



RUTLAND REGIONAL PLANNING COMMISSION

RUTLAND REGIONAL EMERGENCY MANAGEMENT COMMITTEE (REMC)

DRAFT MEETING MINUTES FOR WEDNESDAY, SEPTEMBER 17, 2025, 5:30 PM

Rutland Regional Planning Commission – Microsoft Teams

I. **Voting Member Roll Call**

Vice Chair Sotirakis convened the meeting at 5:32 PM. Maggie O'Brien conducted the voting member roll call. A quorum was reached when Craig Knapp joined the meeting at around 5:40 PM.

II. **Approve Meeting Agenda**

O'Brien requested that "Brainstorm: Yearly schedule of EM Activities" be removed from Item VII. Chair Jones asked for the addition of relevant topics, including: an EOC Training opportunity in Massachusetts, the American Red Cross Site Survey, and in-person ICS courses. Peter Mantello made the motion to accept the agenda with the presented changes. Motion seconded by Bill Lovett. No further discussion. Motion approved.

III. **Approve June 18, 2025 Meeting Minutes**

Lovett made the motion to accept the June 18, 2025 meeting minutes as presented. Seconded by Vice Chair Sotirakis. No further discussion. Motion approved.

IV. **Open to the Public**

There was no one from the public in attendance.

V. **REMC Representative Reports**

a. **Statewide Local Emergency Planning Commission (LEPC) Rep, Bob Morlino**

Morlino reported that the Statewide LEPC had its last meeting on July 18, with 85 attendees. The LEPC reviewed the complete draft of their emergency plan and approved it for submission to the State Emergency Response Committee (**SERC**). Once the plan is approved, Morlino will ensure a copy is sent to everyone on the REMC. He also provided a brief of the LEPC presentation given at the 2025 Vermont Emergency Management (VEM) Preparedness Conference. Lastly, he updated the Committee on a recent HazMat Response Team exercise held on September 13. This involved a simulated leak of anhydrous ammonia (a refrigerant) at the Arctic Ice Facility in Rutland City. Lovett asked if the City Fire Department was in attendance; Morlino said they were not, but clarified that the fire department would be the incident commander in all cases, even after the arrival of the HazMat team. An upcoming exercise, also involving anhydrous ammonia, will be held at Cabot Cheese in October.



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- b. Threat Hazard Identification & Assessment/Stakeholders Preparedness Report (**THIRA/SPR**) Rep, Peter Mantello

Mantello stated he had nothing new to report.

- c. Integrated Planning and Preparedness Workshop (**IPPW**) Rep, Tom Johnston

Johnston stated he had nothing new to report. He asked for clarification on the workshop's schedule, as he has not been receiving notifications about it. O'Brien clarified the timing of the workshop (this year in June) and apologized that her communications to him fell through. She will ensure more proactive communication with Johnston for the 2026 IPPW.

VI. **REMC Organizational Tasks**

- a. Voting Membership Reappointments

O'Brien reminded the Committee that the current fiscal year closes on September 30. As in previous years, she will send the Voting Membership Reappointment forms to the voting members to have them renew their membership and voting proxies. She clarified that, while the new LEMP format requires the listing of REMC members, she has found discrepancies between the LEMP and the REMC membership records, so she would like to verify everyone's status.

- b. Scoping for New Chair?

Given his limited capacity, Chair Jones indicated he would step down as Chair effective the new fiscal year. O'Brien asked the voting members to consider taking on the position, which would be made official with the annual election held in December. After asking about the time commitment, Mantello confirmed he would be willing to step in if no one else showed interest.

VII. **Announcements**

- a. REMC/COAD Update & Northeast Facilitated Discussion Debrief

O'Brien recapped the "Northeast sub-region" facilitated discussion held on June 25 with the Towns of Brandon, Chittenden, Killington, and Pittsford. Key trends related to sheltering logistics, communications during power outages, and the formalization of standard operating procedures emerged during the exercise. A detailed description of these and other findings is located in the After Action Report sent out on July 24. The Towns of Benson, Castleton, Fair Haven, Hubbardton, Sudbury, and West Haven are on deck for the upcoming Northwest Facilitated Discussion on October 15, 2025, at the Castleton Rec Center (47 Mechanic Street) from 10 AM - 1 PM. O'Brien will keep the committee apprised of the results as they are analyzed by the sub-committee (O'Brien, Pulver, Bill Jones, Sotirakis) following each exercise. One facilitated discussion is anticipated every three months, in the following order: northwest (blue) in October 2025, southwest (red) in January 2026, south (pink) in April 2026, southeast (purple) in July 2026, and central (yellow) in Fall 2026. (See the September 17, 2025, slide deck for a visual map of the sub-regions.)

