

Local Emergency Management Plan Municipal Adoption Form

**Town of Starksboro
2849 Route 116
Starksboro, VT 05487**

The Local Emergency Management Plan (LEMP) must be (re)adopted annually, after town meeting day, and submitted to the appropriate Regional Planning Commission (RPC) by May 1st.

At a warned public meeting (regular selectboard/city council meeting), the municipality adopted the Local Emergency Management Plan (LEMP) on the date shown at right.

At a warned public meeting (regular selectboard/city council meeting), the municipality adopted the National Incident Management System (NIMS) on the date shown at right.

If Vermont Emergency Management 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 (POCs) who should have authoritative local information are listed at right.

Municipality	Town of Starksboro
LEMP Adoption Date	, 2023
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	lvtwins@gmavt.net
POC 2 Name	Amy McCormick
Position	Town Clerk
Primary Phone	802-453-2639 (W)
Alternate Phone	
Email	amy@starksborovt.org
POC 3 Name	Koran Cousino
Position	Selectboard Chair
Primary Phone	802-453-4352
Alternate Phone	
Email	kcousino@starksborovt.org

Mark this block if a readopted plan has no changes since the previous year.

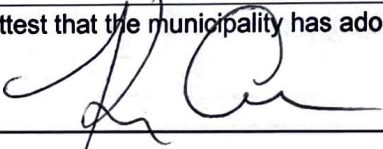
I hereby certify that the LEMP meets Vermont National Incident Management System (NIMS) requirements and current LEMP Implementation Guidance as on page 2:

Signed* Charlene Phelps 4/17/23

Charlene Phelps, EMD

Printed Name; 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 as stated above:

Signed* 

Koran Cousino, Select Board Chair

Printed Name, Selectboard / council member

Once completed, send adoption form and copy of Local Emergency Management Plan to Regional Planning Commission.

*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.

Local Emergency Management Plan

1. Emergency Management (EM) planners

<i>These are the people who wrote and/or maintain this plan.</i>	
Charlene Phelps, EMD	
	Andrew L'Roe, ACRPC

2. Municipal Emergency Operations Center (EOC)

<i>The EOC is an organization that coordinates information, support, and response across the municipality for Incident Commanders and town officials. Its main functions are to maintain situational awareness for municipal leaders, coordinate resource and information requests, and provide public information.</i>	
Who, by position, can activate the EOC?	Selectboard
Preferred EOC Positions and Duties	
EOC Director	Supervises and directs all EOC activities coordinating municipal support and response
EOC Staff	Staffs phones and radio
EOC Staff	Tracks and answers any Requests For Information (RFI)
EOC Staff	Tracks and coordinates any Requests For Support (RFS)
EOC Staff	Produces and posts public information and press releases
Potential EOC Staff Members	
<i>Name</i>	<i>Notes / Contact Information</i>
see Annex 1 on p. 6	
Primary EOC Location	
Facility / Address:	Starksboro Town Office, 2849 VT Route 116
Phone Numbers:	453-2639
Equipment/Notes:	
Alternate EOC Location	
Facility / Address:	Old Fire Station, 3011 VT Rte 116
Phone Numbers:	453-3138
Equipment/Notes:	
Alternate EOC Location	
Facility / Address:	Fire Station, 3902 VT Rte 116
Phone Numbers:	453-5893
Equipment/Notes:	

3. Resources

Use municipal resources, mutual aid agreements, and local purchases first to get resources for response as needed and available.		
Purchasing agents for emergencies: Town of Starksboro		
Emergency spending limits: N/A	No limits set	
Businesses with Standing Municipal Contracts		
<i>Type of Contract</i>	<i>Name</i>	<i>Contact Info</i>
N/A		
Other Local Resources		
<i>Type of Resources/Skills</i>	<i>Name</i>	<i>Contact Info</i>
Heavy Equipment & Construction Equipment	Dennis Casey	453-4054
Electrician	Pat Hendee	453-3424
	Don McCormick	453-4038
Town Equipment	Selectboard	453-2639
Tractors/Farm Equipment	Clifford Farm	453-4602
Tractors/Farm Equipment	Russell Farm	453-2208
State support that is usually at no cost to the municipality: <ul style="list-style-type: none"> • Vermont Hazardous Material (HAZMAT) Response Team (VHMRT) • Vermont Urban Search and Rescue (USAR, VT-TF1) • Vermont State Police and Special Teams • Community Emergency Response Teams (CERTs) • Swiftwater Rescue Teams • Regional Shelter Support • State government agency expertise / services • Federal response agency expertise State support the municipality will normally eventually have to pay for: <ul style="list-style-type: none"> • Supplies and equipment (including sandbags) • VTrans Equipment and Personnel • Vermont National Guard Support 		
<i>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.</i>		

