

Local Emergency Management Plan Municipal Adoption Form

The Local Emergency Management Plan (LEMP) must be (re)adopted annually, after town meeting day, and submitted to the appropriate Vermont Emergency Management (VEM) Regional Coordinator by June 1st.

If VEM needs to contact municipal leaders to determine status and support requirements during an emergency, the Emergency Management Director (EMD) and two other local points of contact who should have authoritative local information and authority to request resources are listed at right.

VEM will share the town's contact information with emergency partners who have a life safety need during an emergency.

Mark this box to request Vermont Emergency Management not share the town's contact information with emergency partners (Dam owners, utility providers, elected officials, neighboring EMDs, American Red Cross, FEMA) outside of an emergency.


Municipality	Starksboro
LEMP Adoption Date	March 18, 2025
NIMS Adoption Date	June 3, 2014
EMD Name	Charlene Phelps
Position	EMD
Primary Phone	802-363-4276 (Cell)
Alternate Phone	802-453-3461(Home)
Email	luvtwins@gmavt.net
Public contact information	802-363-4276
POC 2 Name	Amy McCormick
Position	Town Clerk
Primary Phone	802-453-2639
Alternate Phone	802-349-9428
Email	Townclerk@starksborovt.org
POC 3 Name	Koran Cousino
Position	Selectboard Chair
Primary Phone	802-453-4352
Alternate Phone	802-349-8574
Email	kcousino@starksborovt.org

REMC Representatives	
REMC Emergency Services Appointee	Dan Kuzio
Email	Dan.Kuzio@gmail.com
EMD REMC Representative	Charlene Phelps
Email	luvtwins@gmavt.net

I hereby certify that the LEMP meets Vermont National Incident Management System (NIMS) requirements and current LEMP Implementation Guidance as on page 2:

Signed  Printed Name: Charlene Phelps
 Certifying individual must have taken, at a minimum, ICS402 or ICS100/IS-100 training

I hereby attest that the municipality has adopted NIMS and the LEMP at a **warned public meeting**, as stated above:

Signed*  Printed Name: Koran Cousino
 Attesting individual must be a selectboard member, town manager, council member, city manager, mayor

Once completed, send adoption form (2 pages) and copy of Local Emergency Management Plan to VEM Regional Coordinator.

*A typed name is acceptable as an electronic signature if it represents an act of that person in accordance with 9 V.S.A. § 278.



Required Elements

Municipal Adoption	
<input type="checkbox"/>	Completed Municipal Adoption Form
<input type="checkbox"/>	Required Elements form (this page). If not using a VEM template, this form must include the page numbers where the LEMP Required Elements are listed in your plan.
LEMP Required Elements	
Page # (if not using a template)	
<input type="checkbox"/>	Emergency Management planners
	List of people who wrote or maintain the LEMP. Must include EMD.
<input type="checkbox"/>	Municipal Emergency Operations Center (EOC)
	EOC activation authority (minimum 1)
	EOC staff positions and corresponding duties (minimum 1)
	Potential EOC staff members (minimum 1)
	Facility information for potential EOC locations (minimum 1), including address, phone number, and available equipment
<input type="checkbox"/>	Resources
	Emergency purchasing agent and spending limits
	List of town or city owned resources, municipal contracts, or other local resources that can be used during an emergency (if any)
	National Incident Management System (NIMS) Typed Resource List (if applicable)
<input type="checkbox"/>	Public Information and Warning
	Local VT-Alert managers (if applicable)
	Local website or social media information (if applicable)
	List of local media outlets (if applicable)
	Public notice sites (minimum 3 – 2 in town, 1 near town clerk's office)
	Note that the public can call Vermont 2-1-1 for resources.
<input type="checkbox"/>	Organizations and communities requiring additional coordination
	List of organizations or communities and contact method
<input type="checkbox"/>	Shelters
	Local Shelter address, facility contact, shelter manager, staff requirements, services, daytime capacity, overnight capacity (if applicable) (minimum 1)
<input type="checkbox"/>	Contact Information
	Local contacts for emergency management team, response organizations, public works, municipal government, and others including neighboring EMDs
	Note that municipalities can call 1-800-347-0488 if they need assistance with a shelter, VTAlert, or resources, but they will usually have to pay for supplies, equipment, or personnel.

