

LEPC 5 Bi-Monthly MEETING

Monday, January 6, 2020

6:30 pm to 8:00 pm

Conference Room 2 on the basement level;
UVM Health Network a/k/a Central Vermont Medical Center
130 Fisher Rd, Berlin, VT
(802) 371-4100

Refreshments and beverages provided

1. Call to Order (Katina Johnson)
2. Welcome and Introductions (Katina Johnson)
3. Adjustments to the Agenda (Katina Johnson)
4. Plan Presentation – Stephen Bailey, Energy Partners, LLC, Berlin, VT
5. VEM Update Report and Training Opportunities (VEM representative)
6. VTEMA (Vermont Emergency Preparedness Association) Update (VTEMA representative)
7. LEPC 5 and CVRPC Agreement for Services (Grace Vinson)
8. Consent Agenda items (Katina Johnson)
 - a. Approve Meeting Minutes of September 2019
 - b. Barre City Treasurers Report
 - c. CVRPC Treasurer Report--fy 19
 - d. Approve and Authorize Payments
9. Organizational Committees and reports (Katina Johnson)
 - a. Report of the Annual Response Plan (Emergency Management Plan)
 - b. Webpage development – Link on RPC has been created:
<http://centralvtplanning.org/about/lepc5/> or use tinyURL:
<https://tinyurl.com/cvrpclepc5>
10. Progress Reports
 - a. HazChem FY 19 Grant – project closeout 12/31/19
 - b. HazChem FY 20 Grant
11. Update on SERC Discussion Regarding Potential Consolidation of LEPCs (Katina Johnson or Grace Vinson)
12. Public Comments and Receive guests (for non-agenda items) (Katina Johnson) – A period for general public comment on items not on the agenda
13. Next meeting March 2, 2020 (Katina Johnson)
14. Adjourn

VEM Update for 1/6/2020 LEPC#5 Meeting

Emily Harris is unable to attend the 1/6/20 meeting as she will be teaching an EMD Seminar. Following are her updates to the Committee:

- Governor has requested a Public Assistance disaster declaration for Washington County from the October 31 - November 1 storm. FEMA will review this request and make a recommendation to the president, who will ultimately approve or deny the request. It can take several weeks for this decision to be made.
- G191 ICS/EOC interface will be held in Waterbury on Saturday, February 22, 8:30am-4pm. Details are in the LMS.
- Homeland Security Exercise and Evaluation Program Course will be held in Colchester on April 4-5, 8am-4:30pm each day. Details are in the LMS.
- AWR-136 Essentials of Community Cyber Security will be held in Waterbury on May 6, 12-4pm. Details are in the LMS.
- ICS 402 training will be coming to Chittenden County in April. Date TBD
- Please complete the partner engagement survey (below) that closes the following day, January 7th at noon. Visit <https://www.surveymonkey.com/r/2019VEMEngagement>

LEPC #5 Meeting Minutes

September 9, 2019

(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
Beth Burgess
Lisa Hulberg
Sarah Nolin
Barbara Farr
Stephen Bailey
Bruce Richardson
Jonathan Scott
Bonnie Waninger*

Organization

Berlin Emergency Management Team
VT 211
Vermont Creamery
VT Dept. of Health Barre Office
Town of Waterbury
NGL Energy
Berlin Emergency Management Team
Central Vermont Medical Center
Central Vermont Regional Planning Commission

* Non-voting Representative

1. CALL TO ORDER

Chair Katina Johnson called the meeting to order at 6:33 PM.

2. WELCOME AND INTRODUCTIONS

Introductions were made around the table.

3. ADJUSTMENTS TO THE AGENDA

None.

4. VEM UPDATE REPORT AND TRAINING OPPORTUNITIES

Johnson noted that Emily Harris was not available to attend the meeting. VEM is hosting the following trainings:

- Homeland Security Exercise and Evaluation Program will be held on 9/18 & 9/19, 8am-4:30pm each day in Williston.
- Advanced Evaluator will be held on 9/20, 8am-4:30pm in Williston and 10/2, 8am-4:30pm in Waterbury. Participants must have completed HSEEP training and have experience as an evaluator.
- ICS 300 will be held on 9/24-9/26, 8am-4:30pm each day in Waterbury.
- AWR 213 Critical Infrastructure Security and Resilience Awareness will be held on 10/29, 8am-4:30pm in Waterbury.

