

LEPC 5 Bi-Monthly MEETING

Tuesday September 15, 2020

6:30 pm to 8:00 pm

Join via computer, tablet or smart phone: <https://global.gotomeeting.com/join/465795453>.

Dial in via phone: +1 (646) 749-3122; Access Code: 465-795-453

Download the app at least 5 minutes prior to the meeting:

<https://global.gotomeeting.com/install/700160221>

1. Call to Order (Katina Johnson)
2. Welcome and Introductions (Katina Johnson)
3. Adjustments to the Agenda (Katina Johnson)
4. SERC LEPC Consolidation Plan (Grace Vinson)
5. VEM Update Report and Training Opportunities (Grace Vinson/VEM representative)
6. VTEMA (Vermont Emergency Preparedness Association) Update (VTEMA representative)
7. Consent Agenda items¹ (Katina Johnson)
 - a. Approve Meeting Minutes of March 2020
 - b. CVRPC Treasurer Report
 - c. Approve and Authorize Payments
8. Organizational Committees and Reports (Katina Johnson)
9. Progress Reports
 - a. Hazchem FY 20 Grant
10. Hazchem FY21 (Grace Vinson)
 - a. Hazchem Base Application
 - b. Hazchem Additional Application
11. Public Comments and Receive Guests (for non-agenda items) (Katina Johnson) – A period for general public comment on items not on the agenda
12. Next meeting (Katina Johnson)
13. Adjourn

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: _____

BARRE CITY LEPC5 REPORT

LEPC #5

Financial Statement & Balance Sheet

Balance forward as of 3/2/2020	\$1,791.04
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FY 20

Revenue	\$0.00
Grants	\$0.00

TOTAL Revenue FY20	\$0.00
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Expenses:

Personnel

Salaries & Benefits	\$0.00
Other Personnel Services	\$0.00
Contractual	\$0.00
Supplies - Expendable	\$0.00
Supplies - Non-Expendable	\$0.00
Travel	\$0.00
Equipment	\$0.00
Indirect Costs	\$0.00
Training - Conference	\$0.00
Public Information	\$0.00
Education	\$0.00
Other	\$0.00

TOTAL Expenses FY20	\$0.00
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Net FY20	\$0.00
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Fund Balance as of 8/31/2020	\$1,791.04
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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. The transfer of funds from Barre City to CVRPC was approved 3/2/20 by the LEPC5, and upon receipt CVRPC will manage the current balance of funds until they are full disbursed.

Treasurer's Report

Grantee: LEPC #5
Fiscal Agent: Central Vermont Regional Planning Commission
Agreement #: 02140-21125-005-SERC20
Reporting Period Dates: July 1, 2019 - August 31, 2020

BEGINNING ACCOUNT BALANCE																	\$ -
INCOME		MONTHLY INCOME															
AWARD/REIMBURSEMENT DESCRIPTION	Date of Deposit	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	YTD Deposited	
Award Deposit	11/26/19					\$ 1,573.68										\$ 1,573.68	
Award Deposit	03/02/20									\$ 172.67						\$ 172.67	
Award Deposit																\$ -	
Award Deposit																\$ -	
TOTAL INCOME:		\$ -	\$ -	\$ -	\$ -	\$ 1,573.68	\$ -	\$ -	\$ -	\$ 172.67	\$ -	\$ -	\$ -			\$ 1,746.35	\$ 3,492.70
EXPENSE BUDGET		MONTHLY EXPENDITURES															
EXPENSE DESCRIPTION	Budget by Category	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	YTD Expended	YTD Actual Budget Category Balance
Salaries & Benefits:	\$ 6,599.00	\$ 645.24	\$ 143.15	\$ 9.41	\$ 14.45		\$ 45.62	\$ 983.80	\$ 888.55	\$ 556.14	\$ 472.52	\$ 464.30	\$ 551.26	\$ 282.35	\$ 362.58	\$ 5,419.37	\$ 1,179.63
Contractual:																\$ -	\$ -
Supplies:																\$ -	\$ -
Travel & Mileage:	\$ 84.00							\$ 10.47	\$ 12.65	\$ 6.33						\$ 29.45	\$ 54.55
Equipment:																\$ -	\$ -
Other Costs:	\$ 1,220.00							\$ 552.42								\$ 552.42	\$ 667.58
Indirect Cost:	\$ 7,968.39	\$ 742.03	\$ 164.63	\$ 10.82	\$ 16.62		\$ 52.46	\$ 1,131.37	\$ 1,021.83	\$ 639.56	\$ 543.91	\$ 533.90	\$ 633.91	\$ 325.07	\$ 417.44	\$ 6,233.55	\$ 1,734.84
TOTAL LEPC #5 BUDGET:	\$ 15,871.39															\$ -	\$ 15,871.39
TOTAL SERC EXPENSES:		\$ 1,387.27	\$ 307.78	\$ 20.23	\$ 31.07	\$ -	\$ 98.08	\$ 2,678.06	\$ 1,923.03	\$ 1,202.03	\$ 1,016.43	\$ 998.20	\$ 1,185.17	\$ 607.42	\$ 780.02	\$ 12,234.79	\$ 12,234.79
ENDING ACCOUNT BALANCE																	\$ (8,742.09)
Invoice Number		2139	2140, 2143	2141	2212		2295	2300	2318	2319	2448	2449	2450	2608	2625		



