

**RUTLAND REGIONAL PLANNING COMMISSION
EMERGENCY MUTUAL AID AGREEMENT
FOR THE PUBLIC WORKS DEPARTMENTS
OF ITS MEMBER MUNICIPALITIES**

This Mutual Aid Agreement (the “Agreement”) is entered into between the Rutland Regional Planning Commission (“RRPC”) and by and among each member municipality that voluntarily executes and adopts the terms and conditions contained herein.

WHEREAS, the Vermont Supreme Court has held and adopted the position that “ ‘It is a general and undisputed proposition of law that a municipal corporation possesses and can exercise the following powers, and no others: First, those granted in express words; second, those necessarily or fairly implied in or incident to the powers expressly granted; third, those essential to the accomplishment of the declared objects and purposes of the corporation—not simply convenient, but indispensable.’ ” Valcour v. Vill. of Morrisville, 104 Vt. 119, 158 A. 83, 85 (1932), *citing* Dillon, John, The Law of Municipal Corporations (5th Ed.) par. 237; and

WHEREAS, that upon the adoption of bylaws specifying the process for entering into, method of withdrawal from, and method of terminating service agreements with municipalities, the Vermont Legislature has granted express authority for regional planning commissions to “promote cooperative agreements and coordinate, implement, and administer service agreements among municipalities, including arrangements and action with respect to planning, community development, joint purchasing, intermunicipal services, infrastructure, and related activities....” 24 V.S.A. § 4345b(c); and

WHEREAS, the member municipalities of the RRPC (collectively the “Parties”) may voluntarily agree to participate in mutual aid and public works assistance activities conducted pursuant to 24 V.S.A. § 4345b(d)(2); and

WHEREAS, the RRPC has duly adopted bylaws pertaining to the creation of intermunicipal service agreements pursuant to 24 V.S.A. § 4345b(a) and (b); and

WHEREAS, the Parties recognize that they are vulnerable to a variety of potential, natural and man-made disasters that impact vital public works resources including hurricanes, flooding and extreme winter conditions that in the past have caused severe disruption of essential public works services and severe property damage to public roads, utilities and other public works property; and;

WHEREAS, owning and maintaining all the resources needed to respond to extreme, unexpected and high-demand incidents is cost-prohibitive for most municipalities and entering into a mutual aid agreement provides economic and logistical efficiencies to support any gaps in resources and capabilities; and

WHEREAS, the Parties to this Agreement recognize the benefits of mutual aid in protecting the public, health, safety and welfare and fostering a sense of goodwill and community within a specific geographic region and therefore desire to provide mutual aid and assistance to one another during times of disaster and other types of public works emergencies; and

WHEREAS, the Parties recognize that having this mutual aid agreement and related guidelines is essential to ensuring a consistent, coordinated, and timely response in providing mutual aid; and

NOW, THEREFORE, the Parties hereto agree as follows:

SECTION 1: PURPOSE

The Agreement set forth below, is established to provide a means for public works related entities that are controlled by the RRPC member municipalities, that are in need of mutual aid assistance, to be able to request and receive such aid and assistance in a timely manner from the participating member municipalities including but not limited to personnel, equipment, materials and any other services that may be reasonably necessary to respond to an emergency. The purpose of this Agreement is to formalize the regional mutual aid program. This Agreement to render aid is expressly not contingent upon a declaration of a major disaster or emergency by the federal government or upon receiving federal funds.

SECTION 2: DEFINITIONS

- A. Aid and Assistance** – includes, but is not limited to, personnel, equipment, administrative services, infrastructure, supplies and materials necessary to respond to a request for mutual aid.
- B. Aiding Official** – means a person who is designated by the Aiding Party to determine whether and to what extent the Aiding Party should provide Public Works Assistance to a Requesting Party.
- C. Aiding Party** – means a Constituent Municipal entity that furnishes, equipment, services, personnel or any other Public Works assistance to a Requesting Party.
- D. Agreement** – refers to this Agreement for public works emergency services. Rutland Region municipalities may become a party to this Agreement upon ratification of this Agreement by the RRPC and ratification by the legislative body of the Constituent Municipality that is a party to this Agreement. Each Constituent Municipality that ratifies this Agreement, understands that the Agreement contains all Constituent Municipal entities at the time of ratification, and any other eligible municipality in the future.

- E. Constituent Municipality** – Any municipality located in the Rutland Region, Vermont that is a party to this Agreement.
- F. Disaster** – any natural, mechanical, human-made, technological, or civil emergency that threatens to cause damages of a severity and scale that exceeds the maximum capabilities of a Constituent Municipality.
- G. Emergency** – an event or imminent potential for such an event, either natural or human caused, that results in or may result in, injury or harm to the residences of the Constituent Municipality, or damage to or loss of property.
- H. Mutual Aid Resource List** – A list maintained by each Constituent Municipality of the public works equipment, personnel and any other resources available for the provision of aid and assistance if needed by another Constituent Municipality.
- I. Period of Assistance** – the period of time beginning when the Aiding Party assists the Requesting party by providing equipment, personnel, supplies or any other Public Works Assistance and ending when all Public Works Assistance returns to the regular duties of the Aiding Party.
- J. Public Works Assistance** – means equipment and personnel including, but not limited to; professional engineers, licensed staff, non-licensed personnel who are employed by a Constituent Municipality and used for activities in response to a disaster or emergency, related to roadways, water, stormwater, wastewater and any other public works program.
- K. Requesting Official** - means any person who is designated by the Requesting Party to request Public Works Assistance from a participating Aiding Party.
- L. Requesting Party** - means a Constituent Municipal entity that requests, equipment, services, personnel or any other Public Works assistance from an Aiding Party.

