district tabletop exercises, which could be facilitated by the Horsley Witten Group. Heather to attend NHWARN conference on April 23rd will determine if a similar event can be offered in VT.

*Group discussed a number of options that would be applicable use of security funds. Several topics included funding towards conference calls and interactive television, in addition to, defraying cost for VTWARN district response person, upon VTWARN activation. Will be discussed further at next committee meeting.

8. Other – Member-ship & VTWARN Promotion

Shaun recently contacted all VTWARN members to invite them to future Steering Committee Meetings and let each know VTWARN website and operational procedures will be available soon. Also noted upcoming training opportunities. VTWARN session scheduled at GMWEA Spring Meeting in Killington on May 21st. Shaun and Heather will be unable to attend. Phil requested the VTWARN Powerpoint from Heather as he will be leading this noted session. On May 7th, Shaun, Paul, Heather, and Phil will participate in the VTWARN roundtable at the VRWA Annual Conference.

9. Adjournment

Motion to adjourn at 10:30am by Rick. Second by Phil. Passed Unanimously.

10. Next meeting

Next Meetings: *May 15th at 9 AM* and *June 24th at 9 AM* at the Waterbury State Office Complex

Submitted by: Heather Young, April 16, 2009.