

LEPC #5 Meeting Minutes

March 2, 2020

(Washington County towns of Barre City, Barre Town, Berlin, Cabot, Calais, Duxbury, East Montpelier, Fayston, Marshfield, Middlesex, Montpelier, Moretown, Northfield, Plainfield, Roxbury, Waitsfield, Warren, Waterbury, Woodbury, Worcester and the three Orange County towns of Orange, Williamstown, and Washington)

Present

Katina Johnson, Chair
Grace Vinson*
Beth Burgess
Stephen Bailey
Bruce Richardson
Jonathan Scott
Emily Harris*
Sarah Nolin
Katina Johnson
Lisa Hulberg

Organization

Berlin Emergency Management Team
Central Vermont Regional Planning Commission
Vermont 211
NGL Energy Partners
Berlin Emergency Management
CVMC
VEM
VDH, Barre District Office
Berlin Emergency Management
Vermont Creamery

* Non-voting Representative

1. CALL TO ORDER

Chair Katina Johnson called the meeting to order at 6:37 PM.

2. WELCOME AND INTRODUCTIONS

Introductions were made around the table.

3. ADJUSTMENTS TO THE AGENDA

Remove line 8- "presentation of plan".

4. SERC LEPC CONSOLIDATION PLAN

Grace Vinson of CVRPC provided information on SERC LEPC consolidation. At February 19 meeting, SERC voted to recommend one state wide LEPC. Vinson provided information and a flyer on the 3/31 meeting in Pittsford hosted by SERC to provide information on consolidation to LEPCs. Lisa Hulberg noted she was concerned about how the consolidation would affect LEPCs ability to connect with local emergency management directors (EMDs) to approve emergency action plans (EAPs).

5. ANNUAL RESPONSE PLAN

Vinson provided information on the consultant SERC is hiring to assist LEPCs in FY21 with updating their annual response plan. Consultant work will include: conducting a gap analysis and needs assessment re:

statewide LEPC planning (which involves meeting in person with all LEPCs); creating and revising LEPC Annual Response Plans in a format approved by SERC; meeting to solicit feedback and approval of each draft plan; and soliciting feedback and approval from LEPC5 to update Hazardous Materials Response Plan Annex

6. TRANSFER OF LEPC FUNDS HELD BY BARRE CITY

Vinson noted that there is \$1,791.04 held by Barre City. City has requested funds be moved out of City. CVRPC is willing to hold these funds for LEPC.

Stephen Bailey made a motion to move funds to CVRPC. Bruce Richardson seconded. Motion carried.

7. VEM UPDATE REPORT AND TRAINING OPPORTUNITIES

Emily Harris provided information on upcoming trainings. Register for trainings via the Learning Management System: <https://vem.vermont.gov/training/trainingprogram/lms>

- ICS402 (ICS Summary for Executives): March 9, 1:00pm to 5:00pm, Barre Municipal Building.
- EMD Director course: March 12, 8:00am to 4:00pm, Northeast VT Development Association, St. Johnsbury
- MGT-323: Instructor Development Workshop: March 31 to April 2, 8:00am to 4:30pm each day, VTrans Training Center in Berlin
- Active Shooter Preparedness Workshop: April 2, 8:00am to 4:30pm, Armed Forces Reserve Center, White River Junction
- ICS402: April 4, 8:00am to 12:00pm, Lamoille County RPC, Morrisville
- L0146 Homeland Security Exercise and Evaluation Course: April 4 & 5, 8:00am to 4:30pm, St Michaels College, Colchester
- ICS 300- Intermediate ICS for Expanding Incidents: April 14 to April 16, 8:00am to 4:30pm, Chittenden County RCP, Winooski
- AWR-136: Essentials of Community Cybersecurity: May 6, 12:00pm to 4:00pm, DPS Headquarters, Waterbury
- ICS 402: May 19, 8:00am to 4:30pm, St Michaels College, Colchester
- IS520 Continuity of Operations Planning for Pandemic Influenzas: online course available via FEMA Emergency Management Institute: <https://training.fema.gov/is/courseoverview.aspx?code=IS-520>. You can download a COOP plan template here: https://vem.vermont.gov/sites/demhs/files/pdfs/plans/Local/LEOP/Appendix/B8_COOP%20Plan.dOCX

8. VTEMA UPDATE

Katina Johnson provided information on VTEMA: going online (<https://vtema.org/>) and joining Listserv is best way to stay in touch with VTEMA.

9. LEPC5 AND CVRPC AGREEMENT FOR SERVICES

Vinson explained the contract has been amended to add additional funds, and additional tasks like Tier II reporting and April Job Fair.

