

**Bristol Town Administrator**

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**From:** Andrew L'Roe <alroe@acrpc.org>  
**Sent:** Thursday, December 2, 2021 8:48 AM  
**To:** peeker@gmavt.net; Ian Albinson  
**Cc:** Bristol Town Administrator; Bristol Clerk  
**Subject:** Bristol Regional Emergency Management Committee member appointments

Dear Bristol Selectboard Chairs,

I am writing with a request for your town to appoint **2 designees** for the county's Regional Emergency Management Committee at one of your upcoming warned meetings and sign and return the attached form **by January 15th**. The ACRPC will request an update along with our regular appointment forms for the RPC, TAC, etc. following Town Meeting, so these initial assignments will only be for 6 months.

As background, the Local Emergency Planning Committees around the state have been merged into a single, statewide entity for hazardous materials reporting. In place of that group, the Vermont Legislature enacted a law (Section 12 of [Act No. 52](#) (H.122)) requiring the creation of **Regional Emergency Management Committees (REMCs)** to coordinate and support regional all-hazards emergency planning and preparedness activities to improve each region's ability to prepare for, respond to, and recover from all disasters. The Regional Planning Commissions provide administrative support to the REMCs, which are expected to meet at least quarterly per the [Statewide Guidance](#).

As directed by the Legislature, the Regional Emergency Management Committee will consist of **two voting members** from each town and city as follows:

- The **local Emergency Management Director or designee** (like an Emergency Management Coordinator), and
- A **representative of the local emergency services community** to be appointed by your executive or legislative branch.

The local Emergency Management Director or Emergency Services representative **may designate the other as the voting member** in their city or town **to serve as their proxy**, but must notify the Regional Planning Commission in writing. This proxy designation allows that individual to represent 2 individuals for the purposes of achieving quorum.

The Regional Emergency Management Committee may also have non-voting members to include public or private individuals or organizations interested in emergency planning and preparedness.

The initial meeting of our Regional Emergency Management Committee will take place on **December 15 (noon-1pm)**. Please do not hesitate to reach out to me if you have questions or wish to discuss further.

Sincerely,

-Andrew L'Roe

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Emergency Management Planner  
Addison County Regional Planning Commission

802-388-3141

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Addison County Regional Planning Commission  
802-388-3141

# Addison County Regional Planning Commission

14 Seminary Street Middlebury, VT 05753 www.acrpc.org Phone: 802.388.3141 Fax: 802.388.0038

## Regional Emergency Management Committee Appointment Form

Dec 15, 2021 to June 30, 2022

The Town of Bristol appoints the following Emergency Management Director (or designee) and Emergency Services Representative to represent the town on the Addison County Regional Emergency Management Committee for a one-year term starting on Dec 15, 2021 and ending June 30, 2022.

	Name	Phone	Email	Check if designated as a Proxy Voter*
Emergency Management Director/Designee:	Valerie Capels	802-453-2410 ext. 1	townadmin@bristolvt.org	<input type="checkbox"/>
Emergency Services Representative:				<input type="checkbox"/>

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Chair, Town of Bristol Selectboard

\* the EMD/designee representative can give the Emergency Services representative their voting proxy for REMC voting issues OR the Emergency Services representative can give the EMD/designee Representative on the REMC their voting proxy.

Addison    Bridport    Bristol    Cornwall    Ferrisburgh    Goshen    Leicester  
Lincoln    Middlebury    Monkton New Haven    Orwell    Panton    Ripton  
Salisbury    Shoreham    Starksboro    Vergennes    Waltham    Weybridge    Whiting