National Incident Management System (NIMS) Typed Resources*											
Type	I	II	III	IV	Other	Type	I	II	III	IV	Other
Critical Incident Stress Management Team		N/A	N/A	N/A		Hydraulic Excavator, Large Mass Excavation	N/A	N/A	N/A	N/A	
Mobile Communications Center						Hydraulic Excavator, Medium Mass Excavation	N/A	N/A	N/A	N/A	
Mobile Communications Unit			N/A	N/A		Hydraulic Excavator, Compact	N/A	N/A	N/A	N/A	
All-Terrain Vehicles	N/A	N/A	N/A	N/A		Road Sweeper	N/A	N/A	N/A	N/A	1
Marine Vessels	N/A	N/A	N/A	N/A		Snow Blower, Loader Mounted	N/A	N/A	N/A	N/A	
Snowmobile	N/A	N/A	N/A	N/A		Track Dozer	N/A	N/A	N/A	N/A	
Public Safety Dive Team						Track Loader	N/A	N/A	N/A	N/A	
SWAT/Tactical Team	N/A	N/A	N/A	N/A		Trailer, Equipment Tag-Trailer	N/A	N/A	N/A	N/A	
Firefighting Brush Patrol Engine	N/A	N/A	N/A	N/A		Trailer, Dump	N/A	N/A	N/A	N/A	
Fire Engine (Pumper)	2					Trailer, Small Equipment	N/A	N/A	N/A	N/A	1
Firefighting Crew Transport				N/A		Truck, On-Road Dump	N/A	N/A	N/A	N/A	3
Aerial Apparatus, Fire						Truck, Plow	N/A	N/A	N/A	N/A	
Foam Tender			N/A	N/A		Truck, Sewer Flusher	N/A	N/A	N/A	N/A	
Hand Crew						Truck, Tractor Trailer	N/A	N/A	N/A	N/A	
HAZMAT Entry Team	N/A	N/A	N/A	N/A		Water Pumps, De-Watering					
Engine Strike Team			N/A	N/A		Water Pumps, Drinking Water Supply - Auxiliary Pump					
Water Tender (Tanker)	1					Water Pump, Water Distribution					
Fire Boat				N/A		Water Pump, Wastewater					
Aerial Lift - Articulating Boom	N/A	N/A	N/A	N/A		Water Truck				N/A	
Aerial Lift - Self Propelled, Scissor, Rough Terrain	N/A	N/A	N/A	N/A		Wheel Dozer	N/A	N/A	N/A	N/A	
Aerial Lift - Telescopic Boom	N/A	N/A	N/A	N/A		Wheel Loader Backhoe	N/A	N/A	N/A	N/A	
Aerial Lift - Truck Mounted	N/A	N/A	N/A	N/A		Wheel Loader, Large	N/A	N/A	N/A	N/A	
Air Compressor	N/A	N/A	N/A	N/A	1	Wheel Loader, Medium	N/A	N/A	N/A	N/A	
Concrete Cutter/Multi-Processor for Hydraulic Excavator	N/A	N/A	N/A	N/A		Wheel Loader, Small	N/A	N/A	N/A	N/A	1
Electronic Boards, Arrow	N/A	N/A	N/A	N/A		Wheel Loader, Skid Steer	N/A	N/A	N/A	N/A	
Electronic Boards, Variable Message Signs	N/A	N/A	N/A	N/A		Wheel Loader, Telescopic Handler	N/A	N/A	N/A	N/A	
Floodlights	N/A	N/A	N/A	N/A		Wood Chipper	N/A	N/A	N/A	N/A	
Generator	N/A	N/A	N/A	N/A		Wood Tub Grinder	N/A	N/A	N/A	N/A	
Grader	N/A	N/A	N/A	N/A	1						

*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

<i>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.</i>	
VT-Alert message - State: Other VT-Alert managers:	Vermont Emergency Management: 800-347-0488
Important Local Websites / Social Media channels:	Town of Starksboro website http://www.starksborovt.org Facebook page: https://www.facebook.com/starksborovt/ Front Porch Forum
Local Newspaper, Radio, TV:	The Addison County Independent https://www.addisonindependent.com/
Public Notice locations:	Town Office Post Office Jerusalem Store Robinson School
<i>Vermont 2-1-1 is a United Ways of Vermont system that provides 24x7x365 information and referral services in cooperation with a large number of 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.</i>	
To provide information for 2-1-1	Dial 211 or (802) 652-4636

5. Vulnerable Populations

<i>If necessary, the EOC may contact organizations and facilities, below, that serve vulnerable populations to identify residents who are 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.</i>	
<i>Name / Notes</i>	<i>Contact Info</i>
CARE (Citizen Assistance Registration for Emergencies)	(Supporting PSAP)
Robinson Elementary School, 41 Parsonage Road	Edorah Fraser, 453-2949
Mobile Home Park, Lazy Brook MHP	ACCT, 877-2626
Mobile Home Park, Brookside MHP	ACCT, 877-2626
Mobile Home Park, Hillside Manor	ACCT, 877-2626
Starksboro Pre-School, Starksboro Meeting House	Susan Pare, 453-4427
Handicap residents (See EMC List)	Charlene Phelps, 363-4276
Camp Common Ground Center	453-2592

