



RUTLAND REGIONAL PLANNING COMMISSION

Rutland Regional Emergency Management Committee (REMC)

Meeting Minutes for
Wednesday, September 27, 2023 – 5:30 pm
Rutland Regional Planning Commission – Large Conference Room

[Join on your computer or mobile app](#)

Meeting ID: 212 630 841 044 | Passcode: tW25JN
Call in (audio only): 802-440-1368 | Phone ID: 450 625 377#

I. **Voting Member Roll Call**

Chair Michael Ramsey convened the meeting at 5:30 PM, and Maggie O'Brien conducted the voting member roll call. A quorum of voting members was present.

II. **Approve Meeting Agenda**

Marty Wasserman made the motion to approve the agenda. Motion seconded by Bill Lovett. No further discussion. Motion approved.

III. **Approve June 28, 2023 Meeting Minutes**

Lovett made the motion to approve the June 28, 2023 Minutes. Motion seconded by Ray Pratt. No further discussion. Motion approved.

IV. **Announcements**

a. Binary Blizzard Buildup (**B**³) update

- i. Activities for the Fall – O'Brien reviewed the offering of trainings and exercises from October to December: a [Long-Term Power Outage \(LTPO\) facilitated discussion](#) (or "mini tabletop") will be held on October 18, with VT-Alert Admin Training also offered this month; a "no notice" Vulnerable Populations Protocol drill, implementing the [newly proposed VT-Alert notification system](#), will be conducted in November; and the REMC 1st Quarter meeting in December will feature a guest speaker from the Vermont Department of Health (**VDH**). Jan Sotirakis asked if there would be a virtual option for the LTPO discussion; O'Brien replied she would circle back with Taiga Christie from Vermont Emergency Management (**VEM**) to confirm.
- ii. Scheduling for 2024 – O'Brien stated she is currently working with a team of Emergency Management Directors (**EMDs**) and community partners to draft a schedule of workshops, trainings, and exercises for 2024. Once the schedule is finalized, an event calendar will be shared with the Committee. O'Brien noted there will remain a degree of flexibility even after calendar finalization, given the possibility of emergent incidents. She also shared an important announcement

from VEM regarding Binary Blizzard: the functional exercise will be postponed to October 2025, with October 2024 now featuring a tabletop exercise.

V. **NWS Guest Speaker – July 2023 Floods: Are You “Storm Ready”?**

Scott Whittier from the National Weather Service presented Vermont’s top weather disasters since 1900, including Tropical Storm Irene and the July 2023 Flooding events. He provided meteorological explanations for each disaster, documenting the timing and extent of precipitation, river crests, high winds, and public damages. Whittier emphasized that weather patterns like the December 2022 storm and the July 2023 flooding are likely to become more prevalent due to climate change. He finished with an overview of the “Storm-Ready” program and shared that the Rutland Regional Medical Center (RRMC) recently became certified after crafting their Severe Weather Plan. O’Brien commented she would follow up with Abby Spiegelman to receive a copy of the plan and begin formulating a potential workshop for next year.

VI. **REMC Representative Reports**

- a. Statewide LEPC Rep, Bob Morlino
 - i. Morlino was not present at the meeting; O’Brien provided an update on his behalf, stating there was nothing to report at this time.
- 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 stated he had nothing new to report.
- d. O’Brien told the Committee that, given the seasonal nature of the events the REMC representative positions cover, their reports are to be kept on the meeting agenda indefinitely, regardless of whether there is anything meaningful to share.

VII. **REMC Organizational Tasks**

- a. Voting Membership Reappointments
 - i. O’Brien reminded the Committee that the new fiscal year begins on October 1st, 2023. During this month, she will send the voting members memos thanking them for their service and inquiring about their interest in reappointment. The memos will include the “REMC Reappointment form”, which require proxy appointments and signatures from each municipality’s respective Selectboard. She said there was no hard deadline on form submission yet but intends on collecting all completed forms before the next REMC meeting.
- b. Review/Update Bylaws
 - i. Vote – Changing quorum requirements: In light of [Bill H.465](#), the Committee had discussed amending the quorum to at least 20% of the voting member body during the [June 2023 meeting](#). Given 54 voting members (27 municipalities with 2 representatives each), the new quorum value agreed upon was 11 voting members. O’Brien presented the new language to be added: “Quorum is defined

as the minimum number of voting members, including proxies, that must be present to conduct official business. Given a legally mandated minimum of 20% of the voting body, this translates to 11 members out of 54 voting members (two from each municipality).” Lovett made the motion to approve the quorum amendment. Motion seconded by Seth Hopkins. No further discussion. Motion approved.

- ii. Vote – Adding language specifying voting membership turnover procedures: O’Brien noted that voting membership turnover had been frequent this past fiscal year, although nothing in the Bylaws addresses how to replace these representatives. O’Brien had been utilizing the “REMC Reappointment form” (first distributed in October 2022) for this purpose. During the June 2023 meeting, 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.” Sotirakis made the motion to approve the addition of the voting membership turnover procedures. Motion seconded by Herb Childress. No further discussion. Motion approved.
- c. O’Brien stated that before the next REMC meeting, she will make the amendments as they were voted upon and have Ramsey sign off on the updated Bylaws.

VIII. **Open to the public**

There was no one from the public in attendance. However, a moment was taken to thank O’Brien for her service to the REMC.

IX. **Next Meeting – Wednesday, December 13, 2023 @ 5:30 PM**

Wasserman made the motion to adjourn. Motion seconded by Lovett. No further discussion. The motion was approved, and the meeting adjourned at 6:42 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 9/27/2023**

Voting Members					
Town	First Name	Last Name	Title	Present	Proxy Given
Benson	Paul	Davoren	EMD		
Benson	Jerod	Glover	Fire Rep		
Brandon	Seth	Hopkins	EMD	1	Y
Brandon	Tom	Kilpeck	Fire Chief	1	Y
Castleton	Michael	Jones	EMD		
Castleton	Peter	Mantello	Police Chief		
Chittenden	Bob	Case	EMD - designee	1	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 - designee		
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		Y
Mendon	Val	Taylor	EMD-designee	1	Y
Middletown Springs	Herb	Childress	EMD	1	Y
Middletown Springs	Terry	Redfield	Fire Rep		Y
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	EMD-designee		
Pawlet	Robert	Morlino	Fire Rep		
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	1	Y
Rutland City	Dan	Gedney	Fire Rep		Y
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

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Voting Members 2022-2023 as of 9/27/2023**

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
National Weather Service	Scott	Whittier	1
RADART	Nancee	Schaffner	1
Rutland Regional Planning Commission	Maggie	O'Brien	1
Vermont Dept. of Health	Eric	Pulver	1
Vermont Emergency Management	Taiga	Christie	1

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TOTAL (with proxies) **27**

TOTAL (without proxies) **18**