REMC meeting recordings can be viewed at <https://www.youtube.com/channel/UCngReaqDYcXwlit75D6ayTw/videos>



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b. Discuss: Forming an Advisory Group

Pulver provided context for the sub-committee mentioned above, which now meets for a planning meeting, a midterm meeting, and a final meeting between each facilitated discussion. The intent in forming an additional advisory group is to 1) allow the Towns more space to collaborate and learn from each other after the exercise and 2) encourage stakeholder participation in applying and implementing the takeaways from the facilitated discussions towards the development of a broader emergency preparedness strategy. When asked to consider the idea, the voting members indicated they might be interested but would like to discuss the matter with other Towns in their sub-region first. O'Brien will consider reaching out to the EMDs in each sub-region to facilitate the selection of a representative.

c. Additions to the Agenda:

- i. EOC Training: Chair Jones has signed up for an intermediate EOC Operations training being held from January 5-7 in Hingham, Massachusetts. He encouraged others to participate and offered to assist with registration.
- ii. American Red Cross Site Survey: Castleton is currently arranging for a shelter site survey to become a Red Cross-certified shelter. It is also due for an inspection from the Division of Fire Safety. Lyndsey Morin announced she will be reaching out to the EMDs soon to renew all shelter certifications. This will support the Red Cross's goal for Vermont to have four shelters open within two hours by 2030. O'Brien will connect with Morin offline to provide her with the latest information on shelters from the LEMPs. Morin also reported an ongoing partnership between ARC, AHS, and VEM to build capacity for a statewide mass care plan.
- iii. ICS Courses: Chair Jones is willing to host an ICS 200, 300, or 400 course in Castleton if there is enough interest to do so. O'Brien will connect Jones with Hillary Scott, the State Training administrator, to arrange for a formal scheduling.

VIII. **Next Meeting – December 10, 2025 @ 5:30 PM**

Lovett made the motion to adjourn. Motion seconded by Mantello. No further discussion. The meeting adjourned at 6:32 PM.

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

Rutland Regional Emergency Management Committee (REMC)
Voting Members 2024-2025 as of 9/17/2025

Voting Members					
Town	First Name	Last Name	Title	Present	Proxy Given
Benson	Paul	Davoren	EMD		
Benson	Jerod	Glover	Fire Rep		
Brandon	Seth	Hopkins	EMD		
Brandon	Tom	Kilpeck	Fire Chief		
Castleton	Michael	Jones	EMD	1	Y
Castleton	Peter	Mantello	Police Chief	1	Y
Chittenden	Bob	Case	EMD - designee	1	Y
Chittenden	Jan	Sotirakis	Fire Rep	1	Y
Clarendon	Craig	Knapp	EMD - designee	1	Y
Clarendon	Matt	Jakubowski	Fire Chief		Y
Danby	Shelley	Taylor	EMD - designee		Y
Danby	Tom	Johnston	Fire Rep	1	Y
Fair Haven	Jim	Heller	EMD - designee		
Fair Haven	Bill	Humphries	Police Chief		
Hubbardton	Rick	Grabowski	EMD		Y
Hubbardton	Michael	Wetmore	Fire Rep	1	Y
Ira	Bob	Toppin	EMD		
Ira	VACANT				
Killington	Whit	Montgomery			
Killington	Craig	Bowman			
Mendon	Val	Taylor	EMD-designee		
Mendon	Lema	Carter	Constable		
Middletown Springs	Herb	Childress	EMD-designee		
Middletown Springs	Bill	Reed	Highway Rep		
Mount Holly	Jeff	Chase	EMD		
Mount Holly	Billy	Austin	Fire Rep		
Mount Tabor	Matt	Gasperetti	EMD		Y
Mount Tabor	Tom	Johnston	Fire Rep	1	Y
Pawlet	Bob	Morlino	EMD	1	Y
Pawlet	Jonathan	Weiss	Fire Rep		Y
Pittsford	Tim	Cornell	EMD		
Pittsford	Steve	Shortsleeves	Fire Rep		
Poultney	Paul	Donaldson	EMD		
Poultney	Aaron	Kerber	Fire Chief		
Proctor	Judy	Frazier	EMD		
Proctor	Kevin	Blongy	Fire Rep		
Rutland City	Bill	Lovett	EMD	1	Y
Rutland City	Dan	Gedney	Fire Rep		Y
Rutland Town	Martin	Wasserman	EMD		
Rutland Town	Bill	Sweet	Fire Rep		

Rutland Regional Emergency Management Committee (REMC)
Voting Members 2024-2025 as of 9/17/2025

Town	First Name	Last Name	Title	Present	Proxy Given
Shrewsbury	Aaron	Korzun	EMD		
Shrewsbury	Jack	Perry	Fire Rep		
Sudbury	VACANT				
Sudbury	VACANT				
Tinmouth	Matthew	Patry	EMD-designee		
Tinmouth	Ray	Pratt	Fire Rep		
Wallingford	Jim	Bagnall	EMD	1	Y
Wallingford	Michael	Hughes	Fire Chief		Y
Wells	Todd	Fenton	Fire Chief		
Wells	Don	Preuss	EMD-designee		
West Haven	Rod	Ethier	EMD		
			Law Enforcement -		
West Haven	Kerry	Ellis	designee		
West Rutland	Mary Ann	Goulette	EMD		
West Rutland	Michael	Skaza	Fire Chief		

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Non-Voting Members

Organization	First Name	Last Name	Present
American Red Cross	Lyndsey	Morin	1
Rutland Mental Health	Loree	Zeif	1
Rutland Regional Planning Commission	Maggie	O'Brien	1
Vermont Department of Health	Eric	Pulver	1
Vermont Emergency Management	Bill	Jones	1
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TOTAL (with proxies) (Voting Members) **18**

TOTAL (without proxies) (Voting members) **11**

Quorum (≥11) Met? **YES**