



# RUTLAND REGIONAL PLANNING COMMISSION

## RUTLAND REGIONAL EMERGENCY MANAGEMENT COMMITTEE (REMC)

DRAFT MEETING MINUTES FOR WEDNESDAY, JUNE 17, 2026, 5:30 PM

Rutland Regional Planning Commission – Microsoft Teams

I. **Voting Member Roll Call**

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

II. **Approve June 17, 2026 Meeting Agenda**

Bill Lovett moved to accept the agenda as presented. Motion seconded by Jack Perry. No further discussion. Motion approved.

III. **Approve March 18, 2026 Meeting Minutes**

A revised version of the draft meeting minutes was sent to the Committee on June 11, 2026. The revision was needed because the original draft posted on March 23 had extraneous dialogue, first-person references, and other content that was not strictly necessary.

Bill Lovett made the motion to accept the revised March 18, 2026 draft meeting minutes. Seconded by Mike Wetmore. Motion approved.

IV. **Open to the Public**

There was no one from the public in attendance. Eric Pulver (VDH) mentioned that a statewide Community Preparedness Needs Assessment is scheduled for September (during National Preparedness Month). This assessment will build on the successful pilot conducted in Rutland and Addison Counties in 2024 and will include a 22-question survey with incentives.

V. **REMC Representative Reports**

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

Morlino reported that the Statewide LEPC had its most recent meeting on April 21, 2026, with 74 attendees. He highlighted numerous ongoing training initiatives, including HAZMAT refreshers for the Burlington, Brattleboro, and Stratton Fire Departments; detailed lithium-ion training for Beta Technologies in South Burlington and the Arlington, Wells River, Beecher Falls, and Newport City Fire Departments; gas meter training with the Vermont Rail System and Mac Molding in Arlington; and exercises involving river boom deployment for hydrocarbon spills with the Orleans, Newport, and Lindenville Fire Departments. He also mentioned a recent radiological training with the DMV police and the Department of Health, specifically a radioactive materials search in a dump truck at the North



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Clarendon transfer station. Finally, Morlino announced that new training courses are available from the Office for Bombing Prevention (housed within the Cybersecurity and Infrastructure Security Agency) for first responders on topics such as bomb threats, IED awareness, and suspicious activity recognition. These are in-person courses, and registration is through the federal Learning Management System.

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

No report given due to Chair Mantello's absence. Maggie reminded the Committee that the THIRA/SPR compiles information annually on the region's current capabilities and gaps in response to threats/hazards. The four high-priority core capabilities identified in the 2025 THIRA/SPR include physical protective measures, supply chain integrity and security, fatality management services, and critical transportation.

- c. *Integrated Planning and Preparedness Workshop (IPPW) Rep, Judy Frazier*

Frazier was absent, so Bill Jones provided a report on her behalf. The State's annual IPPW was held on June 3<sup>rd</sup> and focused on closing gaps for the THIRA/SPR high-priority core capabilities. There were separate breakout rooms for State agencies and partners to discuss and coordinate opportunities related to planning, equipment, training, exercises, and organizational change. Debris clearing was a significant discussion point for the critical transportation capability.

## VI. **REMC Organizational Tasks**

- a. *Public Works Mutual Aid Agreement (PWMAA)*

- i. Annual Review of Municipal Membership: The Mutual Aid Agreement is nearly finalized, with only one more municipality needing to submit its renewal paperwork. Once this is complete, O'Brien will send a finalized list of Public Works Resources and Municipal Designated Officials for all PWMAA participants no later than June 30.
- ii. 2026 Biennial Review: The Biennial Review of the Mutual Aid Agreement is currently postponed due to the lack of Emergency Management Planning Grant (**EMPG**) funding. The goal is to have it complete before the end of the calendar year to ensure adherence to the two-year renewal schedule.

- b. *Discuss Amendment to Bylaws*

O'Brien proposed shifting the REMC's operational year from the federal fiscal year (Oct 1 - Sep 30) to the state fiscal year (Jul 1 - Jun 30). This change aims to align with municipal fiscal years, streamline administrative burdens, and simplify voting membership renewal processes. If approved, the voting membership renewal period would shift from the fall to a March/June timeframe, coinciding with Local Emergency Management Plan (**LEMP**) updates. Proxies will be assumed by default for voting members unless otherwise stated, and the current Voting Membership renewal forms will instead be used in the event of turnover outside of the renewal period.



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The exact language for the Bylaw amendments will be presented for a vote at the next meeting. If approved in September, the current voting membership terms will be abbreviated (October to June) to align with the transition to the state fiscal year.

