

Bristol Town Administrator

From: Bristol Fire Department <bristolfiredepartment@gmail.com>
Sent: Wednesday, August 12, 2020 9:59 AM
To: Bristol Town Administrator; Bristol Clerk; Town of Bristol
Cc: Eric Forand; Kevin LaRose; Treasurer
Subject: Re: Cloth Face Coverings for Everyone

On Tuesday, August 11 the Town of Bristol received their allotment of face coverings as part of the "Face Coverings for Everyone" initiative. Sharon has retained 50 face coverings at the Town Offices for immediate distribution. The F.D. has in storage the remaining 915 coverings and will resupply the Town Offices as needed/requested. Per my August 7 email the Town Clerk has been identified as the [Local Contact for Cloth Face Coverings](#).

Tonight at the B.F.D. Officers meeting we will be discussing whether or not the F.D. has the personnel and resources to facilitate a 1x mass distribution of face coverings.

Please let me know if you have any questions.

Thank you,

Brett LaRose
Chief
Bristol Fire Department

On Fri, Aug 7, 2020 at 3:52 PM Bristol Fire Department <bristolfiredepartment@gmail.com> wrote:

Please be advised that 965 (25% of Town population) cloth face coverings for the Town of Bristol have been ordered. Face coverings will be shipped to 1 South Street and Sharon has been listed as the POC with the following contact information:

802-453-2410 ext. 5
clerk@bristolvt.org

Deliveries of face coverings from the State of VT will occur either on a Tuesday or Friday. Once delivered the FD will move the majority of the face coverings to the fire station for storage and provide them to the Town Clerk as needed.

Please let me know if you have any questions.

Thank you,

Brett LaRose
Chief
Bristol Fire Department

----- Forwarded message -----

From: Bristol Fire Department <bristolfiredepartment@gmail.com>
Date: Thu, Aug 6, 2020 at 6:05 PM
Subject: Fwd: Cloth Face Coverings for Everyone
To: Town Administrator <townadmin@bristolvt.org>

Valerie,

The fire department would be happy to receive and store face coverings (step 1). Regarding a POC to post on the VEM website for the public to request a covering (step 2) I recommend this be the town offices listing the Clerk as the POC using the 453-2410 number. You can store a small quantity of coverings at the town offices and the FD can resupply as needed. I will discuss with my officers at our 8/12 officers meeting the idea of offering a one-time distribution at the fire station.

If you support the above I will fill out the form (step 3)?

Let me know your thoughts.

Thanks,
-Brett

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From: **Forand, Eric** <Eric.Forand@vermont.gov>

Date: Thu, Aug 6, 2020 at 2:29 PM

Subject: Cloth Face Coverings for Everyone

To:

Cc: Grover, Amy <clerkbolton@gmavt.net>

Dear EMD's and Fire Chiefs and EMS Directors

I wanted to thank you all for filling out our survey requesting cloth face coverings. We ended up getting 319 responses from 208 towns.

I am reaching back out to those individuals that responded to take the next step in this initiative.

Step 1) *Pick one point of contact:* As you are aware we sent the survey to EMD's, Fire Chiefs and EMS directors to ensure we got responses from as many towns as possible and as we expected we received more than one response from some towns. I have attached a spreadsheet that is sorted alphabetically by town (column C) that shows who responded for each town (column G) . Please take a look at your town and decided who will be the main point of contact for the delivery, there can be only one point of contact per town for the delivery. Please make sure you review the spreadsheet for all the towns you submitted a request for. We will be making only one delivery to each town, however once the cloth face coverings are there you are free to distribute them the best way you see fit. Note- the delivery will need to be made to a public building (no private residences), it needs to be a place that can accept packages, for example a town office or manned fire station. We do not want to leave them on door steps and deliveries are made on Tuesday and Fridays.

Step 2) *Provide contact number for VEM to post so locals know who to contact.* VEM will be creating a webpage listing all of the towns that received cloth face coverings with a contact number so individual looking for cloth face coverings can find them. Each point of contact (does not need to be the same point of contact as in step 1) will need to send me a contact position (Town clerk, fire chief etc.) not a specific persons name, and a public number. For example Smithtown

– fire chief – 888-666-9999. Please submit this information via this [form](#) . Please submit this by **Friday** afternoon so we can post it early next week. It should take only a couple minutes.

Step 3) *Fill out request form:* To make this as efficient as possible each point of contact for the delivery (from Step 1) will make an order using an online request form. This is a form VEM developed and have been using for personnel protective equipment requests for the last couple months. I have listed the link and instructions below. If you are the point of contact for more than one town you can just put in one order for all your towns and have it delivered to one location. Please complete this order form by **Friday** afternoon, it should take about 10 minutes.

[Link](#) to order form

The order form consists of 34 questions,

1. First name of point of contact. This is for the delivery
2. Last name of point of contact. This is for the delivery
3. Facility Name- input the name of the Town the deliver is for. If you are submitting one order for multiple town, list all towns
4. Type of facility – choose municipality. Even if the point of contact is the fire department please choose municipality as that is how we are tracking these, by town.
5. If you would like to add more detail – this question can be skipped.
6. Street address – for delivery, this needs to be a public building where someone can accept the package. This includes accepting through a window etc, no signature is required.
7. City town - for delivery
8. State – Vermont
9. zip code
10. specific instructions – put here if the driver needs to go to the side door or if they call from the parking lot etc.
11. phone number – this is for the number the delivery driver would call if there are issues
12. fax – skip
13. email – this is the email of the person in number 1. You will receive a confirmation that the order was placed and then when the order is about to go out
14. input the number 0
15. input the number 0
16. skip this by hitting next button
17. skip this by hitting next button
18. skip this by hitting next button
19. skip this by hitting next button
20. click the radio button for YES
21. input the number of cloth face coverings in column F of the attached spreadsheet. This number is roughly 25% of the towns population per the census estimate. If you are submitting for several towns add up the numbers and just put the total in here.
22. skip this by hitting next button
23. skip this by hitting next button
24. skip this by hitting next button
25. skip this by hitting next button
26. skip this by hitting next button

27. skip this by hitting next button
28. skip this by hitting next button
29. skip this by hitting next button
30. skip this by hitting next button
31. skip this by hitting next button
32. skip this by hitting next button
33. type in this space "cloth face coverings for everyone"
34. click the radio button for "I understand" then hit submit.

Thank you for your time and your participation on operation Cloth Face Coverings for Everyone. Please feel free to call or email me if you have any questions.

[Eric J Forand](#)

MARS Section State Emergency Operations Center

[Vermont Emergency Management \(VEM\)](#)

[State of Vermont](#)

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