SECTION 3: PROCEDURES

- A. Operations Oversight** – The RRPC shall be responsible for overseeing this Agreement and help to facilitate communications between the Constituent Municipalities. The RRPC will also help to facilitate policies and procedures to guide requests for aid and assistance as set forth below.
- B. Request for Aid** – When a Requesting Party has been impacted by or is in imminent danger of a disaster or emergency, it may request Aid and Assistance from an Aiding Party, by making a verbal request, followed by a written request, to the Aiding Party, within three business days after aid is

needed or contemplated to be needed. An Aid Request Form shall be an addendum, but not an amendment to or modification of this Agreement. Requests should be made by and to the Aiding Party's authorized Aiding Official. A potentially Aiding Party, should not provide aid on its own without first confirming the need for assistance through the communication of the Aiding Official and Requesting Official to ensure that the type of aid being provided is necessary and needed. The provision of aid by an Aiding Party is entirely discretionary under this Agreement and the ultimate decision as to whether to render aid to a Requesting party shall be at the discretion of the Aiding Official in consultation with the legislative body of the Constituent Municipality if possible.

C. Designation of Officials – Each Constituent Municipality shall designate an Aiding Official and Requesting Official and at least one alternate Aiding Official and Requesting Official. Each Constituent Municipality shall be responsible for maintaining its own contact list of all Aiding and Requesting Officials and alternate Officials, along with all means of contact including, but not limited to cell phones, telephones, electronic mail and physical addresses and take reasonable steps to ensure that all Constituent Municipalities have the most current list. The RRPC shall help develop the template of the contact list and annually aid in its distribution after having been provided by the Constituent Municipalities. Said list shall be an addendum, but not an amendment to or modification of this Agreement. The Requesting Officials and the Aiding Officials may be the same person in each municipality (i.e. a director of public works).

D. Information Needed - Request for Aid and Assistance – The Requesting Official shall provide, at minimum, to the Aiding Official and RRPC (for informational purposes only): 1) a description of the disaster or emergency prompting the request; 2) what type of specific assistance is needed; 3) a description of the infrastructure impacted and the specific work needed to repair the infrastructure; and 4) an estimate of the type of public works assistance needed and the period of time it will be needed for. It is further recommended that the Requesting Official propose a plan for meeting with the Aiding Official to discuss the scope of the aid and for the Requesting Official to familiarize him or herself with the personnel and equipment of the Aiding Party (similar in nature to a pre-construction meeting). The Aiding Party shall then provide an estimate to the Requesting Party of expected costs for the scope of work requested and needed.

E. Supervision and Control – It is the intention of this Agreement that supervision and control of personnel will be structured in accordance with Federal Emergency Management Agency's (FEMA) Incident Command System (ICS) of the National Incident Management System (NIMS), and that if the emergency/disaster is multi-jurisdictional, a Unified Command will be employed when practical.

1. When any personnel or equipment is deployed under the terms of this agreement, the Aiding Official shall meet with the Requesting Official. Orders by the Requesting Official will be given to the Aiding Official who will then give orders or direction to their personnel. The Aiding Official shall maintain reasonable contact with the Requesting Official as long as the Aiding Party is providing Public Works Assistance. The personnel of the Aiding Party may only be under the direct control of the Requesting party by a written mutual agreement.
2. In all instances and at all times, the Requesting Official or a designee thereof, shall have the right and responsibility to ensure that all personnel from the Aiding Party are asked to perform only those tasks or operations that are consistent with their training and are in accordance with their home protocols and accepted safe practices.
3. Personnel from the Aiding Party shall continue with the assigned tasks until the Requesting Party releases said personnel and equipment or until the Aiding Party recalls said personnel and equipment. No recall by an Aiding Party shall occur until, if reasonable given the facts and circumstances, the Aiding Official discusses the need for recall with the Requesting Official.
4. Each Aiding Party shall operate in accordance with the protocols of its Constituent Municipality, and all Aiding Party personnel shall act within the scope of his or her own training and certification or under the supervision of a person with the appropriate training and certification. Aiding Party personnel shall not be required to perform in a way that is inconsistent with the practices of their Constituent Municipality protocols or inconsistent with safe practices.
5. The Aiding Official shall be responsible for maintaining all records for time, materials and equipment provided to the Requesting Party; be responsible for the operation and maintenance of equipment provided by the Aiding Party; and report work process to the Requesting Party.

F. Mutual Aid Resource List – NIMS typed public works resources are included in the annual local emergency plan for each Constituent Municipality. The RRPC shall annually distribute a list of the NIMS typed public works resources for all Constituent Municipalities. All original and updated NIMS typed public works resource lists shall be considered an addendum to, but not a modification of this Agreement.

G. Funds Payable By Each Municipality – the Constituent Municipalities agree that the funds, coming in the form of the amount of services provided by each Constituent Municipality shall be based on the resources available to them at the time aid and assistance is made by a Requesting Party in accordance with Section 4 Part A.

SECTION 4: REQUESTS FOR REIMBURSEMENT

A. Procedures for Reimbursement – Unless the Aiding Party and the Requesting Party agree to a different structure in writing, the Requesting Party shall be ultimately responsible for the reimbursement of the Aiding Party's costs incurred under this Agreement.

