



Rutland Regional Emergency Management Committee (REMC)

Meeting Minutes for
Wednesday, June 28, 2023 – 5:30 pm
Rutland Regional Planning Commission – Large Conference Room

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Meeting ID: 239 437 173 018 | Passcode: c2Xtkm
Call in (audio only): 802-440-1368 | Phone ID: 996 628 679#

I. Voting Member Roll Call

Vice Chair Jan Sotirakis convened the meeting at 5:34 PM, and Maggie O'Brien conducted the voting member roll call. A quorum of voting members was present.

II. Approve Meeting Agenda

It was proposed that the Local Emergency Planning Committee (**LEPC**) Rep report be moved to the front of the meeting. Marty Wasserman made the motion to approve the agenda as amended. Motion seconded by Jim Bagnall. No further discussion. Motion approved.

III. REMC Representative Report: Statewide LEPC Rep, Bob Morlino*

Morlino reported attending the statewide LEPC meeting in May – the first one to be held since 2020 – and was elected as their Chair. During that meeting, Patrick McLaughlin, chief of the Vermont State Hazmat Team, stated the [Tier II](#) reports have been submitted and are available to local emergency services upon request. The emergency statewide hazmat plan has also been completed and will be sent out soon. The Division of Fire Safety is looking to fill a recently approved full-time position that will handle Tier II requests.

IV. Approve March 29, 2023 Meeting Minutes

Wasserman made the motion to approve the March 29, 2023 Minutes. Motion seconded by Ray Pratt. No further discussion. Motion approved.

V. Announcements

a. Updated Vulnerable Populations Protocol (**VPP**)

- i. O'Brien reminded the Committee of the purpose behind updating the Protocol and summarized the major changes made. She also highlighted future steps to further expand and test the effectiveness of the modified Protocol. There was some discussion clarifying the purpose of the Protocol and the support provided by the [Citizens Assistance Registry for Emergencies \(CARES\)](#). Emily Harris from Vermont Emergency Management (**VEM**) agreed to send a de-identified list of CARES Participants in the Rutland Region to O'Brien.

- b. VEM Emergency Preparedness Conference 2023
 - i. This year's [Vermont Emergency Preparedness Conference](#) will be held on September 20 and 21 at the Burke Mountain Hotel & Conference Center in East Burke. The REMC is providing one hotel room free of charge and will cover attendance and meal* fees. Anyone interested in reserving this room should contact O'Brien for assistance. [Registrations](#) are due August 14.
- c. Binary Blizzard Buildup (B³) update
 - i. Long-Term Power Outage (**LTPO**) Annex and Workshop – Will be modified into a facilitated discussion/mini-tabletop with a sample action checklist. Details will be forthcoming.
 - ii. Emergency Operations Center (**EOC**) Activation Functional Exercise – Likely to be reworked into an EMD panel and/or EOC Basics course. Details will be forthcoming.
 - iii. Activities for the Fall – Include the annual Local Liaison Drill and a no-notice drill for the VPP.

VI. **GMP Guest Speaker – Vulnerable Populations**

Tiana Smith discussed recent trends in storm severity, explained GMP's role in preparation, response, and recovery, and elaborated on their efforts to build technological and community resiliency. Among other duties, GMP conducts extensive outreach to Towns and EMDs before, during, and after storms. Emphasis is placed on “critical care customers” (i.e., those with life-saving medical equipment dependent on electricity) to ensure they have plans, though Smith commented GMP is expanding to vulnerable populations more generally. Smith encouraged the Committee to contact her and provide up-to-date contact information.

VII. **REMC Representative Reports**

- a. Statewide LEPC Rep, Bob Morlino
 - i. Not given at this time - See Items II and III.
- b. Threat Hazard Identification and Assessment and State Preparedness Report (**THIRA/SPR**) representative, Michael Ramsey
 - i. Ramsey stated he had nothing new to report.
- c. Integrated Planning and Preparedness Workshop (**IPPW**) Representative, Tom Johnston
 - i. Johnston was unable to attend either IPPW, so O'Brien gave a report on his behalf. She explained the purpose of the workshops and how it allowed local, regional, and state organizations to collaborate and coordinate emergency-related activities. The multi-year [Integrated Preparedness Plan](#) is a road map of these efforts, being reviewed on a quarterly basis and rewritten annually.
- d. There was a spontaneous, unrelated conversation about the change in State dispatch procedures. Sotirakis briefed the Committee on the variety of responses given by other regions in Vermont. Ramsey offered to connect members with Rutland City Mayor Mike Doenges, who was appointed to the State's “steering committee” for this matter.

**During the meeting, O'Brien stated that travel fees, rather than meal fees, would be covered. This is erroneous information and should be discarded. Breakfast and lunch will be provided at no cost.*

VIII. **REMC Organizational Tasks**

a. Review/Update Bylaws

- i. Vote – Update Statewide LEPC Rep term to 3 years: Sotirakis made the motion to approve this change to the Bylaws. Motion seconded by Wasserman. No further discussion. Motion approved.
- ii. Discuss – Changing quorum requirements: O’Brien explained the Vermont Legislature recently passed a bill that temporarily sets the REMC quorum to 5 voting members until December 31, 2023. REMCs have struggled to reach quorum since their inception, rendering decision-making activities inaccessible. With quorum now easily attainable, the REMCs have the option to amend the requirements for quorum in the Bylaws. The new quorum must, however, represent at least 20% of the voting member body. Given 54 voting members (27 municipalities with 2 representatives each), the new quorum must equal at least 11 voting members. The Committee agreed to this quorum value and will vote on this measure at the next meeting.
- iii. Discuss – Adding language specifying voting membership turnover procedures: O’Brien noted that voting membership turnover has been frequent this past fiscal year, although nothing in the Bylaws addresses how to replace these representatives. O’Brien has been utilizing the “REMC Reappointment form” (first distributed in October 2022) for this purpose. She believes this procedure should be made official with concrete language in the Bylaws. The Committee agreed to the following provision being added to Article VI.: “In the event of emergency management and/or emergency services representative turnover, the new candidate(s) shall receive a signed reappointment form from their Selectboard and deliver it to the RRPC within 60 days.” This measure will be voted upon at the next meeting.