Vermont Emergency Management (VEM) encourages municipalities to create and maintain optional LEMP annexes as required. See the VEM website for models and samples: <http://vem.vermont.gov>

Primary EOC location	
Facility address:	Starksboro Town Office, 2849 VT Route 116
Phone numbers:	802-453-2639
Equipment and notes:	<input checked="" type="checkbox"/> generator <input checked="" type="checkbox"/> internet <input checked="" type="checkbox"/> phone line <input checked="" type="checkbox"/> computers <input checked="" type="checkbox"/> copy machine <input checked="" type="checkbox"/> projector or large screen <input type="checkbox"/> food prep
Alternate EOC location (if applicable)	
Facility address:	Old Fire Station, 3011 VT Route 116
Phone numbers:	802-453-3138
Equipment notes:	<input type="checkbox"/> generator <input type="checkbox"/> internet <input checked="" type="checkbox"/> phone line <input type="checkbox"/> computers <input type="checkbox"/> copy machine <input checked="" type="checkbox"/> projector or large screen <input checked="" type="checkbox"/> food prep
Alternate EOC location (if applicable)	
Facility address:	Fire Station, 3902 VT Route 116
Phone numbers:	802-453-5893
Equipment notes:	<input checked="" type="checkbox"/> generator <input checked="" type="checkbox"/> internet <input checked="" type="checkbox"/> phone line <input checked="" type="checkbox"/> computers <input type="checkbox"/> copy machine <input checked="" type="checkbox"/> projector or large screen <input checked="" type="checkbox"/> food prep

3. Resources

Use municipal resources, mutual aid agreements, and local purchases first to get resources for response as needed and available.

Who is authorized to make emergency purchases and what are their spending limits. Please note the town is responsible for ensuring individuals listed in this plan are aware of and following these limits.

Starksboro Select Board.

Road Foreman, Town Administrator and Town Clerk have purchasing authority to a limited extent (\$5,000).

Please use the following sections to note resources you may need during a disaster, and how you would access them. Resources to consider include, but are not limited to, fuel for town vehicles, food, office supplies, plow trucks, dump trucks, generators, excavators, wood chippers, all-terrain vehicles, and signage.

Town or city owned resources (if applicable)

Type of resource	Name	Contact information
Grader, Road Sweeper, 3 Dump Trucks, Small Loader	Starksboro Highway Dept	
2 Fire Engines and a Tanker	Starksboro Fire Department	

Businesses with standing municipal contracts (if applicable)

Type of resource	Name	Contact information
Town Office fuels	Champlain Valley Fuels	802-453-2325
Town Garage fuel	Jackman Fuels	802-453-2381

Other local resources (if applicable)

Type of resource	Name	Contact information
Heavy Equipment	Dennis Casey	802-453-4054
Construction Equipment	Pat Hendee	802-453-3424
Electrician	Don McCormick	802-453-4038
Tractors/Farm Equipment	Clifford Farm	802-453-4602
Tractors/Farm Equipment	Russell Farm	802-453-2208

State support that is usually at no cost to the municipality:

- Vermont Hazardous Material (HAZMAT) Response Team (VHMRT)
- Vermont Urban Search and Rescue (USAR, VT-TF1)
- Vermont State Police Special Teams
- Swiftwater rescue teams (both local and VT-TF1)
- Regional shelter support
- Subject matter expertise from state government agency or federal response agency

State support and resources the municipality will normally eventually have to pay for:

- Supplies and equipment
- VTrans equipment and personnel
- Vermont National Guard support

The state emergency operations center (SEOC, 800-347-0488) will help coordinate any state support teams or other external resources that local responders may need.

National Incident Management System (NIMS) typed resources* (if applicable)											
Type	I	II	III	IV	Other	Type	I	II	III	IV	Other
Critical Incident Stress Management Team		N/A	N/A	N/A		Water Pumps, Drinking Water Supply - untreated source					
Mobile Communications Center						Water Pump, Water Distribution					
Mobile Communications Unit (Law/Fire)			N/A	N/A		Water Pump, Wastewater					
Water Pumps, De-Watering						Water Valve Maintenance Truck				N/A	

*Information about the NIMS typed resources can be found at: <https://rtlt.preptoolkit.fema.gov>

*Additional resource information is available on the FEMA Reimbursable Equipment List: <https://www.fema.gov/assistance/public/schedule-equipment-rates>

4. Public Information and Warning

During a significant emergency, the emergency operations center (EOC) and incident command posts (ICPs) will coordinate and manage public information, both by producing accurate, timely reports and by tracking what is publicly reported to minimize confusion and help ensure a positive public response.

Vermont Emergency Management (1-800-347-0488) can send VT-Alert messages on behalf of your community if you are unable to send them on your own.

Many communities have individuals who need translation services, are deaf or hard of hearing, or blind or visually impaired. Municipalities may use, at their own expense, statewide translation contracts on the [Buildings and General Services website](#) to meet these needs.

Please consider what those needs may be, and how those needs can be met.