1. Within 30 days of the return of all personnel and equipment of the Aiding Party to the Constituent Municipality's homework station, the Aiding Municipality may submit to the Requesting Party, an invoice of all charges related to the aid provided pursuant to this Agreement. The invoice provided by the Aiding Party shall be paid within 30 days of receipt.
2. All invoices generated by the Aiding Party shall be provided to the Requesting Party.
3. Invoices by the Aiding Party shall follow the following standards.
 - a. Personnel. Charges for personnel shall be in accordance with the standard practices of the Aiding Party, including wages, salaries, contributions for insurance and retirement and personnel from the Aiding Party shall continue to accumulate seniority at the rate of the Aiding Party.
 - b. Equipment. Charges for equipment supplied by the Assisting Party, shall be reimbursed at the rental rate established for the same or substantially similar equipment by the regulations of the Federal Emergency Management Agency (i.e., current FEMA Schedule of Equipment Rates), or at any other rate agreed to by the Aiding Party and Requesting Party in writing. Rent for equipment includes the cost of fuel and other consumable supplies, maintenance, service, repairs and ordinary wear and tear.
 - c. Transportation. The Aiding Party shall transport needed personnel and equipment by reasonable and customary means and in accordance with the Aiding Party's usual transportation and travel payment schedule. If such a schedule is unavailable, transportation charges shall be the reasonable and customary rates for such transportation.
 - d. Materials and Ancillary Expenses. Charges for materials and ancillary expenses such as consumable supplies, related to the provision of aid pursuant to this agreement shall be the reasonable and actual costs incurred by the Aiding Municipality.

4. The Aiding Party may invoice the Requesting Party for all expenses incurred during the Period of Assistance. All invoices shall be submitted by the Aiding Official to the Requesting Official. The invoices shall clearly delineate the time and expenses associated with personnel, equipment, transportation and any materials or ancillary expenses. Any question or dispute about an invoice from an Aiding Party shall first be discussed between the Requesting Official and the Aiding Official. If the Parties are still unable to reconcile an invoice, then they shall follow the next sequential procedures of the Dispute Resolution section of this Agreement.

SECTION 5: INSURANCE AND LIABILITY

- A. Insurance** – Each Constituent Municipality shall bear the risk of its own actions, as it does with its day-to-day operations. The Aiding Party shall be responsible for providing insurance to the fullest extent possible, including but not limited to workman’s compensation insurance, general liability insurance, excess liability insurance, and any other types of insurance coverage in amounts recommended by the Vermont League of Cities and Towns, Property and Casualty Intermunicipal Fund (VLCT-PACIF). Such insurance shall cover damage or injury to person, property or equipment owned or provided by an Aiding Party to the extent the damage or injury may have occurred while rendering aid to a Requesting Party.
- B. Indemnification** - To the extent allowed by law, each Requesting Party agrees to indemnify and hold harmless any Aiding Party and its employees, officers, administrators, elected officials and agents from any claim relating to cost, damage or injury of any description to any person or property caused by or through the action of any Aiding Municipality while rendering aid pursuant to his Agreement. Acts of gross negligence, willful misconduct, malfeasance, and/or criminal/illegal behavior are exempt from indemnification.
- C. Liability** – No Constituent Municipality shall have any liability to any other Constituent Municipality by reason of their inability or lack of desire to respond to a request for aid.

SECTION 6: TERM, MODIFICATION AND PERIODIC REVIEW

- A. Term** – This Agreement shall be in effect for one (1) year from the date signed by the initial Constituent Municipality. Thereafter, this Agreement shall be renewed for additional one year terms on an annual basis in conjunction with the local emergency plan.
- B. Termination** – Any Constituent Municipality may voluntarily terminate and withdraw from its participation in this Agreement at any time by a Requesting or Aiding Official giving written notification to the designated Requesting or Aiding

Officials of all other Constituent Municipalities to this Agreement. Electronic mail communications shall be considered written notification for purposes of this Agreement. Termination and withdrawal shall not be effective until sixty (60) days after written notification has been sent. Withdrawal by a Constituent Municipality shall not impact the liability or obligation incurred by the Constituent Municipality under this Agreement prior to the date of termination.

- C. Modification** – Pursuant to 24 V.S.A. § 4345b(d)(4) any modification or amendment to this Agreement shall not become effective unless approved by the RRPC and the legislative body of all the municipalities who are a party to this Agreement. The RRPC shall assist in coordinating any modifications or amendments to this Agreement.
- D. Periodic Review** – On a biennial basis, the designated Aiding and Requesting Officials shall meet to review the terms of this Agreement and make any suggestions as to alterations or modifications if needed base on past performance. The RRPC shall coordinate all meetings under this section.

SECTION 7: MISCELLANEOUS PROVISIONS

- A. Dispute Resolution** – In respect to any dispute that arises pursuant to this agreement the Parties shall first make a good faith effort to work out differences among themselves. Should informal discussions between the Parties fail, then the Parties shall engage the services of a mutually agreed upon third party mediator. The costs of this third party mediator shall be split evenly between the Parties. Should attempts at mediation though a third party mediator fail, then any Party may seek redress in any Vermont Court of competent jurisdiction.
- B. Severability** – Should any clause, portion, section, provision or any other part of this Agreement be held invalid by a court of competent jurisdiction, such judgment shall not affect, impair or invalidate any other portion of the Agreement. The remaining portions of this Agreement shall remain in full force and effect without regard to the provisions that have been invalidated.
- C. Execution of Counterparts** – This agreement may be signed in any number of counterparts with the same effect as if the signatures thereto and hereto were upon the same instrument.