IX. **Open to the public** (6:40 – 6:50 pm)

- a. Harris made several announcements for the Committee’s awareness, including a [hybrid EMD course in Londonderry](#) on August 17, a [VEM engagement survey](#) due July 18, and a [“Nature-Based Solutions for Mitigating Hazards” course from the University of Hawaii](#) on October 24. Both courses require a [Learning Management System \(LMS\)](#) account. The registration code for the University of Hawaii course is **69178**.
- b. Eric Pulver from the Vermont Department of Health provided his contact information and said he intends to connect with all EMDs in the Rutland Region for one-on-one sessions. Pulver can be reached at 802-809-1747 or eric.pulver@vermont.gov.

X. **Next Meeting – Wednesday, September 27, 2023 @ 5:30 PM**

Wasserman made the motion to adjourn. Motion seconded by Ramsey. No further discussion. The motion was approved, and the meeting adjourned at 7:05 PM.

Respectfully submitted by Maggie O’Brien, Emergency Management Planner at the RRPC.

**Rutland Regional Emergency Management Committee (REMC)
Voting Members 2022-2023 as of 6/28/2023**

Voting Members					
Town	First Name	Last Name	Title	Present	Proxy Given
Benson	Paul	Davoren	EMD		
Benson	Jerod	Glover	Fire Rep		
Brandon	Seth	Hopkins	EMD		Y
Brandon	Tom	Kilpeck	Fire Chief	1	Y
Castleton	Michael	Jones	EMD	1	Y
Castleton	Peter	Mantello	Police Chief	1	Y
Chittenden	Bob	Case	EMD - designee		Y
Chittenden	Jan	Sotirakis	Fire Rep	1	Y
Clarendon	Matt	Jakubowski	Fire Chief		
Clarendon	Craig	Knapp	EMD - designee		
Danby	Tom	Johnston	Fire Rep	1	Y
Danby	Shelley	Taylor	EMD - designee		Y
Fair Haven	Jim	Heller	EMD		
Fair Haven	Bill	Humphries	Police Chief		
Hubbardton	Rick	Grabowski	Fire Rep		
Hubbardton	Janet	Morey	EMD - designee		
Ira	Bob	Toppin	EMD		
Ira					
Killington	VACANT				
Killington	VACANT				
Mendon	Lema	Carter	Constable		
Mendon	Val	Taylor	EMD-designee		
Middletown Springs	Herb	Childress	EMD		
Middletown Springs	Terry	Redfield	Fire Rep		
Mount Holly	Jeff	Chase	EMD		Y
Mount Holly	Jon	McCann	Fire Rep	1	Y
Mount Tabor	Phil	Lidstone	EMD		
Mount Tabor	Tom	Johnston	Fire Rep		
Pawlet	Jay	Luebke	EMC		Y
Pawlet	Robert	Morlino	Fire Rep	1	Y
Pittsford	Tim	Cornell	Fire Rep		
Pittsford	Steve	Shortsleeves	EMD-designee		
Poultney	Paul	Donaldson	EMD		
Poultney	Aaron	Kerber	Fire Chief		
Proctor	Michael	Ramsey	EMD	1	Y
Proctor	Kevin	Blongy	Fire Rep		Y
Rutland City	Bill	Lovett	EMD		
Rutland City	Dan	Gedney	Fire Rep		
Rutland Town	Martin	Wasserman	EMD	1	Y
Rutland Town	Bill	Sweet	Fire Rep		Y
Shrewsbury	Aaron	Korzun	EMD		
Shrewsbury	Jack	Perry	Fire Rep		
Sudbury	Steve	Sgorbati	EMD		
Sudbury					
Tinmouth	Matthew	Patry	EMD-designee		Y
Tinmouth	Ray	Pratt	Fire Rep	1	Y
Wallingford	Jim	Bagnall	EMD	1	Y
Wallingford	Michael	Hughes	Fire Chief		Y

**Rutland Regional Emergency Management Committee (REMC)
Voting Members 2022-2023 as of 6/29/2023**

Town	First Name	Last Name	Title	Present	Proxy Given
Wells	Todd	Fenton	Fire Chief		
Wells	Don	Preuss	EMD-designee		
West Haven	Rod	Ethier	EMD		
West Haven	Kerry	Ellis	Law Enforcement - designee		
West Rutland	Mary Ann	Goulette	EMD		
West Rutland	Michael	Skaza	Fire Chief		

Quorum Requirements: 5

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As per [Bill H. 465](#) : "Until December 31, 2023, not fewer than five voting members shall constitute a quorum for the conduct of a meeting."

Non-Voting Members

Organization	First Name	Last Name	Present
Green Mountain Power	Tiana	Smith	1
Rutland Regional Medical Center	Abby	Spiegelman	1
Rutland Regional Planning Commission	Maggie	O'Brien	1
Southern Vermont Regional Airport	Chris	Beitzel	1
Vermont Dept. of Health	Eric	Pulver	1
Vermont Emergency Management	Emily	Harris	1

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