## VII. **Announcements/Roundtable**

### a. *REMC/COAD Update & Southwest Facilitated Discussion Debrief*

Pulver recapped the “Southwest sub-region” facilitated discussion held on May 6 with the Towns of Ira, Middletown Springs, Poultney, and Wells. Key trends identified in this exercise (as with the other sub-regions) include gaps in operating procedures documentation, MOUs, communication, and training, as well as in formalizing communication with vulnerable populations. Challenges with capacity, volunteer recruitment, and resource staging were also noted. Pulver highlighted the inception of the Community Action Response Network (“CARN”) in Middletown Springs as a case study in building community resilience during “blue-sky periods,” including an investigation into a “Meshtastic” network to facilitate decentralized communications during an outage. Like the previous exercises, an after-action report for the Southwest sub-region discussion is being compiled and will be delivered to the participants and the Committee at large by the end of July. The Towns of Pawlet, Danby, and Mt. Tabor are on deck for the upcoming Southern Facilitated Discussion on July 30, 2026, at the Pawlet Firehouse (155 VT 133) from 10 AM – 1 PM. This will be followed by the penultimate “Central sub-region” discussion in October 2026, featuring Mendon, Proctor, Rutland City, Rutland Town, and West Rutland.

O’Brien also announced that the RRPC, in partnership with the COAD, was recently awarded a \$50,000 Community Resiliency Hub grant from the Vermont Land Access and Opportunity Board. This grant will help fund the remaining Facilitated Discussion exercises, support extensive outreach to disadvantaged communities and “sector organizations” to support struggling communities, and even provide stipends for volunteers.

### b. *EMPG Program and Funding Update*

RPCs have submitted additional materials that are required of sub-applicants for EMPG 25. It is now up to FEMA to follow through on awarding the funding; however, given that the federal fiscal year ends in September, it looks increasingly unlikely that EMPG 25 funding will ever become available.

Nevertheless, EMPG26 is anticipated to move forward, with the language for the Notice of Funding currently under FEMA review. Bill Jones confirmed that, should EMPG 25 not be awarded, VEM can continue to sustain its operations.

### c. *REMC Annual Report Update*

The Rutland REMC Annual report must be updated annually and submitted to VEM on or before June 1, per the Committee Bylaws. This document details the REMC’s mission, purpose, structure, and collection of regional resources. Key updates included changes to leadership roles, clarification of the Public Service Answering Point (PSAP) for emergency medical services (EMS) in Mount Holly, an



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increase in ambulance numbers for the Rutland Regional Ambulance Service, and clarification of the status of local constables. Wetmore stated that the Town of Hubbardton is poised to fill its previously vacant constable position, and O'Brien requested that he send an updated point of contact to her when it becomes available. Minor grammatical and formatting improvements were also made.

d. *VEM Annual Emergency Preparedness Conference 2026*

This year's conference is scheduled for **September 23-24**, from **9:00 AM to 4:15 PM (both days)**, at the Burke Mountain Ski Resort in East Burke, VT. [Registration is now open](#) for attendees. The call for exhibitors and speakers closed at 11:59 PM on June 19; Morlino noted that he submitted a presentation proposal for a bomb-prevention class. The REMC has funding to pay for one committee member to stay overnight at the hotel – those interested in reserving a room under this offer should contact Bill Jones before Labor Day (September 7). Otherwise, attendees can [reserve their room](#) using the code "VTEPC26" to lock in the special conference rate of \$110/night. The annual [EMD of the Year nominations](#) are due on August 18; [see here](#) for the submission form.

e. *Local Liaison Drill*

O'Brien announced VEM's intention to conduct a Local Liaison Drill in the next few months (the exact timing is unknown). She provided general reminders regarding the standard procedures for activating local liaisons during major disasters to gather local damage reports. There are newer employees at the RRPC who have been assigned to assist O'Brien with secondary outreach in the event of tight report deadlines; O'Brien stated she would like these staff members to handle most of the phone calls for this upcoming drill. The Local Liaison "Re-Training" slides from 2025 will be shared with the Committee alongside the draft meeting minutes to provide a refresher for municipal officials, particularly those listed as a "top three" contact in Local Emergency Management Plans.

VIII. **Next Meeting – September 9, 2026 @ 5:30 PM**

O'Brien noted that the next meeting will be on the second Wednesday of September rather than the third. Public notice of this schedule deviation will be posted in accordance with Open Meeting Law.

Bill Lovett made the motion to adjourn. Motion seconded by Wetmore. No further discussion. The meeting adjourned at 6:38 PM.

