

Regional Emergency Management Committee Statewide Guidance Review

9/16/21



Welcome and Overview of Session

Erica Bornemann, Director of Vermont Emergency Management

- Review of H.122 & Statewide Implementation Guidance – *Emily Harris, Engagement Section Chief*
- Questions & Answers – *Erica Bornemann & Emily Harris*





H.122 – Effective July 1, 2021

Regional emergency management committees shall be established by the Division of Emergency Management.

- (1) Regional emergency management committees shall coordinate emergency planning and preparedness activities to improve their regions' ability to prepare for, respond to, and recover from all disasters*
- (2) The Division of Emergency Management shall establish geographic boundaries and guidance documents for regional emergency planning committees in coordination with regional planning commissions and mutual aid associations.*
- (3) A regional emergency management committee shall consist of voting and nonvoting members. (continued on next)*
- (4) Voting members shall annually elect a chair and vice chair of the committee from the voting membership. The Chair shall develop a meeting schedule, agenda, and facilitate each meeting. The Vice Chair shall fill in for the Chair during the Chair's absence.*
- (5) Committees shall develop and maintain a regional plan, consistent with guidance provided by the Division of Emergency Management in coordination with regional planning commissions, that describes regional coordination and regionally available resources.*

H.122 - Membership

(A) Voting members. The local emergency management director or designee and one representative from each town and city in the region shall serve as the voting members of the committee. A representative from a town or city shall be a member of the town's or city's emergency services community and shall be appointed by the town's or city's executive or legislative branch.

(B) Nonvoting members. Nonvoting members may include representatives from the following organizations serving within the region: fire departments; emergency medical services; law enforcement; media; transportation; regional planning commissions; hospitals; the Department of Health's district office; the Division of Emergency Management; organizations serving vulnerable populations; and any other interested public or private individual or organization.

(1) Regional emergency management committees shall coordinate emergency planning and preparedness activities to improve their regions' ability to prepare for, respond to, and recover from all disasters.

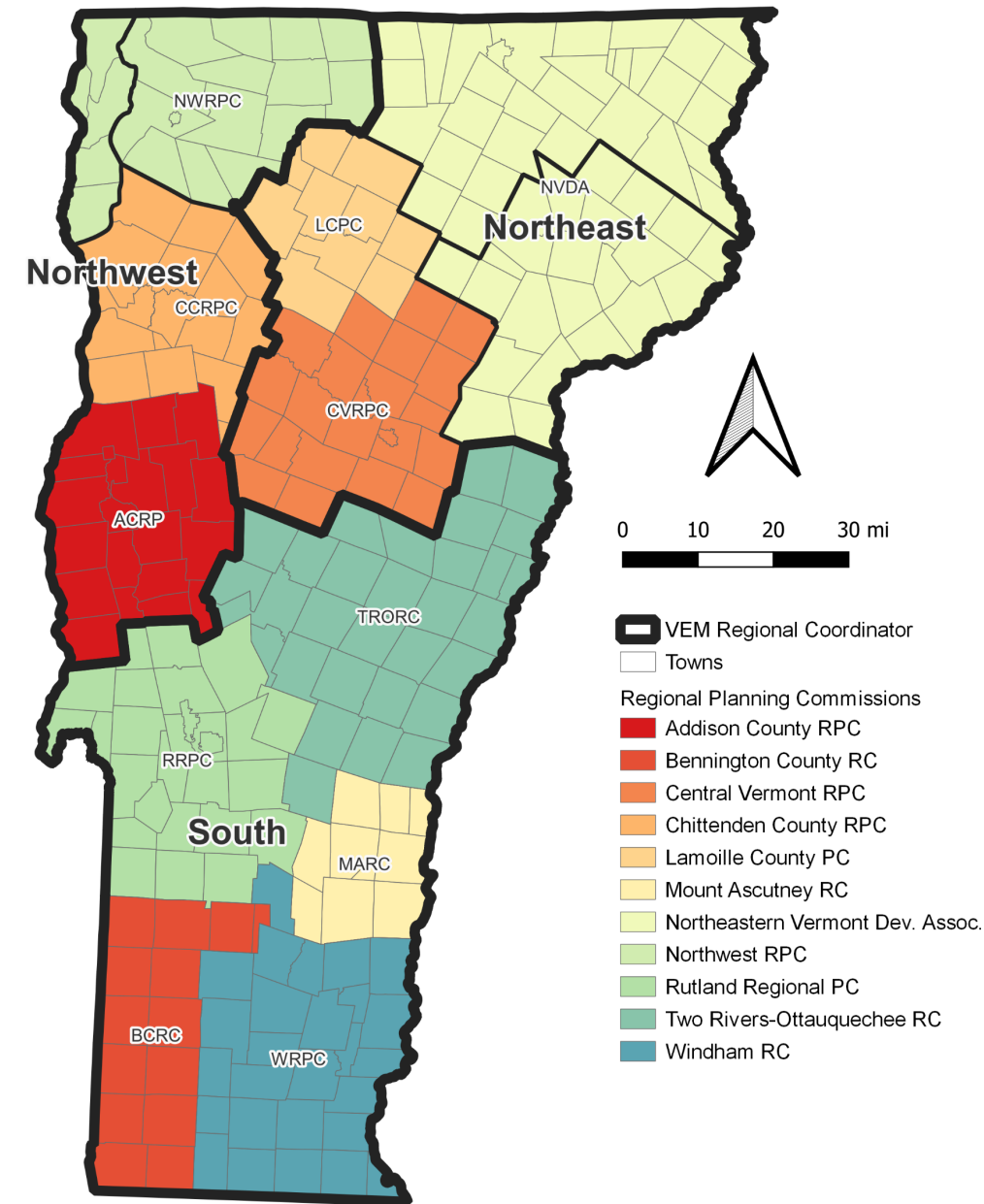
Responsibilities of each Regional Emergency Management Committee