Local VT-Alert managers and managers of other notification systems (if applicable):	Dan Kuzio – 802-272-5854 Vermont Emergency Management 800-347-0488
Important local websites or social media channels (if applicable):	Town of Starksboro website: http://www.starksboro.org Facebook page: https://www.facebook.com/starksborovt Front Porch Forum
Local newspaper, radio, TV (if applicable):	Addison County Independent www.addisonindependent.com
Public notice locations: These are physical locations that you are required to post meeting notices per 17 V.S.A. § 2641 . Two must be in town and the third must be in or near the town clerk’s office.	Town Office (2849 Route 116) Post Office (3054 Route 116) Jerusalem Store (1860 Route 17) Robinson School (41 Parsonage Road)
<p><i>Vermont 2-1-1 is a United Ways of Vermont system that provides 24x7x365 information and referral services in cooperation with many state and local government and community-based entities. 2-1-1 collects and maintains a database of local resource information and is available to take calls from the general public to inform and instruct them in relation to emergency events, and to refer them to the appropriate response and recovery resource, if necessary. Dial 211 or (802) 652-4636.</i></p>	

5. Organizations and communities requiring additional coordination

This is the list of organizations that need extra communication and coordination from the local emergency operations center before, during, and after an emergency. This list should include all organizations the town needs to have enhanced communication with, including schools, daycares, nursing homes, organizations serving speakers of languages other than English, organizations serving New Americans, organizations serving unhoused individuals, mobile home parks, dams, facilities in hazardous areas, and communities that may need additional coordination. Individuals that need extra communication and coordination can be accessed through [Citizen Assistance Registration for Emergencies \(CARE\)](#). If necessary, the EOC may contact organizations and facilities, listed below, that serve populations that may be at risk based on the emergency. If there are residents at risk or in danger, the EOC should monitor their status and if required coordinate support for them until their situation stabilizes. Please ensure these contacts have updated EMD contact information.

Organization or community	Contact information or method of coordination	Notes
CARE	Supporting PSAP or VEM Watch Officer 800-347-0488	
Robinson Elementary School (41 Parsonage Rd)	Andy Weis 802-453-2949	
Mobile Home Park (Lazy Brook)	ACCT 802-877-2626	
Mobile Home Park (Brookside)	ACCT 802-877-2626	
Mobile Home Park (Hillside Manor)	ACCT 802-877-2626	
Starksboro Pre-School, Starksboro Meeting House	Susan Pare 453-4427	
Handicap Residents	EMD Charlene Phelps	
Camp Common Ground Center	802-453-2592	

6. Shelters

During some emergencies, the EOC will monitor or coordinate support for individuals who are displaced. When multiple locations are available, shelters should be selected based on how individuals can access that location during a variety of disasters, how food and other resources can be provided at that location, and which services (food, generator, etc.) are available on site or within close proximity.

Spontaneous sheltering

Determine the approximate number of people who need sheltering.

Call the state EOC or VEM watch officer at 800-347-0488 and request support. This support may be in the form of a regional shelter.

Track the status of residents who need shelter until their situation stabilizes.

Primary local shelter

This must be a location that your city or town has the authority to open

Location and address:	Robinson Elementary School, 41 Parsonage Road	
Facility contact(s):	Andy Young 802-453-7989 (Home), 802-453-2949 (Work)	
Shelter manager:	Andy Young / Charlene Phelps	
Staff requirements:	Volunteer (2)	
Services (select all the apply):	<input checked="" type="checkbox"/> Warming center <input type="checkbox"/> Cooling center <input checked="" type="checkbox"/> Overnight shelter <input checked="" type="checkbox"/> Food preparation	<input type="checkbox"/> Showers <input checked="" type="checkbox"/> Generator <input checked="" type="checkbox"/> Pets allowed
Daytime capacity:	125	
Overnight capacity: (if applicable)	50	
Notes:		

Alternate local shelter (if applicable)

Location and address:	Starksboro Town Hall, 2827 VT Route 116	
Facility contact(s):	Selectboard	
Shelter manager:	Charlene Phelps	
Staff requirements:	Volunteer (2)	
Services (select all that apply):	<input checked="" type="checkbox"/> Warming center <input checked="" type="checkbox"/> Cooling center <input type="checkbox"/> Overnight shelter <input checked="" type="checkbox"/> Food preparation	<input type="checkbox"/> Showers <input type="checkbox"/> Generator <input type="checkbox"/> Pets allowed
Daytime capacity:	25	
Overnight capacity:		
Notes:		

