

Minutes of the 05-15-09 VTWARN Steering Committee Meeting

Waterbury State Complex-Water Supply Division Conference Room

Attendees: Heather Young, Phil Acebo, Shaun Fielder, Dick Pratt, Rick Kenney, Mike Mandigo, Tom Clark (via phone).

Handouts: Agenda, Minutes from 4-10-09 meeting, VTWARN Draft Operations Plan-abbreviated reference sheet, NEWWA's Sampling Guide for First Responders to Drinking Water Contamination Threats and Incidents

1. Shaun called meeting to order at 9:05 AM.

2. Approval of previous meeting minutes

Motion by Mike to accept VTWARN Steering Committee Minutes of April 10, 2009 as edited (Phil added as second on motion to adjourn). Second by Dick.

Passed unanimously.

3. Membership updates

Dick reported Jeffersonville and Barton are the newest members to bring total VTWARN membership to 19.

Phil reported positive feedback from the VTWARN roundtable/presentation at the VRWA Annual Conference.

Phil will be presenting VTWARN training session at the GMWEA conference in Killington on May 21st.

Group reviewed various lists for systems who have signed up to receive more information on VTWARN. Each volunteer asked to contact given system before next VTWARN meeting. Ask given system if they have reviewed the Mutual Aid & Assistance Agreement with the decision makers for their system.

Shaun was recently contacted by Bill Bartlett, a consultant working for LEPC #5, who requested VTWARN brochures. These have been sent to Mr. Bartlett who agreed to distribute them to emergency response officials in LEPC #5.

Shaun suggested having a VTWARN article in an upcoming VLCT newsletter. Phil will check into this option as well as options to offer VTWARN training at VLCT Town Fair scheduled for October 1, 2009 in Barre.

4. Operations Plan update

Rick provided the draft of the VTWARN Operations "abbreviated reference sheet".

The Operations Subcommittee presented several items to the group including;

- need to define the levels of VTWARN activation
- probable training for Emergency Operations Center (EOC) members.

- shift emphasis on Source Protection Plan—include VTWARN info along with the emergency info.
- suggestion to ask larger systems to be on-call for VTWARN assistance.
- need to track the incidents of VTWARN activation, and submit numbers to Vermont Emergency Management and other parties to show effectiveness and need for VTWARN.

Shaun, Heather and Rick will offer short VTWARN presentation at the upcoming Vermont State Emergency Response Commission (SERC) meeting in Waterbury.

Latest version of Operational Plan (4/8/09) to be emailed to steering committee – and reviewed—and to be approved at the June 24th meeting. Group discussed detail of how VT Emergency Management is involved in response process.

5. Website Update

The webteam subcommittee will be meeting with Powershift in June, to discuss the development and activation of the VTWARN website.

6. Report from NH Public Works Mutual Aid Program Workshop

Heather reported this was a worthwhile meeting to attend and that VTWARN should consider hosting a similar meeting in the future.

7. Adjournment

Motion to adjourn at 10:34 AM by Mike. Second by Rick. Passed Unanimously.

8. Next meeting

June 24th at 9 AM at the Waterbury State Office Complex

Submitted by: Heather Young, June 2, 2009.