NOW THEREFORE, both the Rutland Regional Planning Commission through its duly authorized representative has executed this agreement and all counterparts thereto. Photographic copies shall be considered valid counterparts. Each of the Constituent Municipalities so desiring, have caused this Agreement to be executed by a duly authorized representative, after a vote allowing that duly authorized representative to execute this Agreement by the Constituent Municipality's governing legislative body.

Approved and executed at Benson, Vermont this 10, day of Feb, 2020.

For the Constituent Municipality of Benson.

By: Guy M. Charlton
Duly Authorized Representative for Benson Select board

Approved and executed at Rutland, Vermont this 21, day of March, 2020.

For the Rutland Regional Planning Commission

By: [Signature]
Duly Authorized Representative
for the Rutland Regional Planning Commission

Approved and executed at BRANDON, Vermont this 13TH, day of January, 2020.

For the Constituent Municipality of BRANDON.

By: Seamus Hopkinn
Duly Authorized Representative for SELECTBOARD OF BRANDON.

Approved and executed at Rutland, Vermont this 21, day of March, 2020.

For the Rutland Regional Planning Commission

By: [Signature]
Duly Authorized Representative
for the Rutland Regional Planning Commission

Approved and executed at Chittenden, Vermont this 13th day of January, 2020.

For the Constituent Municipality of Chittenden.

By: [Signature]
Duly Authorized Representative for Town of Chittenden Selectboard

Approved and executed at Rutland, Vermont this 21 day of March, 2020.

For the Rutland Regional Planning Commission

By: [Signature]
Duly Authorized Representative
for the Rutland Regional Planning Commission

Approved and executed at Denby, Vermont this 13th day of February, 2020.

For the Constituent Municipality of Town of Denby

By: [Signature]
Duly Authorized Representative for Selectboard, Chair Town of Denby

Approved and executed at Rutland, Vermont this 21 day of March, 2020.

For the Rutland Regional Planning Commission

By: [Signature]
Duly Authorized Representative
for the Rutland Regional Planning Commission

Approved and executed at Hubbardton, Vermont January day of
13, 2020.

For the Constituent Municipality of Hubbardton.

By: Robert Gibbs - Chair of selectboard
Duly Authorized Representative for Hubbardton

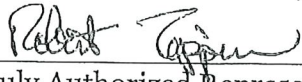
Approved and executed at Rutland, Vermont this 21 day of
March, 2020.

For the Rutland Regional Planning Commission

By: [Signature]
Duly Authorized Representative
for the Rutland Regional Planning Commission

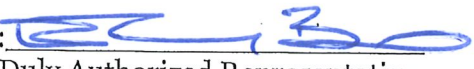
Approved and executed at Ira, Vermont this 21st day of January, 2020.

For the Constituent Municipality of Ira.

By: 
Duly Authorized Representative for Ira-Selectboard

Approved and executed at Rutland, Vermont this 21 day of March, 2020.

For the Rutland Regional Planning Commission

By: 
Duly Authorized Representative
for the Rutland Regional Planning Commission

Approved and executed at Mendon, Vermont this 14th day of January, 2020.

For the Constituent Municipality of Mendon.

By: Richard Wilcox
Duly Authorized Representative for Mendon

Approved and executed at Rutland, Vermont this 21 day of March, 2020.

For the Rutland Regional Planning Commission

By: [Signature]
Duly Authorized Representative
for the Rutland Regional Planning Commission


Approved and executed at Middletown Springs, Vermont this 13, day of
February, 2020.

For the Constituent Municipality of Middletown Springs.

By: _____
Duly Authorized Representative for Middletown Springs Selectboard

Approved and executed at Rutland, Vermont this 26, day of
March, 2020.

For the Rutland Regional Planning Commission

By: 
Duly Authorized Representative
for the Rutland Regional Planning Commission

Approved and executed at Mount Holly Vermont this 11th, day of February, 2020.

For the Constituent Municipality of Mount Holly.

By: [Signature]
Duly Authorized Representative for Town of Mount Holly

Approved and executed at Rutland, Vermont this 21, day of March, 2020.

For the Rutland Regional Planning Commission

By: [Signature]
Duly Authorized Representative
for the Rutland Regional Planning Commission

Approved and executed at MOUNT TABOR Vermont this 14, day of JANUARY, 2020.

For the Constituent Municipality of MOUNT TABOR.

By: [Signature]
Duly Authorized Representative for MOUNT TABOR

Approved and executed at Rutland, Vermont this 21, day of MARCH, 2020.

For the Rutland Regional Planning Commission

By: [Signature]
Duly Authorized Representative
for the Rutland Regional Planning Commission

Approved and executed at Pawlet, Vermont this 11th, day of February, 2020.

For the Constituent Municipality of Pawlet.

By: 

Duly Authorized Representative for Town of Pawlet

Approved and executed at Rutland, Vermont this 21, day of March, 2020.

For the Rutland Regional Planning Commission

By: , Town of Pawlet

Duly Authorized Representative
for the ~~Rutland Regional Planning Commission~~

Approved and executed at Pittsford, Vermont this 6th, day of February, 2020.