- Coordinate and support regional all-hazards emergency management activities, including planning, training & exercising.
- Regional Emergency Management Committees shall meet at least quarterly.
- Members shall develop and maintain a regional plan, following guidance and a template provided by Vermont Emergency Management, and submit it to their Vermont Emergency Management Regional Coordinator annually by June 1st. This plan will describe regional coordination and regionally available resources. Appendix B of the guidance document includes a template for this plan.
- 1 individual, elected from membership, shall represent the Regional Emergency Management Committee on the statewide Local Emergency Planning Committee. This individual will receive information about Hazardous Materials within their region and share it with Regional Emergency Management Committee members. This responsibility will be assumed by the REMC upon formation.
- 1 individual, elected from membership, shall represent the Regional Emergency Management Committee in the Threat and Hazard Identification and Risk Assessment (THIRA) and Stakeholder Preparedness Review (SPR). This individual will report on the current capabilities and gaps in the region's response to threats/hazards. This responsibility will be assumed by the REMC in 2022.
- 1 individual, elected from membership, shall represent the Regional Emergency Management Committee in the Integrated Preparedness Planning Workshop (IPPW). This individual will report on the plans, trainings, & exercises needed or planned for the region over the next 3 years. This responsibility will be assumed by the REMC in 2022.

(2) The Division of Emergency Management shall establish geographic boundaries and guidance documents for regional emergency planning committees in coordination with regional planning commissions and mutual aid associations.

Regional Emergency Management Committees will follow the existing Regional Planning Commission boundaries, except for Northeastern Vermont Development Association and Northwest Regional Planning Commission where 2 Regional Emergency Management Committees will exist within their boundaries.

REMC Statewide Guidance was developed in coordination with Regional Planning Commissions and Mutual Aid Associations, and is the document being discussed tonight.



(3) A regional emergency management committee shall consist of voting and nonvoting members.

(A) Voting members. The local emergency management director or designee and one representative from each town and city in the region shall serve as the voting members of the committee. A representative from a town or city shall be a member of the town's or city's emergency services community and shall be appointed by the town's or city's executive or legislative branch.

