



STATE EMERGENCY RESPONSE COMMISSION (SERC)  
**Statewide Local Emergency Planning Committee (LEPC)  
Committee**

**Meeting Minutes**

Tuesday, August 10, 2021

Location: Virtual / Vermont Emergency Management Offices, Waterbury

Voting Members Present: Victoria Littlefield – TRORC, Alec Jones – LCPC, Allison Hopkins – MARC, Allison Strohl – BCRC, Andrew L’Roe – ACRPC, Bruce Melendy – NVDA, Christine Forde – CCRPC, Grace Vinson – CVRPC, Erik Rosenbauer, Phil Marquette

Absent: Alyssa Sabetto – WCR, Steffanie Bourque – RRPC, Kevin McAllister

Others in Attendance: Glenn Herrin, Kim Lapierre, Chip Deasy, Peter Lynch, Mark Belisle, Linda Boccuzzo, Rhonda Camley, Josh Cox, Lee Dorf, Kate Hammond, Emily Harris, Ryan Hirt, Patrick McLaughlin, Stephen Monahan, Gabriel Palazzi

1. Call to Order – Kim Lapierre, SERC Chair, called the meeting to order at 10:00
2. Election of Temporary Meeting Chair - Kim Lapierre moved, Erik Rosenbauer seconded: **to appoint Victoria Littlefield as the LEPC chair; motion unanimously approved.**
3. Additions or Deletions to the Agenda – Kim Lapierre moved, Erik Rosenbauer seconded: **to shift the LEPC Plan discussion earlier for the contractors attending; motion unanimously approved.**
4. Roll Call –Glenn Herrin, acting secretary, called the roll of those in attendance.
5. Public Comments – none
6. Adoption of Statewide LEPC Plan template.

Scott Jobless (of Innovative Emergency Management, IEM) presented an introduction to and overview of the draft LEPC plan. Data on reporting will be by county, not by Regional Emergency Management Committee, at this time.

There was discussion about extracting data in different formats, which already comes in through the Tier II system. Erik Rosenbauer highlighted the SERC intent that regions of Vermont should not have to do a lot of content creation, and Emily Harris highlighted that the state already publishes a comprehensive training and exercise plan so regions do not have to. Lee Dorf pointed out that the contract calls for producing the plan template, not necessarily generating the regional plans themselves, which the LEPC may determine doesn’t require a lot of additional data accumulation.

Kim Lapierre moved, Erik Rosenbauer seconded: **to adopt this LEPC plan and template; motion unanimously approved.**

7. Background Information Regarding Formation of Statewide LEPC. Victoria Littlefield presented a quick history of why the state shifted to a statewide LEPC from the regional ones. She highlighted the difficulties and different capabilities of the volunteer regional LEPCs, and that the state will provide professional staff to handle the federal and state regulatory requirements, with the new REMCs working on all-hazard local issues and training/exercises.

#### 8. Discussion of LEPC bylaws

Vitoria Littlefield presented the voting membership as laid out in the bylaws. After discussion, all agreed with setting 3 years as the term for representatives, setting the Vermont Healthcare Emergency Preparedness Coalition (VHEPC) as the organization to represent hospitals, and having two Extremely Hazardous Substance (EHS) facilities nominate voting members. Mark Belisle noted that there are several law enforcement organizations in Vermont that might appoint a representative. Lee Dorf pointed out that, as drafted, the bylaw lists organizations as providing voting members, then lists them again as having non-voting members; the non-voting member listing could be struck as it is already specified in statute and the charter.

All agreed that an annual late-summer meeting was a good idea and generally meetings should occur quarterly, perhaps just before SERC meetings (second Tuesdays).

There was some discussion over names and roles of subcommittees. The Plan subcommittee should be renamed Planning. The Exercise subcommittee should be renamed Training and Exercise. The Finance subcommittee should be removed unless/until needed. The group discussed an outreach subcommittee but determined that the DPS support staff should fulfill those duties.

The consensus of the body was that Victoria Littlefield should present the proposed changes as a revised bylaw for the SERC's approval at their next meeting.

9. Adjourn – Kim Lapierre moved, Erik Rosenbauer seconded: **to adjourn**. Victoria Littlefield adjourned the meeting at 11:15.

Next Meeting to be determined in the fall, perhaps November.

All SERC and SERC Committee meetings will be publicly warned at the Vermont Department of Libraries website located at <http://libraries.vermont.gov/events>