

**Minutes of the August 26, 2009 VTWARN Steering Committee Meeting  
Water Supply Division Conference Room, Waterbury State Complex**

**Attendees:** Shaun Fielder, Heather Young, Phil Acebo, Dick Pratt, Mike Mandigo, Paul Tice

**Handouts:** Meeting Agenda, unapproved Minutes from June 24, 2009 meeting, VTWARN VEM article

**Call to Order**

Meeting called to order by Shaun at 9:06am.

**Approval of previous meeting minutes**

Motion to accept June 24, 2009 VTWARN Steering Committee Meeting Minutes as presented by Paul. Second by Mike. Passed unanimously.

Heather will post approved version on Water Supply website in near future.

**Membership Updates**

Continuing to add members, currently have 23. Bellow Falls Village and Burlington Water are the newest members. Heather reported she provided information to Alburg FD #1 and North Hero. Shaun will follow-up with Rutland regarding meeting attendance. Discussed having a definitive master recruitment list-in spreadsheet form with water system/status/follow-up.

Shaun announced VRWA will offer VTWARN related courses in the first quarter of 2010.

Discussed having a VTWARN discussion roundtable session at the upcoming GMWEA Conference.

VTWARN will be featured in an article in the VLCT newsletter. Mike remarked that its essential to be visible through VLCT to gain exposure to town managers, etc.

Shaun provided an overview of the VTWARN powerpoint presentation to be used for LEPC meetings, etc.

Shaun will check with Peter Coffey to see if a VTWARN representative can be at SERC meeting.

Paul Tice requested a copy of the powerpoint presentation. Shaun will email the presentation.

Dick Pratt will email 'older' utility members an updated member list; in addition to, send more detailed emails regarding trainings and events.

**Jeffersonville "Activation"**

Shaun reported he received a call from a Jeffersonville board member requesting VTWARN assistance. Shaun requested to talk to the water operator. The board member could not find the water system's emergency procedures. Shaun to prepare the after action report.

Discussed replacing activation with request in the Operations Manual.

### **Website Development**

Discussed the preliminary price quote from Power Shift. The cost will increase depending on website functionality (user access, administrative access). Subcommittee to work with Power Shift on timeline for price quote and finished product.

### **Emergency Management Conference (November 3, 2009)**

Peter Coffey notified Shaun that VTWARN is confirmed to either have a break-out session and/or a poster at the conference.

### **Operations Manual**

Discussed getting the Operation Plan ready for steering committee approval by the next meeting. Heather will send latest version to steering committee via email, in addition, to the Operations Plan Summary page. Comments should be submitted to Heather by page number and paragraph. All comments are due on September 18<sup>th</sup>.

### **Tabletop Exercise After Action Review (AAR)**

Heather distributed the AAR which was submitted by Horsley Witten Group.

### **Future Training Options**

November 3, 2009-VEM Conference

November 5, 2009-GMWEA Conference

2010-first quarter: VRWA to have VTWARN regional trainings.

### **Next meeting dates:**

October 2, 2009-10 AM

November 13, 2009-10 AM

December 4, 2009-10 AM

All meetings will be at the Water Supply Division conference room.

**Meeting adjourned at 11:26 am.**

**Submitted by Heather Young, September 2, 2009.**