(B) Nonvoting members. Nonvoting members may include representatives from the following organizations serving within the region: fire departments; emergency medical services; law enforcement; media; transportation; regional planning commissions; hospitals; the Department of Health's district office; the Division of Emergency Management; organizations serving vulnerable populations; and any other interested public or private individual or organization.

Voting Members: The Local Emergency Management Director and one emergency services representative from each town and city in the region shall serve as the voting members of the committee.

The town's or city's executive or legislative branch shall appoint the local Emergency Management Director and one representative from the town's or city's emergency services community and notify the Regional Planning Commission of these appointments. The local Emergency Management Director may appoint a designee to serve as the Emergency Management representative for their town (for example – the Emergency Management Director may appoint the Emergency Management Coordinator to be the town Emergency Management representative on the Regional Emergency Management Committee). The local Emergency Management Director or emergency services representative may designate the other board member in their city or town to serve as their proxy, but must notify the Regional Planning Commission in writing prior to the meeting in which the proxy designation is made.

Quorum is defined as a majority of voting members, including proxies, being present. Voting members may span multiple cities and towns, and their attendance counts towards quorum for each town they represent. Votes of the Regional Emergency Management Committee require a majority of the voting members to be present. If quorum is not reached, informational meetings may be held but no decisions can be made. Minutes must still be published after an informational meeting.

Non-voting members: Nonvoting members may include representatives from the following organizations serving within the region: fire departments; emergency medical services; law enforcement; media; transportation; regional planning commissions; hospitals; the Department of Health's district office; the Division of Emergency Management; organizations serving vulnerable populations; and any other interested public or private individual or organization.

Quorum

	Member present
	Proxy given
	Proxy not given
	No attendance

Town/City	EMD	Emerg Services
A	Member present	Proxy given
B	Member present	Proxy given
C	Proxy not given	Member present
D	No attendance	No attendance
E	Member present	Member present
F	No attendance	No attendance
G	Proxy not given	Member present
H	Member present	Proxy not given
I	No attendance	No attendance
J	Proxy given	Member present

11 out of 20 present
quorum met – decisions may be made

Town/City	EMD	Emerg Services
A	Member present	Proxy not given
B	Member present	Proxy not given
C	Proxy not given	Member present
D	No attendance	No attendance
E	Member present	Member present
F	No attendance	No attendance
G	Proxy not given	Member present
H	Member present	Proxy not given
I	No attendance	No attendance
J	Proxy given	Member present

9 out of 20 present
quorum not met – informational meeting

(4) Voting members shall annually elect a chair and vice chair of the committee from the voting membership. The Chair shall develop a meeting schedule, agenda, and facilitate each meeting. The Vice Chair shall fill in for the Chair during the Chair's absence.

Structure

Voting members shall annually elect a chair and vice chair of the committee from the voting membership. The Chair shall develop a meeting schedule, agenda, and facilitate each meeting. The Vice Chair shall fill in for the Chair during the Chair's absence.

Administrative services will be performed by the Regional Planning Commissions, paid for by Vermont Emergency Management. These duties include supporting the Chair, maintaining a list of voting and non-voting members, securing meeting space, advertising meetings and agendas, taking & disseminating minutes, and documenting the Regional Emergency Management Committee decisions in the Regional Plan & submitting the regional plan to Vermont Emergency Management.

As a public body, Regional Emergency Management Committees are subject to Open Meeting Laws. Per the Vermont Secretary of State's Office, "In general, the law requires public bodies to:

- Provide advance public notice of meetings, including meeting agendas.
- Discuss all business and take all actions in open meeting, unless an exception in statute applies.
- Allow members of the public to attend and participate in meetings.
- Take meeting minutes and make them available to the public"

1 V.S.A. § 312(a)(2) notes that meetings subject to open meeting law must have a physical location where members of the public can attend. Meetings may be held as hybrid, where there is a physical location that the public can attend but the meeting is also available virtually.

(under responsibilities) Members shall develop and maintain a regional plan, following guidance and a template provided by Vermont Emergency Management, and submit it to their Vermont Emergency Management Regional Coordinator annually by June 1st. This plan will describe regional coordination and regionally available resources. Appendix B of this guidance document includes a template for this plan.