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

**Rutland Regional Emergency Management Committee (REMC)  
Voting Members 2025-2026 as of 06/17/2026**

<b>Rutland REMC Voting Members</b>					
<b>Town</b>	<b>First Name</b>	<b>Last Name</b>	<b>Title</b>	<b>Present</b>	<b>Proxy Given</b>
Benson	Brad	Barrett	EMD-designee		Y
Benson	Jim	Pritchard	Highway Rep		Y
Brandon <sup>1</sup>	Bob	Kilpeck	EMD	1	-
Brandon	Tom	Kilpeck	Fire Chief		-
Castleton	Michael	Jones	EMD		Y
Castleton (Chair)	Peter	Mantello	Police Chief		Y
Chittenden	Bob	Case	EMD - designee		Y
Chittenden (Vice Chair)	Jan	Sotirakis	Fire Rep	1*	Y
Clarendon	Craig	Knapp	EMD - designee		Y
Clarendon	Matt	Jakubowski	Fire Chief		Y
Danby	Shelley	Taylor	EMD - designee		Y
Danby	Tom	Johnston	Fire Rep		Y
Fair Haven	Jim	Heller	EMD - designee		Y
Fair Haven	Bill	Humphries	Police Chief		Y
Hubbardton	Rick	Grabowski	EMD		Y
Hubbardton	Michael	Wetmore	Fire Rep	1	Y
Ira	Bob	Toppin	EMD		Y
Ira	Dan	Perry	Fire Chief		Y
Killington	Whit	Montgomery	EMD		Y
Killington	Mark	Foote	Fire Rep		Y
Mendon	Val	Taylor	EMD-designee		-
Mendon <sup>1</sup>	Mark	Fiore	Constable		-
Middletown Springs	Robin	Chestnut-Tangerman	EMD-designee		-
Middletown Springs	Joe	Castle	Fire Chief		-
Mount Holly	Jeff	Chase	EMD		Y
Mount Holly	Billy	Austin	Fire Rep		Y
Mount Tabor <sup>1</sup>	Matthew	Gasperetti	EMD		-
Mount Tabor <sup>1</sup>	Tom	Johnston	Fire Rep		-
Pawlet	Bob	Morlino	EMD	1*	Y
Pawlet	Jonathan	Weiss	Fire Rep		Y
Pittsford	Matthew	Trombley	EMD		Y
Pittsford	Jason	Shortsleeves	Fire Rep		Y
Poultney	Paul	Donaldson	EMD	1*	Y
Poultney	Aaron	Kerber	Fire Chief		Y
Proctor	Judy	Frazier	EMD		Y
Proctor	Kevin	Blongy	Fire Rep		Y

**Rutland Regional Emergency Management Committee (REMC)  
Voting Members 2025-2026 as of 06/17/2026**

Town	First Name	Last Name	Title	Present	Proxy Given
Rutland City	Bill	Lovett	EMD	1	Y
Rutland City	Dan	Gedney	Fire Rep		Y
Rutland Town	Martin	Wasserman	EMD		Y
Rutland Town	Bill	Sweet	Fire Rep		Y
Shrewsbury	Aaron	Korzun	EMD		Y
Shrewsbury	Jack	Perry	Fire Rep	1	Y
Sudbury <sup>1</sup>	Steve	Sgorbati	EMD		-
Sudbury <sup>1</sup>	Shaun	Ketcham	Constable		-
Tinmouth	Matthew	Patry	EMD-designee		Y
Tinmouth	Ray	Pratt	Fire Rep		Y
Wallingford	Jim	Bagnall	EMD	1*	Y
Wallingford	Bill	Weiss	Rescue Rep		Y
Wells	Todd	Fenton	Fire Chief		Y
Wells	Don	Preuss	EMD-designee		Y
West Haven	Kerry	Ellis	EMD		Y
West Haven	Joshua	Wood	Fire Rep	1*	Y
West Rutland	Mary Ann	Goulette	EMD		Y
West Rutland	Michael	Skaza	Fire Chief		Y

<sup>1</sup> Missing Voting Membership Renewal Form; position considered formally vacant  
\* Virtual Attendance

<b>TOTAL PRESENT</b>	<b>9</b>
<i>TOTAL CONFIRMED MEMBERS</i>	<i>46</i>

### Non-Voting Members

Organization	First Name	Last Name	Present
American Red Cross	Lyndsey	Morin	1
Poultney Highway Dept.	Joel	Roberts	1
Rutland County Fire Mutual Aid	Bob	Schlacter	1
Rutland Mental Health	Loree	Zeiff	1
RRPC	Maggie	O'Brien	1
VDH	Eric	Pulver	1
VEM	Bill	Jones	1

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*\*Confirmed Voting Members Only*

TOTAL (w/ proxies) **16**

TOTAL (w/o proxies) **8**

Quorum (≥9) Met? **YES**

\*\*Quorum is 11 per the REMC Bylaws; however, the entire voting membership has not been formally instated as of 06/17/2026. Quorum has been adjusted for this meeting only to account for these vacancies.