

**Town of Moretown  
Office of the SELECT BOARD**

**Draft** – Minutes of the 8/19/15 special meeting held for ICS – 402 Incident Command System (ICS) training to describe the basic organization of ICS.

Present: Rae Washburn, John Hoogenboom, Jason Aronowitz, Cheryl Brown, Steve Petit (instructor), and town representatives from Northfield, Duxbury, Fayston, Waitsfield and the Central Vermont Regional Planning Commission.

Points of Interest:

- Federal mandates that by 10/15/15 all EMS responders must be trained to the ICS 200 level, adopt the ICS through executive order, and direct the incident managers and responders to use the ICS functions.
- Incident command should coordinate town wide ICS oriented exercises that involve responders from multiple town departments.
- Road Dept. and Incident Commander must work closely for designated evacuation routes, public safety, search and rescue coordination.

**ICS Organization Chart:**

- Incident Commander is in charge (unless otherwise transferred) and will delegate departments as needed from the command center. This ensures prioritization of critical needs and will avoid duplication of efforts.
- Public information Officer keeps the public informed. Prompt interaction with the media to provide accurate informational services to the public.
- Financial Administrator guidance is a very important part of a disaster, especially after the first 72 hour emergency expenses stop. The Finance Manager will be in charge to ensure Federal/Town procurement guidelines are followed. This is a must for disaster proclaimed reimbursement.
- Liaison Officer is the eyes and ears between and for all town agencies. The point of contact for representatives of community/governmental agencies and services, such as Red Cross; Food Bank.
- Public Safety Officer is responsible for monitoring overseeing the safety during incident operations and advises the Incident Commander on all matters relating to best practices for operational safety, including the health and safety of EMS responders.

**Draft** – minutes of the 8/19/15 Selectboard special meeting ICS training

- Chain of Command Organization Chart (available upon request) is an orderly line of authority within the town branches.
- Other branches on the chart are Operations; Planning; and Logistics.
- ICS is used by Towns for an incident in conjunction with Vermont / Federal Preparedness Emergency Management. The Town has the first response, the State provides support, and the Federal Government is the last resort.
- An incident is an occurrence caused either by human or nature that requires responsive action to prevent or minimize damage to life, property or environment. ICS preparedness guidelines could also be used for a large planned town event, such as a parade or a fair.
- The role of the Selectboard is to provide policy guidance priorities and objectives based on situational needs, and the town's Emergency Plan; and to support the on-scene commander at the Command Center and the branches thereof.

**Preparedness Items:**

- Do we have a generator to run a self-sufficient command center for a long period of time? No, if the Command Center is the town hall. It's unclear whether or not the fire station has a generator unit to run that building.
- Do we have a preparedness plan for a train wreck (carrying hazard materials) in Moretown? Effected area would be Route 2 along the Winooski River. We have no emergency plan if there were to be a train wreck.