6. Shelters

<i>During some emergencies, the EOC will monitor or coordinate support for residents who are displaced due to property or infrastructure damage.</i>	
Spontaneous Sheltering	
<ul style="list-style-type: none"> • Determine the approximate number of people who need sheltering • Call the State EOC / Watch Officer at 800-347-0488 and request support • Track the status of residents who need shelter until their situation stabilizes 	
Primary Local Shelter	
Location / Address:	Robinson Elementary School, 41 Parsonage Road, Starksboro
Facility Contact(s):	Andy Young
Phone Numbers:	802-453-7989 (Home), 802-453-2949 (Work)
Shelter Manager:	Andy Young / Charlene Phelps
Staff Requirements:	Volunteer
Services:	Warm/Cool Overnight Food Prep Showers Healthcare
Notes:	Has a backup generator Has wiring in-place for generator hookup Capacity: 125 Generator? Y / N Pets Allowed? Y / N
Alternate Local Shelter	
Location / Address:	Starksboro Town Hall, 2827 VT Rte 116, Starksboro VT
Facility Contact(s):	Selectboard
Phone Numbers:	363-4276
Shelter Manager:	Charlene Phelps
Staff Requirements:	Volunteer
Services:	Warm/Cool Overnight Food Prep Showers Healthcare
Notes:	Capacity: 150 Generator? Y / N Pets Allowed? Y / N
Alternate Local Shelter	
Location / Address:	Fire Station, 3902 VT Rte 116, Starksboro VT
Facility Contact(s):	Tom Estey
Phone Numbers:	453-4511
Shelter Manager:	Charlene Phelps
Staff Requirements:	Volunteer
Services:	Warm/Cool Overnight Food Prep Showers Healthcare
Notes:	Has a backup generator Has wiring in-place for generator hookup Capacity: 40-50 Generator? Y / N Pets Allowed? Y / N

Annexes (Optional, create and letter as needed)

Annex 1. Maps of Road Names

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

Position	Name	Phone numbers - indicate Mobile, Home, Work			E-mail
		Primary	Alternate	Alternate	
Local Emergency Management Team					
EMD	Charlene Phelps	802-363-4276 (Cell)	802-453-3461 (home)		luvtwins@gmavt.net
EM Coordinator					
Local Response Organization Contacts					
Fire Chief	Tom Estey	802-453-2319	802-373-6529		estey463@yahoo.com
Assistant/Deputy Fire Chief	Tony Porter	802-989-5096			loggertony@gmail.com
EMS Chief	Charlene Phelps	0802-363-4276	802-453-3461		luvtwins@gmavt.net
Chief of Police or Constable	N/A				
State Police or County Sheriff	New Haven State Police Barracks	9-1-1			
Local Dispatch Center					
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				
Municipal Government Contacts					
Town Administrator	Rebecca Elder	802-453-8117	802-578-0501		rebecca@starksborovt.org
Town/City Manager	N/A				
Selectboard Chair	Koran Cousino	802-453-4352	802-349-8574		kcousino@starksborovt.org
Selectboard Vice Chair	John Painter				jpainter@starksborovt.org
Selectboard Alt	Nancy Boss				nboss@starksborovt.org
Selectboard Alt	Eric Cota		802-373-9763		ecota@starksborovt.org
Selectboard Alt	Carin McCarthy				cmccarthy@starksborovt.org

Position	Name	Phone numbers - indicate Mobile, Home, Work			E-mail
		Primary	Alternate	Alternate	
Town Administrator	Rebecca Elder	802-453-8117	802-578-0501	802-482-3230	rebecca@starksborovt.org
Town Clerk	Amy McCormick	802-453-2639 (W)			amy@starksborovt.org
Asst. Town Clerk	Rebecca Elder				
Town Treasurer / Finance	Vacant	802-453-2639 (W)			treasurer@starksborovt.org
Town Health Officer	Luke McCarthy	802-453-7026			healthofficer@starksborovt.org
Forest Fire Warden	Tom Estey Tony Porter	802-453-2319 802-989-5096	802-373-6529		estey463@yahoo.com loggertony@gmail.com
Animal Control Officer	Charles "Chuck" Webber	802-336-2141 land line	201-320-1080 (Cell)		cfwebber48@verizon.net
School Contact #1	Edorah Frazer				Edorah.Frazer@mausd.org
School Contact #2	Andy Young				Andy.Young@mausd.org
School District Office	Joel Fitzgerald				Joel.Fitzgerald@mausd.org
Other Contacts					