5. CONSENT AGENDA ITEMS

- a) **APPROVE MEETING MINUTES** – Bruce Richardson said his organization should be changed to Berlin Emergency Management Team. *Bruce moved to approve the May minutes with changes; Beth Burgess seconded. Motion carried.*
- b) **BARRE CITY TREASURERS REPORT** – Bonnie Waninger reminded the LEPC that it set these funds aside to develop its Annual Response Plan. *Barbara Farr moved to approve the Barre City Treasurers Report; Lisa Hulberg seconded. Motion carried.*
- c) **CVRPC TREASURERS REPORT** – Waninger explained that the LEPC had expended a little more than half its funds and the grant ends 12/31/19. *Bruce Richardson moved to approve the CVRPC Treasurers Report; Beth Burgess seconded. Motion carried.*
- d) **APPROVE AND AUTHORIZE PAYMENTS** – Waninger gave a progress report. The LEPC has one meeting left prior to the grant end. The laptop has been purchased, support provided to the Chair, Jonathan DeLaBruere participated in Green Mountain Power's Berlin #5 annual tabletop and boom deployment exercise on the LEPC's behalf, and Tier II mapping has been completed. *Beth Burgess moved to approve the payments as presented; Bruce Richardson seconded. Motion carried.*

6. INCREASING ATTENDANCE

Johnson noted she will send emails to EMDs and Extremely Hazardous Substance industries by 10/1/19 to introduce herself and to encourage their participation in the LEPC. She discussed feedback she received from the State when she discussed industry participation at the Emergency Preparedness Conference. She was told the LEPC could provide industry names to the State and the State would fine the industries for not participating. Johnson said she did not think was the best approach for building relationships. She asked for other ideas to encourage participation. Members suggested:

- Sending the LEPC list an email or calling EHS industries with meeting reminders.
- Using any Tier II reporting trainings to reach out to the industries and inform them of the statutory requirement to participate.
- Inviting industry representatives to present their response plans to the LEPC via an executive summary or brief overview, similar to what the Creamery did.

Bonnie Waninger will contact VEM to ask whether the EPA is still offering Tier II training.

7. ORGANIZATIONAL COMMITTEES AND REPORTS

- a) **REPORT OF THE ANNUAL RESPONSE PLAN** (Emergency Management Plan) – Johnson noted this activity was on hold until the SERC completed its Annual Response Plan template. Waninger noted a draft template had been released for comment.
- b) **WEBPAGE DEVELOPMENT** – Johnson said she had met with CVRPC staff. A page will be created on CVRPC webpage this month to host the agenda, meeting minutes, and notices.

8. HAZCHEM GRANT APPLICATIONS

- c) **FY19 STANDARD \$4,000 APPLICATION** – Waninger provided an update on this administrative grant to support LEPC meetings. The grant covered an 18-month period from July 1, 2018 – December 31, 2019. The LEPC has one meeting left. Expenses are on track.
- d) **FY19 ADDITIONAL APPLICATION for \$13,069**; Waninger noted this grant also had an 18-month performance period from July 1, 2018 – December 31, 2019. More than half the activities have been completed. The LEPC did not participate in the April 2019 job fair. This was discussed with VEM and included in the FY20 additional application.
- e) **FY20 STANDARD \$4,000 APPLICATION** – Waninger reported this was a new application developed with the Chair for LEPC meeting support services the 12-month period from July 1, 2019 – June 30, 2020. The application showed activities that would be completed with FY19 monies and FY20 monies. The agreement recently arrived. She requested the LEPC authorize the Chair's signature on the grant. *Lisa Hulberg moved to authorize the Chair to sign the SERC LEPC5 FY20 agreement with VEM; Beth Burgess seconded. Motion carried.* Waninger will include copies of the base and additional application scopes of work in the November meeting packet.

6. POTENTIAL LEPC CONSOLIDATIONS

Johnson informed LEPC members that there has been discussions of consolidating LEPCs. Some LEPC's are severely challenged by lack of membership and have stopped meeting. Johnson said she is concerned that even fewer people will participate if they have to travel further for meetings. She thought LEPCs might evolve to having only paid staff participating. Members expressed support for that position.

Lisa Hulberg noted that in other states, LEPCs were the haz mat response team using the people in the private industries in an area who had knowledge of the hazardous materials. LEPC members noted that Vermont may not be large enough to mirror having local haz mat teams.