For the Constituent Municipality of Pittsford.

By: [Signature] JOHN HAWTHORCK (TOWN MANAGER)
Duly Authorized Representative for Pittsford

Approved and executed at Rutland, Vermont this 21, day of March, 2020.

For the Rutland Regional Planning Commission

By: [Signature]
Duly Authorized Representative
for the Rutland Regional Planning Commission

Approved and executed at Proctor, Vermont this 23rd day of
December, 2019.

For the Constituent Municipality of Proctor, Vermont.

By: Bruce Baccei
Bruce Baccei, Chair, Proctor Selectboard

Duly Authorized Representative for

Approved and executed at Rutland, Vermont this 21, day of
March, 2020.

For the Rutland Regional Planning Commission

By: [Signature]
Duly Authorized Representative
for the Rutland Regional Planning Commission

Approved and executed at Rutland Town, Vermont this 21st, day of January, 2020.

For the Constituent Municipality of Rutland Town.

By: 

Duly Authorized Representative for Rutland Town Select Board.

Approved and executed at Rutland, Vermont this 21, day of March, 2020.

For the Rutland Regional Planning Commission

By: 

Duly Authorized Representative
for the Rutland Regional Planning Commission

Approved and executed at Tinmouth, Vermont this 12, day of February,
2020.

For the Constituent Municipality of Tinmouth.

By: _____
Duly Authorized Representative for Tinmouth Selectboard

Approved and executed at Rutland, Vermont this 26, day of
March, 2020.

For the Rutland Regional Planning Commission

By: 
Duly Authorized Representative
for the Rutland Regional Planning Commission

Approved and executed at Wallingford, Vermont this 10, day of Jan, 2020.

For the Constituent Municipality of Wallingford.
By: [Signature]
Duly Authorized Representative for Wallingford, VT

Approved and executed at Rutland, Vermont this 21, day of March, 2020.

For the Rutland Regional Planning Commission

By: [Signature]
Duly Authorized Representative
for the Rutland Regional Planning Commission

Approved and executed at WELLS, Vermont this 4, day of FEB, 2020.

For the Constituent Municipality of WELLS VT.

By: [Signature]
Duly Authorized Representative for WELLS VT.

Approved and executed at Wells, Vermont this 4, day of February, 2020. Rutland 21
March

For the Rutland Regional Planning Commission

By: [Signature]
Duly Authorized Representative
for the Rutland Regional Planning Commission

**RUTLAND REGIONAL PLANNING COMMISSION
EMERGENCY MUTUAL AID AGREEMENT
FOR THE PUBLIC WORKS DEPARTMENTS
OF ITS MEMBER MUNICIPALITIES**

NOW THEREFORE, both the Rutland Regional Planning Commission through its duly authorized representative and each of the Constituent Municipalities so desiring, have caused this Agreement and all counterparts thereto, to be executed by a duly authorized representative, after a vote allowing that duly authorized representative to execute this Agreement by the Constituent Municipality's governing legislative body. Photographic copies shall be considered valid counterparts.


Wherefore the Rutland Regional Planning Commission and the Town of West Haven Vermont agreeing to be bond hereby enter into this Mutual Aid Agreement as set forth above for the Constituent Municipality of West Haven, Vermont.

Approved and executed at West Haven, Vermont this 10th day of March, 2020 for the Town of West Haven,

By: 
Christopher Hoyt, Chair
West Haven Selectboard

Approved and executed at Rutland City, Vermont this 26, day of March, 2020.

For the Rutland Regional Planning Commission

By: 
Duly Authorized Representative
for the Rutland Regional Planning Commission

Approved and executed at West Rutland, Vermont this 10th, day of February, 2020.

For the Constituent Municipality of West Rutland

By: [Signature]
Duly Authorized Representative for West Rutland

Approved and executed at Rutland, Vermont this 21, day of March, 2020.

For the Rutland Regional Planning Commission

By: [Signature]
Duly Authorized Representative
for the Rutland Regional Planning Commission

**RUTLAND REGIONAL PLANNING COMMISSION
PUBLIC WORKS MUTUAL AID AGREEMENT AID REQUEST FORM**

To be completed by the Requesting Official.

Requesting Municipality: Town/City of _____

Incident Name: Briefly describe the nature of the disaster or emergency prompting the aid request.

Damages and Needed Repairs: Briefly describe the infrastructure impacted and the specific work needed to repair the infrastructure.

Specific Assistance Needed: Briefly describe what type of assistance (personnel, equipment, materials) is needed.

Cost Estimate and Schedule: Provide an estimate for the needed assistance and period of time it will be needed for (start and end dates).

Plan for Meeting with Aiding Official to Review Project Scope (Optional): Briefly describe, if needed, the Requesting Official's plan for meeting with the Aiding Official to review the scope of work and for the Requesting Official to familiarize him/herself with the personnel and equipment of the Aiding Party.

Requesting Official Signature: _____

Date: _____

Time: _____

To be completed by the Aiding Official.