Alternate local shelter (if applicable)	
Location and address:	Fire Station 3902 VT Route 116
Facility contact(s):	Tom Estey 802-453-4511 or 802-373-6529
Shelter manager:	Charlene Phelps
Staff requirements:	Volunteer (2)
Services (select all that apply):	<input checked="" type="checkbox"/> Warming center <input type="checkbox"/> Showers <input type="checkbox"/> Cooling center <input checked="" type="checkbox"/> Generator <input checked="" type="checkbox"/> Overnight shelter <input type="checkbox"/> Pets allowed <input type="checkbox"/> Food preparation
Daytime capacity:	40-50
Overnight capacity:	20-25
Notes:	

Alternate local shelter (if applicable)	
Location and address:	Town Office
Facility contact(s):	Selectboard
Shelter manager:	Charlene Phelps
Staff requirements:	Volunteer (2)
Services (select all that apply):	<input checked="" type="checkbox"/> Warming center <input type="checkbox"/> Showers <input checked="" type="checkbox"/> Cooling center <input checked="" type="checkbox"/> Generator <input type="checkbox"/> Overnight shelter <input type="checkbox"/> Pets allowed <input type="checkbox"/> Food preparation
Daytime capacity:	20
Overnight capacity:	
Notes:	

Annexes (Optional, create and letter as needed)

See the Vermont Emergency Management (VEM) web site at <https://vem.vermont.gov> for samples and examples of annexes such as: forms, delegations of authority, incident-specific plans, checklists, matrices, animal disaster references, etc.

Contact Information

Position	Name	Phone numbers — indicate mobile, home, work			Email
		Primary	Alternate	Alternate	
Local emergency management team					
EMD (Director)	Charlene Phelps	802-363-4276 (Cell)	802-453-3461 (Home)		lvtwins@gmavt.net
EMC (Coordinator)	Dan Kuzio	802-272-5854			Dan.Kuzio@gmail.com
EOC staff	Amy McCormick	802-453-2639	802-349-9428		townclerk@starksborovt.org
EOC staff	Amanda Vincent	802-453-8117	802-578-0501		townadmin@starksborovt.org
EOC staff					
EOC staff					
Local response organization contacts					
Fire chief	Tom Estey	802-453-4511	802-373-6529		Estey463@yahoo.com
Assistant or deputy fire chief	Tony Porter	802-989-5096			loggertony@gmail.com
EMS chief	Charlene Phelps	802-363-4276			lvtwins@gmavt.net
Chief of police or constable	N/A				
State police or county sheriff	9-1-1				
Local dispatch center	9-1-1				
Local public works contacts					
Road foreman	Josh Martell	802-453-2319	802-578-4629		roads@starksborovt.org
Road commissioner	N/A				
Town garage	Josh Martell	802-453-2319	802-578-4629		roads@starksborovt.org
Village Drinking Water	Rick Davis	802-349-7112			Rickdavis052@yahoo.com
Wastewater utility	N/A				

Contact Information

Position	Name	Phone numbers — indicate mobile, home, work			Email
		Primary	Alternate	Alternate	
Municipal government contacts					
Town administrator	Amanda Vincent	802-453-8117	802-578-0501		townadmin@starksborovt.org
Town or city manager					
Selectboard Chair	Koran Cousino	802-453-4352	802-349-8574		kcousino@starksborovt.org
Selectboard Vice Chair	Eric Cota		802-373-9763		ecota@starksborovt.org
Selectboard Alt	David Schmidt		802-324-6311		dschmidt@starksborovt.org
Selectboard Alt	Tony Porter		802-989-5096		tporter@starksborovt.org
Selectboard Alt	Carin McCarthy		802-343-7580		cmccarthy@starksborovt.org
Town Clerk	Amy McCormick	802-453-2639	802-349-9428		townclerk@starksborovt.org
Town Treasurer	Ali Thompson	802-453-2639			treasurer@starksborovt.org
Town Health officer	Luke McCarthy	802-453-7026			luke@starksborovt.org
Forest Fire Warden	Tom Estey	802-453-2319	802-373-6529		Estey463@yahoo.com
	Tony Porter	802-989-5096			logerton@gmail.com
Animal Control Officer	Charles "Chuck" Webber	802-336-2141	201-320-1080		Cfwebber48@verizon.net
School Contact #1	Andy Weis	802-318-3132			
School Contact #2	Andy Young	802-453-7989	802-453-3037		
School Contact #3	Kristen Toy				ktoy@mausd.org
School district office	Brad Johnson				bradjohnson@mausd.org
Other contacts (including neighboring EMDs)					

Contact Information

Position	Name	Phone numbers — indicate mobile, home, work			Email
		Primary	Alternate	Alternate	