7. OTHER BUSINESS TO BE BROUGHT BEFORE THE COMMITTEE

Beth Burgess asked whether the LEPC should switch to quarterly meetings. Johnson said she is not supportive of reducing the number of meetings because having longer meetings may lower attendance.

8. PUBLIC COMMENTS AND RECEIVE GUESTS

- a) **EMERGENCY PREPAREDNESS CONFERENCE** – Johnson discussed several sessions she attended at the conference. She noted that therapy dogs can be brought to locations experiencing emergencies. Responders interact with the dogs to “mellow down” before returning to work. The Vermont Emergency Management Association had its first meeting at the conference. The Citizens Assistance Registry for Emergencies (CARE) held a session on how it works. CARE is a data-based tool used by emergency responders to locate vulnerable citizens in the event of a wide-scale emergency. The idea was to have information available to emergency responders. The information is delivered via an encrypted email. Because the responders may not have email access, they cannot obtain the information. Also, medical centers would like access to the information. The E-99 Board is working on these issues.

- b) **LEPC MEETING PRESENTATIONS** - Bruce Richardson said it would be useful to have Don Anderson at the CARE office give a regional presentation to emergency responders. It was mentioned that providing hazardous materials response awareness may be a useful training for fire departments.

9. NEXT MEETING

The next LEPC 5 meeting will be held on November 4, 2019.

10. ADJOURN

Stephen Bailey moved to adjourn; Lisa Hulberg seconded. Motion carried.

Respectively submitted by Bonnie Waninger, Central Vermont Regional Planning Commission

Approved on: _____

No change per Barre City Clerk Carol Dawes; who has requested that this account be closed out with Barre City.

| | |
|---|---------------------|
| LEPC#5 | as of 12/31/2018 |
| Financial Statement and Balance Sheet | |
| | |
| | |
| | |
| Balance from previous years | \$ 1,791.04 |
| | |
| FY 19 | FY19 |
| | FINAL |
| Revenue | |
| Grants | |
| no additional revenues will be received by Barre City | |
| | |
| | |
| TOTAL revenue FY19 | \$ - |
| | |
| | |
| Expenses | |
| Personnel | |
| Salaries & Benefits | \$ - |
| Other Personnel Services | \$ - |
| Contractual | \$ - |
| Supplies – Expendable | \$ - |
| Supplies – Non-expendable | \$ - |
| Travel | \$ - |
| Equipment | \$ - |
| Indirect costs | \$ - |
| Training Conference | \$ - |
| Public Information | \$ - |
| Education | \$ - |
| Other | \$ - |
| Total Expenses FY 19 | \$ - |
| | |
| | |
| NET FY 19 | \$ - |
| | |
| FUND BALANCE | \$ 1,791.04 |

Treasurer's Report
for funds held by
Barre City

agrees with GL

agrees with GL 6/30/18

As per July 2017 MOU, Barre City transferred fiscal agent responsibilities for MRC funding to Capstone Community Action, along with all MRC grant funds. Central Vermont Regional Planning Commission has taken over as fiscal agent for LEPC #5 for any funds going forward. City will continue to hold and manage current balance of funds until they are full disbursed.



REQUEST FOR PAYMENT

Date: December 20, 2019
To: LEPC 5
From: Grace Vinson, CVRPC
RE: SERC FY19 & FY20

Enclosed is CVRP's request for payment for services rendered August through November 2019 under CVRPC's administrative services agreement(s) with the LEPC5. Payment requests include:

| <u>Agreement</u> | <u>Invoice Date</u> | <u>Invoice No.</u> | <u>Amount Requested</u> |
|--------------------------------|---------------------|--------------------|-------------------------|
| FY19 | 08/31/19 | 2142 | \$141.58 |
| FY19 | 09/30/19 | 2144 | \$1445.40 |
| FY19 | 10/31/19 | 2211 | \$378.32 |
| <i>FY19 Subtotal</i> | | | <i>\$1965.30</i> |
| FY20 | 08/31/19 | 2143 | \$121.37 |
| FY20 | 09/30/19 | 2141 | \$20.23 |
| FY20 | 10/31/19 | 2212 | \$31.07 |
| <i>FY20 Subtotal</i> | | | <i>\$172.66</i> |
| Total Payment Requested | | | \$2,137.96 |

Activities completed to date and during the performance period are enclosed.

Thank you for allowing us to serve the LEPC this year.