Request: Approved _____ Denied (Reason) _____

Resource Deployed: Date: _____ Time: _____

Cost Estimate: _____

Aiding Official Signature: _____

Date: _____

Time: _____

DESIGNATED OFFICIALS BY TOWN FOR 2020

	Name	Phone - Primary	Phone - Alternate	Email
BENSON - 2760 Stage Road, Benson, VT 05743				
Requesting Official - Primary	Jeff Noble	802-282-2805	802-537-2722	bensonroads@shoreham.net
Requesting Official - Alternate	Gina Cull	802-537-2063	802-236-5150	cullgina@gmail.com
Aiding Official - Primary	Jeff Noble	802-282-2805	802-537-2722	bensonroads@shoreham.net
Aiding Official - Alternate	Gina Cull	802-537-2063	802-236-5150	cullgina@gmail.com
BRANDON - 49 Center Street, Brandon, VT 05733				
Requesting Official - Primary	Shawn Erickson	802-353-1768	802-247-3600	highway@townofbrandon.com
Requesting Official - Alternate	David Atherton	802-236-0890	802-247-3635 x210	datherton@townofbrandon.com
Aiding Official - Primary	Shawn Erickson	802-353-1768	802-247-3600	highway@townofbrandon.com
Aiding Official - Alternate	David Atherton	802-236-0890	802-247-3635 x210	datherton@townofbrandon.com
CASTLETON - Not Participating as of 03/27/2020				
CHITTENDEN - 260 Chittenden Road, Chittenden, VT 05737				
Requesting Official - Primary	Jan Sotirakis	802-775-9633	802-236-2777	jsotirakis@aol.com
Requesting Official - Alternate	Bob Case	802-345-3947	802-773-6308	rcase48263@aol.com
Aiding Official - Primary	Elmer Wheeler	802-236-0702	802-483-6151	chittenden.roads@gmail.com
Aiding Official - Alternate	Kathie Pratt	802-345-0125		jk105bn@comcast.net
CLARENDON - Not Participating as of 3/27/2020				
DANBY - 130 Brook Road, Danby, VT 05739				
Requesting Official - Primary	Paul Pearce	802-293-5177	802-293-5136	mppearce@aol.com
Requesting Official - Alternate	Lynn Bondurant	802-293-5089	802-293-5136	lbondurantdanby@gmail.com
Aiding Official - Primary	Charles Bush	802-293-5136	802-293-5137	danbytownclerk@vermontel.net
Aiding Official - Alternate	Paul Pearce	802-293-5177	802-293-5136	mppearce@aol.com
FAIR HAVEN - Not Participating as of 03/27/2020				
HUBBARDTON - 1831 Monument Hill Road, Hubbardton, VT 05735				
Requesting Official - Primary	Janet Morey	802-273-2950	802-282-3753	hubbardtonrd@gmail.com
Requesting Official - Alternate	Bruce Chapman	802-537-3280	802-245-4023	-
Aiding Official - Primary	Janet Morey	802-273-2950	802-282-3753	hubbardtonrd@gmail.com
Aiding Official - Alternate	Bruce Chapman	802-537-3280	802-245-4023	-

DESIGNATED OFFICIALS BY TOWN FOR 2020

	Name	Phone - Primary	Phone - Alternate	Email
IRA - 53 West Road, Ira, VT 05777				
Requesting Official - Primary	Bob Toppin	802-345-4409	802-235-2361	
Requesting Official - Alternate	Nathan Hewitt	802-235-1053		
Aiding Official - Primary	Bob Toppin	802-345-4409	802-235-2361	
Aiding Official - Alternate	Nathan Hewitt	802-235-1053		
KILLINGTON - Not Participating as of 03/27/2020				
MENDON - 2282 US Route 4, Mendon, VT 05701				
Requesting Official - Primary	Bill Ellis	802-773-4402	802-770-2169	mendon.rds@myfairpoint.net
Requesting Official - Alternate	Sara Tully	802-775-1662		mendonadmin@comcast.net
Aiding Official - Primary	Bill Ellis	802-773-4402	802-770-2169	mendon.rds@myfairpoint.net
Aiding Official - Alternate	Sara Tully	802-775-1662		mendonadmin@comcast.net
MIDDLETOWN SPRINGS - PO Box 1232, Middletown Springs, VT 05757				
Requesting Official - Primary	Terry Redfield	802-235-2084		redbonevt@gmail.com
Requesting Official - Alternate	Bill Reed	802-235-2024	802-235-2732	middletown.roads@gmail.com
Aiding Official - Primary	Terry Redfield	802-235-2084		redbonevt@gmail.com
Aiding Official - Alternate	Bill Reed	802-235-2024	802-235-2732	middletown.roads@gmail.com
MOUNT HOLLY - PO Box 248, Mount Holly, VT 05758				
Requesting Official - Primary	Clinton Woolley	802-259-3179	802-236-4758	mthollyroads@vermontel.net
Requesting Official - Alternate	Mark Turco	802-259-7800	802-772-5370	papajonsss@vermontel.net
Aiding Official - Primary	Clinton Woolley	802-259-3179	802-236-4758	mthollyroads@vermontel.net
Aiding Official - Alternate	Mark Turco	802-259-7800	802-772-5370	papajonsss@vermontel.net
MT. TABOR - 522 Mt. Tabor Road, Mt. Tabor, VT 05739				
Requesting Official - Primary	Seth Beauregard	802-345-9813	802-293-5151	beau3@vermontel.net
Requesting Official - Alternate	Bill Basso	802-293-5282	802-293-5020	mttabor@vermontel.net
Aiding Official - Primary	Seth Beauregard	802-345-9813	802-293-5151	beau3@vermontel.net
Aiding Official - Alternate	Bill Basso	802-293-5282	802-293-5020	mttabor@vermontel.net