Lisa Hulberg made motion to approve contract amendment. Stephen Bailey seconded. Motion carried

10. CONSENT AGENDA ITEMS

- a) APPROVE MEETING MINUTES**
- b) BARRE CITY TREASURERS REPORT**
- c) CVRPC TREASURERS REPORT** – Vinson explained that this is the final Treasurers Report for FY19 contract.
- d) APPROVE AND AUTHORIZE PAYMENTS**- Vinson explained CVRPC is asking for authorization to invoice SERC for final FY19 invoice (December 2019), and two invoices for FY20: December 2019 and January 2020. Beth Burgess asked why there are advertising costs in January 2020. Vinson explained these were advertisements for the January Tier II Training in Barre.

Beth Burgess made motion to approve all consent agenda items. Stephen Bailey seconded. Motion carried.

11. ORGANIZATIONAL COMMITTEES AND REPORTS

12. PROGRESS REPORTS

- a) HAZCHEM FY 19 GRANT- PROJECT CLOSE OUT 12/31/19**- Vinson provided information on the progress report table. The “Impact Evaluation” column provides information on whether contract goals were met or not met. This is the final progress report for FY19. Johnson asked Vinson to check with Bonnie Waninger on whether Facility Plan Presentations count as Table Top Exercise.
- b) HAZCHEM FY 20 GRANT**- Vinson provided information on the progress report tables.

13. HAZCHEM FY21 APPLICATIONS AND FUNDING

- a) HazChem Base Application**- Vinson provided information on the administrative tasks (coordinate and organize meetings, prepare agenda and meeting packets) under the base, \$4,000 application.
- b) Hazchem Additional Application**- This is additional funding to support LEPC5. Tasks listed in the table is basically the same as last year, Tier 2 workshop and April Job Fair have been removed (since they are under FY20 contract).

Vinson asked the group if LEPC wants to hold a table top exercise (TTX) in 2021. Johnson said if Facility Response Plan Presentations can be classified as a TTX, then no. If not, we will proceed to ask for TTX. Harris said it’s important to think about what coordination would be needed between LEPC/CVRPC and VEM to plan a TTX, her schedule is already booked through fall 2020.

Vinson asked the group if LEPC wants to commit to the Facility Review Subcommittee. Johnson said it can be removed from the application.

- c) Barre City Funds- Vinson provided information on the three options for using remaining Barre City Funds. Option 1 is to use funds for CVRPC to provide additional meeting support. Option 2 is to use funds for CVRPC to attend and participate in SEC/LEPC liaison meetings and other meetings hosted for LEPCs, and bring the LEPC ongoing information about how the consolidation discussion involves. Option 3 is to use funds for CVRPC to organize up to 2 meetings with the Annual Response Plan consultant.

Johnson asked the group for their preferences on how to use Barre City funds. She noted that maybe some tasks from each option could be combined.

- Beth Burgess: I prefer Option 1 or Option 2. Katina made point that we could combine.
- Lisa Hulberg: I prefer Option 1 or Option 3, because the LEPC Annual Response Plan is part of LEPC federal requirements.
- Stephen Bailey: I prefer Option 1 or Option 3.
- Bruce Richardson: I prefer Option 1 or Option 2, depending on whether the Annual Response Plan format has been approved by SERC yet. Vinson will ask SERC is this plan format has been approved.
- Jonathan Scott: I prefer Option 1 or Option 2, also depends on whether the Annual Response Plan format has been approved by the SERC.
- Sarah Nolin: I think whatever option we pick should be where we need help the most. Any option should include helping Katina with LEPC meetings (Option 1).
- Beth Burgess: We should also think about work needed to do TTX.
- Katina Johnson: We should put hours in the Additional Application for CVRPC to attend two informational meetings for the LEPC transition. We should use Barre City funds for additional meeting support (Option 1) and Annual Response Plan (Option 3).

Bruce Richardson made motion to approve scope of work for FY21 HazChem Base Application, Additional Application (removing Facility Review subcommittee task and removing TTX contingent on whether it Facility Response Plan presentations can be classified as TTX, adding additional hours for CVRPC to attend 2 informational meetings on the LEPC transition), and Barre City Funds (using funds for additional meeting support and Annual Response Plan). Lisa Hulberg seconded. Motion carried.

14. PUBLIC COMMENTS AND RECEIVE GUESTS

15. NEXT MEETING

The next LEPC 5 meeting will be held on May 4.

16. ADJOURN

Respectively submitted by Grace Vinson, Central Vermont Regional Planning Commission

Approved on: _____