

Franklin County Regional Emergency Management Committee
BY-LAWS
Adopted: June 29, 2023

I. Mission Statement

To coordinate and support regional all-hazards emergency management activities, including planning, training, and exercising, for the 17 municipalities in Franklin County, Vermont.

II. Authority:

Regional Emergency Management Committees are established by Vermont Statutes Section 20 V.S.A. § 6.

III. Structure

REMC membership:

The FC-REMC consists of voting and non-voting members.

Voting members shall be appointed by the municipality's executive or legislative branch and will consist of two representatives as follows:

- The local Emergency Management Director or designee (i.e., Emergency Management Coordinator), and
- A representative from the local emergency services community

Non-voting 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 individuals or organizations.

Voting: Each municipality shall have two votes: the EMD or designee and the emergency services representative.

Proxy: The local Emergency Management Director or emergency services representative may designate the other committee member from their municipality to serve as their proxy for a particular meeting. If a proxy is designated, the member present represents both members. The Northwest Regional Planning Commission (NRPC) must be notified in writing prior to the meeting in which the proxy designation is made.

Quorum: Quorum is defined as seven (7) voting members, including proxies, being present. Voting members may span multiple municipalities, and their attendance counts towards quorum for each municipality they represent. Votes of the FC-REMC require a quorum of the voting members to be present. If quorum is not reached, informational meetings may be held but no decisions can be made. Notes must still be published after an informational meeting.

Dismissal: The FC-REMC may recommend to the appointing municipal board, removal of a member of the committee for just cause, or at the request of the majority members of the FC-REMC. Such dismissal request shall be made upon a majority vote of the FC-REMC in executive session.

Resignation: A member of the FC_REMC may resign by presenting a letter to that effect to the Chairperson.

Officers: Voting members shall annually elect a Chair and Vice Chair of the committee from the voting membership. The Chair shall develop a meeting schedule and agenda in consultation with the REMC membership and facilitate each meeting. The Vice Chair shall fill in for the Chair during the Chair's absence.

Subcommittees: Subcommittees may be designated by the FC-REMC as necessary.

Representatives

Local Emergency Planning Committee (LEPC): One individual elected from membership, shall represent the FC-REMC on the statewide LEPC. This individual will receive information about Hazardous Materials within their region and share it with FC-REMC members.

Threat and Hazard Identification and Risk Assessment (THIRA): One individual elected from membership, shall represent the FC-REMC in the state's THIRA and Stakeholder Preparedness Review. This individual will report on the current capabilities and gaps in the region's response to threats/hazards.

Integrated Preparedness Planning Workshop (IPPW): One individual, elected from membership, shall represent the FC-REMC in the Integrated Preparedness Planning Workshop. This individual will report on the plans, trainings, & exercises needed or planned for the region over the next 3 years.

IV. Administrative

Meetings: The voting membership shall meet quarterly to conduct business and review subcommittee activity. The FC-REMC shall abide by Vermont's Open Meeting Laws (1 V.S.A. § 312(a)(2)).

Conduct: General business of the FC_REMC will be conducted in open session. Executive sessions may be requested by any member in accordance with Vermont's Open Meeting Law.

Administrative services will be performed by the Northwest Regional Planning Commission through funding from Vermont Emergency Management. 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 REMC decisions in the REMC Plan & submitting the REMC Plan to Vermont Emergency Management. However, this does not preclude any of the ex officio members' agencies or departments from providing administrative support to the REMC.

Technical assistance will be provided by the VEM Regional Coordinator. This technical assistance may include facilitating plan development workshops, instructing trainings, and coordinating exercises.

Hazmat information (mapping, new facility identification) will be provided by the statewide LEPC and State Emergency Response Commission (SERC).

V. Financial

For specific projects identified to close capability gaps, REMCs 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, REMCs will determine a fiscal agent, and may create a Memorandum of Understanding between those contributing funding or benefiting from the project.

VI. Request for Information

In the event the FC-REMC receives a Public Records Act request relating to the release of Stakeholder Preparedness Review or other security related documents that originate with Vermont Emergency Management, the FC-REMC will inform Vermont Emergency Management who will adjudicate these requests to assist the REMC.

Any requests received by the FC-REMC for chemical inventory and reporting facility information provided under the requirements of EPCRA shall be directed to the statewide LEPC.

VII. Bylaw Amendments

Changes to these bylaws may be made after each FC-REMC member has been notified of the impending changes in writing. The changes may be voted on at a meeting at least two weeks after the initial notice. Changes in bylaws must be approved by a majority of FC-REMC voting members, in person or by proxy as authorized by these bylaws.