

**September 7, 2016**  
**LEPC 3 DRAFT Meeting Minutes**  
**SWCRPC Offices**

**Attendance**

Claude Weyant – Windsor County Sheriff  
Mark DeRosia – NewsBank  
Todd Sears – DEMHS  
Jeff LeBlanc – VDH  
John VanWetering - CERT

Missy Wilkins – Windham Northeast  
Supervisory Union  
Beth Gould – MAHHC  
Jim Tonkovich – 2-1-1  
Allison Hopkins - SWCRPC

**Welcome and Introductions**

Allison H. called the meeting to order at 6:00 PM and introduced presenter.

**CARE Presentation**

- Jim Tonkovich, VT 2-1-1
  - Citizens Assistance Registration for Emergencies
  - Gave background and description of CARE Program:
    - Administered by United Ways of Vermont, Vermont 20101, and Vermont E9-1-1
    - Identify Vermont residents who would require special assistance in an emergency
    - E9-1-1 secure housing of data
  - Partner with VTAlert – advising to use both
  - E9-1-1 to call back each year and check if information is still current
  - Easy to understand and complete “Would you need help in any emergency or evacuation?” form

**Cyber Challenges and Response Presentation**

- Todd Sears, DEMHS
  - Reviewed basics of cyber threats and State response
    - VT State cyber incident process flow chart
  - CybORG (Cyber Operational Readiness Group)
    - Reviewed mission and membership
  - Looked at number of incidents reported and 2020 projection
  - Discussed types of attacks
  - Smart digital hygiene habits:
    - Install OS/Software updates
    - Run Anti-virus software
    - Password protect cellphones
    - Two step authentication
    - Strong passwords
    - Encrypt hard drive
  - SCADA (Supervisory Control and Data Acquisition)
  - VIC (Vermont Intelligence Center)

### **Treasurer's Report**

- Jim Tonkovich reviewed the account balance treasurer's report for July and August 2106. Jim T motioned to approve as presented, John VW seconded. Motion passed.

### **SWCRPC Administrative Contract**

Allison H reviewed the yearly administrative contract and requested signature. Mark D motioned to approve the contract and John VW seconded. Motion passed.

### **CERT Update**

- John VW gave an overview of the recent CERT activities: combined meeting with Windham coming up in October, busy summer season with plenty of activations (fairs, runs, etc.), Bellows Falls firefighter funeral assist. Quickly discussed potential funding need for electrical box repairs and trickle charger.

### **2-1-1 Update**

- Fairly quiet summer. Starting to get a few anxious calls as the heating season approaches. Fielding calls for Zika information. Secondary number for the flu hotline. Have full list for vaccine schedule around the state.

### **DEMHS Update**

- Todd S gave report. Vigilant Guard exercise has been completed. AAR to occur in October. Emergency Preparedness conference to take place at Lake Morey on November 4<sup>th</sup> and 5<sup>th</sup>. State critical infrastructure plan almost finished – hope ready for signature late September or October.

### **VDH Update**

- Jeff L discussed VDH involvement in the statewide VG exercise. Participating in October AAR. Zika testing in southern part of state. Emergency Preparedness month – displays up in Springfield and Ascutney.

### **Next Meeting**

November 9, 2016 – NewsBank Conference Facility, Chester.

### **Adjournment**

The meeting adjourned at 7:15 PM.