Pittsfield

Continuity of Operations Plan (COOP)

This template was developed by Vermont Emergency Management for use by local organizations and municipalities. Questions and comments about this Continuity of Operations Plan template can be directed to the Vermont Emergency Management Engagement Section Chief by calling 1-800-347-0488.

Once organizations/municipalities have established a Continuity of Operations Plan (COOP), it is important to ensure that officials and staff are familiar with the Continuity of Operations Plan, as well as their roles and responsibilities during Continuity of Operations Plan activation. Fora Continuity of Operations Plan to remain useful, it is important to update and exercise this plan regularly.

# Record of Changes

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| **Date of**  **change** | **Individual making change** | **Description of change** |
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# Mission Essential Functions

{Please identify which functions must continue to be performed, regardless of the circumstances. Please note there are 3 classifications of disruption; one day, one day to one week, and one week to one month.}

|  |  |  |
| --- | --- | --- |
| **Functions that must be performed given a one day disruption**  (please rank highest priority to lowest priority) | **Responsible Organization**  (and number of individuals needed for essential function to continue) | **Support Organizations**  (and number of individuals needed for essential function to continue) |
| Check and respond to Town emails | Town Clerk/Treasurer 1 |  |
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| **Functions that must be performed given a one day to one week disruption**  (please rank highest priority to lowest priority) | **Responsible Organization**  (and number of individuals needed for essential function to continue) | **Support Organizations**  (and number of individuals needed for essential function to continue) |
| Orders reviewed and signed Checks written for bills and Payroll Checks signed and mailed | Designated Select Board Member 1  Assistant Town Treasurer 1  Town Treasurer 1 |  |
| Town funds checked and monies transferred as needed (done online) | Town Treasurer 1 |  |
| Recording of received documents | Assistant Town Clerk 1 |  |
| Weekly Vital Records Report | Assistant Town Clerk 1 |  |
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| **Functions that must be performed given a one week to one month disruption**  (please rank highest priority to lowest priority) | **Responsible Organization**  (and number of individuals needed for essential function to continue) | **Support Organizations**  (and number of individuals needed for essential function to continue) |
| Deposits; Cash and Check | Town Treasurer 1 |  |
| Monthly; Federal and State Tax Deposits | Assistant Treasurer 1  Treasurer 1 |  |
| Monthly; C101 Form | Assistant Treasurer 1 |  |
| Monthly; WHT 436 Form | Assistant Treasurer 1 |  |
| Monthly; 941 Form | Treasurer 1 |  |
| Monthly; VMERS Report | Treasurer 1 |  |
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# Risk Assessment

{Identify hazards in your city/town and assess their impacts to your town operations. A list of known hazards in your city/town are available in your Local Hazard Mitigation Plan. For additional Hazards that may impact your town, please review the State Hazard Mitigation Plan}

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Hazard** |  | | **Risk Score** *(Probability x Average Impact)* | **Hazard-Specific Mitigation Actions** |
| **Probability** | **Potential Impact** *(consider impacts to Infrastructure, Life, Economy, & the Environment)* |
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# Continuity of Operations Teams

## Planning Team

{List those individuals who will be on the Continuity of Operations Planning Team. These individuals will be responsible for ensuring that this plan remains current, and that individuals receive training and exercise on this plan. Each agency should have at least 1 representative on the Planning Team.}

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME** | **AGENCY** | **CONTACT #** | **EMAIL** |
| Ryan Thompson | Town of Pittsfield  Emergency Management Director | 646-725-9060 | [ryanpthompson@hotmail.com](mailto:ryanpthompson@hotmail.com) |
| Robert Giolito | Town of Pittsfield  Emergency Management  Director | 802-585-9010  802-746-8044 | [killingtonmountainguides@gmail.com](mailto:killingtonmountainguides@gmail.com) |
| Tricia Fryer | Town of Pittsfield Town Clerk/Treasurer | 802-774-8170  203-228-9938 | [townclerk@pittsfieldvt.com](mailto:townclerk@pittsfieldvt.com)  [tfryer71@gmail.com](mailto:tfryer71@gmail.com) |
| Ann Kuendig | Select Board, Chair | 781-545-9999 | [Ann.kuendig@icloud.com](mailto:Ann.kuendig@icloud.com) |
| Dave Colton | Town of Pittsfield Fire Chief | 802-342-1289 | [dmjcolton@hotmail.com](mailto:dmjcolton@hotmail.com) |
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## Relocation Team

{List those individuals who will be responsible for the relocation of facilities. In the “facility team(s)” column, identify which facilities that individual is responsible for relocating (town office, fire department, police department, etc.). Please ensure that all facilities listed in the “facilities” section of this plan have been accounted for.}

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NAME** | **AGENCY** | **CONTACT #** | **FACILITY TEAM(S)** | **RESPONSIBILITY** |
| Tricia Fryer | Town of Pittsfield Town Clerk/Treasurer | 802-746-8170  203-228-9938 | Town Office |  |
| Dave Colton | Pittsfield Volunteer Fire & Rescue | 802-342-1289 | Fire Dept |  |
| N/A | N/A | N/A | Police Department |  |
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## Essential Personnel