This Regional Emergency Management Committee Plan must be submitted to Vermont Emergency Management annually after town meeting day and before June 1st.

Meeting Frequency:

Role	Name
Chair	
Vice Chair	
Administrative Support	
Local Emergency Planning Commission Representative	
Threat/Hazard Inventory and Risk Assessment & Stakeholder Preparedness Review Representative	
Integrated Preparedness Plan Representative	

[illegible]

Non-Voting Membership Contacts:

[illegible]

Describe the region's process for regional coordination during a disaster:

Regional Resources:

[illegible]

Act 166 Inventory

[illegible]

Not in statute, but included for clarity


Support

Administrative support will be provided to the Regional Emergency Management Committee by the Regional Planning Commissions, through funding provided by Vermont Emergency Management.

Technical assistance will be provided to the Regional Emergency Management Committee by the Vermont Emergency Management Regional Coordinators. This technical assistance may include facilitating plan development workshops, instructing trainings, and coordinating exercises.

Hazmat information (mapping, new facility identification) will be provided to the Regional Emergency Management Committee by the statewide Local Emergency Planning Committee and State Emergency Response Commission.

For specific projects identified to close capability gaps, Regional Emergency Management Committees may have access to competitive grant funding including, but not limited to, Homeland Security Grant Program and Hazard Mitigation Grant Programs. At the time of application, Regional Emergency Management Committees will determine a fiscal agent, and may create a Memorandum of Understanding between those contributing funding or benefiting from the project.



Transition (background)

September 2, 2021 through November 1, 2021 shall serve as a transition period. During this period, Regional Planning Commissions shall be working with towns and cities to identify voting members and working with those voting members to create the Regional Implementation Plan. This regional implementation plan shall be submitted to Vermont Emergency Management by November 1, 2021. Additional Details about this Regional Implementation Plan are available in the “Regional Implementation” section of this document.



Regional Implementation


As the transition is made from Regional Local Emergency Planning Committees to Regional Emergency Management Committees, each Regional Emergency Management Committee will make and document the following regional implementation decisions. These activities will be coordinated by Regional Planning Commissions, with input from the members of the Regional Emergency Management Committee.

Outreach: Create a plan to reach out to towns and cities to identify voting members (the Emergency Management Director and one emergency services representative) and non-voting members (individuals from the broader Emergency Management community in the Region) to advertise the new group/meeting.

Meeting Frequency: Decide on the meeting frequency. Meetings must be held at least quarterly, but some Regional Emergency Management Committees will wish to meet more frequently. A determination of this frequency is necessary to ensure enough support is available for the next fiscal year. Informational meetings, held when quorum cannot be reached, count as meeting for the purposes of this document.


Transition: The existing regional Local Emergency Planning Committees may have outstanding tasks that will not be completed before July 1. If applicable, the Regional Emergency Management Committees should identify the items being worked on by the regional Local Emergency Planning Committee that will be continued by the Regional Emergency Management Committee. Those that will not be continued by the Regional Emergency Management Committee will be shared with the representative to the new statewide Local Emergency Planning Committee.


Prioritization: Identify and prioritize the initial work to be performed by the Regional Emergency Management Committee. This may include outstanding items from the existing regional Local Emergency Planning Committees, as well as new items identified by the members of the Regional Emergency Management Committee.



Questions?

An Official **Vermont** Government Website





Department of Public Safety
Vermont Emergency Management

Individuals ▾

Municipalities ▾

State Agencies ▾

DPS Home

VEM Home

Community Preparedness

Training & Exercise

Funding Opportunities

Local and State Plans

Programs

Community Emergency Response Team

Regional Emergency Management Committees

As described under [H.122](#), Vermont Emergency Management has established Regional Emergency Management Committees which shall coordinate emergency planning and preparedness activities to improve their regions' ability to prepare for, respond to, and recover from all disasters.

Vermont Emergency Management has published [Regional Emergency Management Committee Statewide Guidance](#), as well as an editable [Regional Plan Template](#).

If you have any questions about Regional Emergency Management Committees, please contact [VEM Engagement Section Chief Emily Harris](#).