DESIGNATED OFFICIALS BY TOWN FOR 2020

	Name	Phone - Primary	Phone - Alternate	Email
PAWLET - PO Box 128, Pawlet, VT 05761				
Requesting Official - Primary	Keith Mason	802-779-5141		keith.mason14@gmail.com
Requesting Official - Alternate	Edgar Cleveland	802-325-3312	802-683-4243	cleveland@vermontel.net
Aiding Official - Primary	Keith Mason	802-779-5141		keith.mason14@gmail.com
Aiding Official - Alternate	Edgar Cleveland	802-325-3312	802-683-4243	cleveland@vermontel.net
PITTSFORD - 426 Plains Road, Pittsford, VT 05763				
Requesting Official - Primary	John Haverstock	802-483-6500 x20		manager@pittsfordvermont.com
Requesting Official - Alternate	Chad Eugair	802-483-6886	802-345-6130	highway@pittsfordvermont.com
Aiding Official - Primary	John Haverstock	802-483-6500 x20		manager@pittsfordvermont.com
Aiding Official - Alternate	Chad Eugair	802-483-6886	802-345-6130	highway@pittsfordvermont.com
POULTNEY - Not Participating as of 03/27/2020				
PROCTOR - 45 Main Street, Proctor, VT 05765				
Requesting Official - Primary	John Corliss	802-342-1900	802-459-2789	proctor_pwforeman@comcast.net
Requesting Official - Alternate	Stanley Wilbur	802-459-3333 x13	802-558-9995	proctor_manager@comcast.net
Aiding Official - Primary	John Corliss	802-342-1900	802-459-2789	proctor_pwforeman@comcast.net
Aiding Official - Alternate	Stanley Wilbur	802-459-3333 x13	802-558-9995	proctor_manager@comcast.net
RUTLAND CITY - Not Participating as of 03/27/2020				
RUTLAND TOWN - 181 Business Route 4, Center Rutland, VT 05736				
Requesting Official - Primary	Byron Hathaway	802-353-0540	802-773-8128	rthighway@rutlandtown.com
Requesting Official - Alternate	Bill Sweet	802-773-2508 x3203	802-683-6227	bsweet@rutlandtown.com
Aiding Official - Primary	Byron Hathaway	802-353-0540	802-773-8128	rthighway@rutlandtown.com
Aiding Official - Alternate	Bill Sweet	802-773-2508 x3203	802-683-6227	bsweet@rutlandtown.com
SHREWSBURY - Not Participating as of 03/27/2020				
SUDBURY - Not Participating as of 03/27/2020				
TINMOUTH - 9 Mountain View Road, Tinmouth, VT 05773				
Requesting Official - Primary	Eric Buffum	802-446-9163		pickupman1978@aol.com
Requesting Official - Alternate	Michael Fannin	802-235-2412		fannin@vermontel.net
Aiding Official - Primary	Eric Buffum	802-446-9163		pickupman1978@aol.com
Aiding Official - Alternate	Michael Fannin	802-235-2412		fannin@vermontel.net

DESIGNATED OFFICIALS BY TOWN FOR 2020

	Name	Phone - Primary	Phone - Alternate	Email
WALLINGFORD - 75 School Street, Wallingford, VT 05773				
Requesting Official - Primary	Phil Baker	802-770-2088	802-446-2131	murphyslaw550@aol.com
Requesting Official - Alternate	Steve Lanfear	802-345-4479	802-446-2472	-
Aiding Official - Primary	Phil Baker	802-770-2088	802-446-2131	murphyslaw550@aol.com
Aiding Official - Alternate	Steve Lanfear	802-345-4479	802-446-2472	-
WELLS - 1064 VT Route 30, Wells, VT 05774				
Requesting Official - Primary	Dave Ricard	802-645-0457	802-287-1152	dprm594@hotmail.com
Requesting Official - Alternate	Don Preuss	802-417-1058	802-417-1058	djpreuss1@gmail.com
Aiding Official - Primary	Dave Ricard	802-645-0457	802-287-1152	dprm594@hotmail.com
Aiding Official - Alternate	Don Preuss	802-417-1058	802-417-1058	djpreuss1@gmail.com
WEST HAVEN - 2919 Main Road, West Haven, VT 05743				
Requesting Official - Primary	Kyle Ellis	802-265-3850	802-342-9311	krellis1982@hotmail.com
Requesting Official - Alternate	Chris Hoyt	802-265-2333	802-341-3587	hoytchristopher@gmail.com
Aiding Official - Primary	Kyle Ellis	802-265-3850	802-342-9311	krellis1982@hotmail.com
Aiding Official - Alternate	Chris Hoyt	802-265-2333	802-341-3587	hoytchristopher@gmail.com
WEST RUTLAND - 35 Marble Street, West Rutland, VT 05777				
Requesting Official - Primary	Mary Ann Goulette	802-438-2263	802-353-0363	mgoulette@westrutlandvt.org
Requesting Official - Alternate	Frank Woolf	802-438-2854	802-558-2900	fwoolf@westrutlandvt.org
Aiding Official - Primary	Mary Ann Goulette	802-438-2263	802-353-0363	mgoulette@westrutlandvt.org
Aiding Official - Alternate	Frank Woolf	802-438-2854	802-558-2900	fwoolf@westrutlandvt.org