{Identify the personnel that are essential to performing your mission essential functions. In the “role” column, identify which mission essential functions that individual will perform.}

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| --- | --- | --- | --- | --- |
| **NAME** | **AGENCY** | **CONTACT #** | **ALTERNATE CONTACT #** | **ROLE** |
| Tricia Fryer | Town of Pittsfield Town Clerk/Treasurer | 802-746-8170 | 203-228-9938 | Town Clerk/Treasurer |
| Robert Giolito | Town of Pittsfield  Emergency Mgt  Director | 802-585-9010 | 802-746-8044 | Emergency Management Co-Director |
| Ryan Thompson | Town of Pittsfield  Emergency Management Director | 646-725-9060 | N/A | Emergency Management  Co-Director |
|  |  |  |  |  |
| Dave Colton | Pittsfield Volunteer Fire and Rescue | 802-342-1289 | N/A | Fire Chief |
| Ann Kuendig | Pittsfield Select Board, Chair | 781-545-9999 | 781-545-4322 | Select Board |
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# Facilities

{List the primary facilities for each agency, as well as where those agencies would move to if their primary facility was unavailable.}

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| --- | --- | --- |
| **Agency**  (include contact name and  24/7 phone number) | **Primary Facility**  (include physical address, # of staff that  location can fit, and resources at that location) | **Alternate Facility**  (include physical address, # of staff that  location can fit, and resources at that location) |
| Town of Pittsfield Office | 40 Village Green, Pittsfield, VT 05762 | Pittsfield Town Hall  56 village Green, Pittsfield VT, 05762 OR  Pittsfield Volunteer Fire and Rescue, 3956 Rte. 100, Pittsfield, VT 05762 |
| Pittsfield Volunteer Fire and Rescue | 3956 VT Rte. 100, Pittsfield, VT 05762 |  |
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# Alternative Workplan Strategies

{Document which town/city functions can be conducted remotely and what resources would be needed in order to perform those functions.}

EOC can be run remotely in the Pittsfield Fire Station or Pittsfield Town Hall using radios and laptop

**Vital Records, Equipment, Systems, and Databases**

{Identify the records, equipment, systems, and databases that are necessary to perform your mission essential functions.}

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Record, Equipment, System or Database** | **Description** | **Associated Mission Essential Function(s)** | **Where is it located? Who can access it?** | **Can it be accessed off site?** |
| Laptop | Dell Vostro 15 3000 | Access to all  QuickBooks town accounts | Town Office  Town Clerk/Treasurer | no |
| NEMRC Tax  Software | Tax records for Town of Pittsfield | Access to all Town tax records | On Laptop in Town Office Town Clerk/Treasurer |  |
| Bank Accounts | Town Bank Accounts | Access to all Town Bank Accounts | Online through Mascoma Bank | Yes but currently the only access is from the secure laptop in  the Clerk’s office |
| Permanent Records | Land Records, Birth, marriage and death  certificates |  | Vault within Town office | No |
| Laptop | Lenovo | Access to webmail/meeting Calendar/committee meeting recordings/town Website | Vault within Town Office | no |
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# Plan Activation

## Activation Triggers

{Use this space to describe some triggers that would cause the Continuity of Operations Plan to be activated. Triggers may include when a facility loses power, when the river reaches a certain level, or when there is a certain percentage of absenteeism due to pandemic}

Loss of Power Flooding

Clerk/Treasurer unscheduled or emergency absenteeism

## Activation During Office Hours

{Use this space to describe who will activate the Continuity of Operations Plan during office hours, and how they will notify individuals (staff, political leaders, the public, etc) of the Continuity of Operations Plan activation}

Ryan Thompson-Emergency Management Director and Robert Giolito-Emergency Management Director

And/Or

Tricia Fryer-Town Clerk/Treasurer

Notification through email and website

## Activation After Office Hours

{Use this space to describe who will activate the Continuity of Operations Plan after office hours, and how they will notify individuals (staff, political leaders, the public, etc) of the Continuity of Operations Plan activation}

Ryan Thompson-Emergency Management Director and Robert Giolito-Emergency Management Director

And/or

Ann Kuendig-Chair Pittsfield Select Board

Notification through Email and website

# Orders of Succession

{Use this space to develop Orders of Succession for all key positions within your City or Town. Please provide the title and name of each primary person currently holding each key position, followed by a list of successors (name and title) listed in order of succession.}

Ryan Thompson-EMD/ Robert Giolito-EMD

Ann Kuendig - Select Board Chair

Tricia Fryer – Town Clerk/Treasurer

# Delegations of Authority

{Use this space to note delegations of specific authorities. Note individuals that have authority to sign checks and legal documents, who can authorize workplace closure, who can make purchases, who can hire personnel, and if there are any limitations on those authorities. Please also note the circumstances of when certain authorities are authorized and when those authorities are rescinded.}

Tricia Fryer –Treasurer; Authorized check signer; authorized to sign notes/leans on behalf of the Town

Ann Kuendig –Select Board Chair; Authorized to sign legal documents on behalf of the Town

# Reconstitution

{Use this space to identify how and when personnel will return to their primary facilities and responsibilities