If you have any questions, please contact me at vinson@cvregion.com or 802-229-0389.

Sincerely,

Grace Vinson
Planner

Central Vermont Regional Planning Commission

Montpelier, VT 05602
29 Main Street,

Invoice

Bill To:
LEPC #5

Invoice #: 2142
Invoice Date: 8/31/2019
Due Date: 10/31/2019
Project: LEPC 19
P.O. Number:

| Description | Hours/Qty | Rate | Amount |
|---|-----------|---------|-----------------|
| Chartrand, Nancy | 1.75 | 37.63 | 65.85 |
| Indirect LEPC | | 115.00% | 65.85 75.73 |
| Grant 02140-211225-005-SERC19 August | | | |
| Total | | | \$141.58 |
| Payments/Credits | | | \$0.00 |
| Balance Due | | | \$141.58 |

Central Vermont Regional Planning Commission

Montpelier, VT 05602
29 Main Street,

Invoice**Bill To:**

LEPC #5

Invoice #: 2144

Invoice Date: 9/30/2019

Due Date: 10/31/2019

Project: LEPC 19

P.O. Number:

| Description | Hours/Qty | Rate | Amount |
|------------------------------|-----------|---------|-------------------|
| Chartrand, Nancy | 3.75 | 37.63 | 141.11 |
| Bonnie Waninger | 5.75 | 57.80 | 332.35 |
| DeAndrea, Pamela | 4.25 | 41.08 | 174.59 |
| Maia, Zachary | 0.25 | 22.52 | 5.63 |
| Andrews, Ashley | 0.5 | 33.96 | 16.98 |
| | | | 670.66 |
| Indirect LEPC | | 115.00% | 771.26 |
| LEPC SERC Travel | 1 | 3.48 | 3.48 |
| Grant 02140-21125-005-SERC19 | | | |
| Total | | | \$1,445.40 |
| Payments/Credits | | | \$0.00 |
| Balance Due | | | \$1,445.40 |

Central Vermont Regional Planning Commission

Montpelier, VT 05602
29 Main Street,

Invoice

Bill To:
LEPC #5

Invoice #: 2211
Invoice Date: 10/31/2019
Due Date: 2/29/2020
Project: LEPC 19
P.O. Number:

| Description | Hours/Qty | Rate | Amount |
|-------------------------|-----------|---------|-----------------|
| Bonnie Waninger | 2.25 | 57.80 | 130.05 |
| Andrews, Ashley | 0.75 | 33.96 | 25.47 |
| Chartrand, Nancy | 0.5 | 37.63 | 18.82 |
| | | | 174.34 |
| Indirect LEPC | | 117.00% | 203.98 |
| Total | | | \$378.32 |
| Payments/Credits | | | \$0.00 |
| Balance Due | | | \$378.32 |

Montpelier, VT 05602
29 Main Street,

Invoice

Invoice #: 2143

Invoice Date: 8/31/2019

Due Date: 8/31/2019

Project: LEPC 20

P.O. Number:

Bill To:

LEPC #5

[illegible]

Central Vermont Regional Planning Commission

Montpelier, VT 05602
29 Main Street,

Invoice

Bill To:
LEPC #5

Invoice #: 2141
Invoice Date: 9/30/2019
Due Date: 10/31/2019
Project: LEPC 20
P.O. Number:

| Description | Hours/Qty | Rate | Amount |
|--|-----------|---------|----------------|
| Chartrand, Nancy | 0.25 | 37.63 | 9.41 |
| Indirect LEPC | | 115.00% | 9.41 |
| LEPC #5 - Grant # 02140-21125-005-SERC20 | | | 10.82 |
| Total | | | \$20.23 |
| Payments/Credits | | | \$0.00 |
| Balance Due | | | \$20.23 |

Central Vermont Regional Planning Commission

Montpelier, VT 05602
29 Main Street,

Invoice**Bill To:**

LEPC #5

Invoice #: 2212

Invoice Date: 10/31/2019

Due Date: 2/29/2020

Project: LEPC 20

P.O. Number:

| Description | Hours/Qty | Rate | Amount |
|----------------------------|-----------|---------|----------------|
| Bonnie Waninger | 0.25 | 57.80 | 14.45 |
| Indirect Better Back Roads | | 115.00% | 16.62 |
| Total | | | \$31.07 |
| Payments/Credits | | | \$0.00 |
| Balance Due | | | \$31.07 |