NIMS TYPED PUBLIC WORKS RESOURCES BY TOWN

	I	II	III	IV	Other
BENSON (2019 LEMP)					
Grader		1			
Hydraulic Excavator, Medium Mass Excavation					1
Trailer, Equipment Tag-Trailer		1			
Truck, On-Road Dump		1	2		
Truck, Plow			1		
Wheel Loader Backhoe					1
Wheel Loader, Small		1			
Wood Chipper					1
BRANDON (2019 LEMP)					
Grader	1				
Road Sweeper				1	
Snow Blower				1	
Trailer, Small Equipment		1			
Truck, On-Road Dump		1	2	1	
Truck, Plow	1	2	1	2	
Truck, Sewer Flusher				1	
Water Pumps, De-Watering			2	1	
Water Pumps, Water Distribution	1				
Water Pumps, Wastewater				1	
Wheel Loader Backhoe	1				
Wheel Loader, Large	1				
Wheel Loader, Skid Steer			1		
Wood Chipper	1				
CHITTENDEN (2019 LEMP)					
Grader			1		
Road Sweeper				1	
Truck, On-Road Dump			2	1	
Wheel Loader Backhoe				1	
Wheel Loader, Small		1			
Wood Chipper	1				
DANBY (2019 LEMP)					
Floodlights			4		
Generator				1	2
Grader		1			
Trailer, Small Equipment		1			
Truck, On-Road Dump		2	1		
Water Pumps, Wastewater					3
Wheel Loader Backhoe		1			
Wheel Loader, Medium		1			
Wood Chipper	1				
HUBBARDTON (2019 LEMP)					
Concrete Cutter/Multi-Processor for Hydraulic Excavator					1
Floodlights					1
Generator					1
Grader	1				
Hydraulic Excavator, Medium Mass Excavation					1
Track Loader		1			
Trailer, Equipment Tag-Trailer	1				
Truck, Plow	1				
Wheel Loader Backhoe		1			
Wood Chipper	1				

NIMS TYPED PUBLIC WORKS RESOURCES BY TOWN

	I	II	III	IV	Other
IRA (2019 LEMP)					
Floodlights	1				
Grader	1				
Truck, Plow	1				
Wheel Loader Backhoe	1				
MENDON (2019 LEMP)					
Mobile Communications Unit		1			
Grader		1			
Truck, On-Road Dump			1		
Truck, Plow			1		
Wheel Loader Backhoe		1			
Wood Chipper *Shared with Rutland Town	1				
MIDDLETOWN SPRINGS (2019 LEMP)					
Grader			1		
Trailer, Small Equipment		1			
Truck, On-Road Dump			1		
Truck, Plow		1	1		
Wheel Loader Backhoe	1				
Wheel Loader, Medium	1				
MOUNT HOLLY (2019 LEMP)					
Grader		1			
Truck, On-Road Dump			3		
Wheel Loader, Small	1				
Wood Chipper	1				
MOUNT TABOR (2019 LEMP)					
No Public Works Resources					
PAWLET (2019 LEMP)					
Grader	1				
Road Sweeper				1	
Truck, On-Road Dump		3			
Truck, Plow *3 Plows for 3 on-road dump trucks					3*
Wheel Loader Backhoe	1				
Wheel Loader, Small		1			
Wood Chipper	1				
PITTSFORD (2019 LEMP)					
Air Compressor					2
Grader		1			
Road Sweeper				2	
Snow Blower, Loader Mounted				1	
Track Loader					1
Trailer, Small Equipment		2			
Truck, On-Road Dump		2	1	1	
Truck, Plow	2	1	1		
Water Pumps, De-Watering					2
Wheel Loader Backhoe	1				1
Wheel Loader, Medium				1	
Wood Chipper	1				

NIMS TYPED PUBLIC WORKS RESOURCES BY TOWN

	I	II	III	IV	Other
PROCTOR (2019 LEMP)					
Generator					1
Road Sweeper				1	
Truck, On-Road Dump				2	
Wheel Loader Backhoe				1	
Wheel Loader, Medium			1		
RUTLAND TOWN (2019 LEMP)					
Trailer, Small Equipment		2			
Truck, On-Road Dump			1	1	
Truck, Plow		1	1		
Wheel Loader, Small		1			
TINMOUTH(2019 LEMP)					
Generator					3
Grader	1				
Hydraulic Excavator, Medium Mass Excavation		1			
Trailer, Equipment Tag-Trailer		1			
Truck, Plow		2	1		
Water Pumps, De-Watering Portable		1			
Water Pumps, Water Distribution		1			
Wheel Loader Backhoe	1		1		
Wheel Loader, Medium	1				
WALLINGFORD (2019 LEMP)					
Road Sweeper				1	
Truck, On-Road Dump				2	
Truck, Plow				2	
Wheel Loader, Medium			1		
WELLS (2020 LEMP)					
Grader	1				
Hydraulic Excavator, Medium Mass Excavation				1	
Trailer, Equipment Tag-Trailer		1			
Truck, On-Road Dump		2	1		
Truck, Plow	2	1	1		
Wheel Loader Backhoe		1			
Wheel Loader, Medium		1			
WEST HAVEN (2018 LEOP)					
Floodlights		1			
Generator		1			
Grader			1		
Truck, On-Road Dump			1	1	
Wheel Loader Backhoe					Out of Service
Wheel Loader, Medium				1	
WEST RUTLAND (2019 LEMP)					
Generator			1		
Grader			1		
Hydraulic Excavator, Medium Mass Excavation			1		
Truck, Plow	1		2		
Wheel Loader, Medium			1		