REQUEST FOR PAYMENT

Date: September 15, 2020
To: LEPC 5
From: Grace Vinson, CVRPC
RE: SERC FY20

Enclosed is CVRP's request for payment for services rendered July 2020 through August 2020 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>
FY20	7/31/20	2608	\$607.42
FY20	8/31/20	2625	\$780.02
Total Payment Requested			\$1387.44

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

29 Main Street, Suite 4
Montpelier, VT 05602

Invoice

Bill To:
LEPC #5

Invoice #: 2625
Invoice Date: 8/31/2020
Due Date: 8/31/2020
Project: LEPC 20
P.O. Number:

[illegible]

10:52 AM

09/14/20

Central Vermont Regional Planning Commission
Time by Job Summary
July through August 2020

	<u>Jul 20</u>	<u>Aug 20</u>	<u>TOTAL</u>
LEPC SERC:LEPC 20			
Employees:Chartrand, Nancy	0.25	0.25	0.50
Employees:Vinson Grace	9.50	10.75	20.25
Employees:Waninger Bonnie	0.00	0.75	0.75
	<u>9.75</u>	<u>11.75</u>	<u>21.50</u>
Total LEPC SERC:LEPC 20			
TOTAL	<u>9.75</u>	<u>11.75</u>	<u>21.50</u>

29 Main Street, Suite 4
Montpelier, VT 05602

Invoice

Bill To:
LEPC #5

Invoice #: 2449
Invoice Date: 5/31/2020
Due Date: 5/31/2020
Project: LEPC 20
P.O. Number:

[illegible]

29 Main Street, Suite 4
Montpelier, VT 05602

Invoice

Bill To:
LEPC #5

Invoice #: 2450
Invoice Date: 6/30/2020
Due Date: 6/30/2020
Project: LEPC 20
P.O. Number:

[illegible]

10:54 PM

07/23/20

Central Vermont Regional Planning Commission
Time by Job Summary
April through June 2020

	<u>Apr 20</u>	<u>May 20</u>	<u>Jun 20</u>	<u>TOTAL</u>
LEPC SERC:LEPC 20				
Employees:Andrews, Ashley	0.00	6.25	12.25	18.50
Employees:Vinson Grace	8.75	7.50	4.25	20.50
Employees:Waninger Bonnie	3.75	0.50	0.00	4.25
Total LEPC SERC:LEPC 20	<u>12.50</u>	<u>14.25</u>	<u>16.50</u>	<u>43.25</u>
TOTAL	<u>12.50</u>	<u>14.25</u>	<u>16.50</u>	<u>43.25</u>

LEPC 5 SERC FY20 Agreement

As of 8/31/2020

LEPC5 SERC FY20 Progress Report					
Deliverable	Who	Previous Activity	Activity During July-Aug 2020	Status (not started/in progress/completed)	Impact Evaluation
9 Bi-Monthly meetings	CVRPC & LEPC	<ul style="list-style-type: none"> • Meeting held in September 2019 • Meeting held on January 6 • Meeting held March 2nd 2020 	None	In progress	<ul style="list-style-type: none"> • <i>Change in the number of attendees at the LEPC5 meetings from FY19 to FY20. Goal is to maintain a minimum of 13 attendees at each meeting.</i> • <i>LEPC5 meeting participation is maintained at 10- 12 members and/or increased by 1-2 new members</i> • <i>Change in the participation of new members/representatives from Tier II facilities from FY19 to FY20.</i>
Administrative Support: Financial management and bookkeeping	CVRPC	Progress reports and treasurer reports submitted 10/30/19, 1/31/20, 4/30/20, 7/31/20	None	In progress	<i>A current LEPC5 representative list is provided to the SERC with quarterly reports.</i>
Social Media Engagement	CVRPC	No activity	No activity	In progress	<ul style="list-style-type: none"> • <i>Grant award announcement is posted on social media and distributed to the local paper.</i> • <i>LEPC5 maintains an active web and Facebook page.</i> • <i>Meeting and informational materials are posted to LEPC5's website and distributed to its members.</i>
April 2020 DOL Job Fair	LEPC	No activity	Not started- determined LEPC Chair determined LEPC lacked volunteers to attend Job Fair	Not started- LEPC Chair determined LEPC lacked volunteers to attend Job Fair, requested grant amendment to remove from scope	<i>Central Vermont Job Fair booth setup is documented, and a signup sheet tracks participants that connected with LEPC5.</i>

Tier II Training & Education	CVRPC & LEPC	Tier 2 training held on 1/28/20 in Barre City.	No activity	Completed	<ul style="list-style-type: none"> • Sign in sheet of attendees at the ½ day seminar on Tier II training and education on Tier II reporting. Goal to have 20 – 30 Tier II facilities attend. Goal met. • Change in the participation of new members/representatives from Tier II facilities from FY19 to FY20. • Change in the number of Tier II facilities reporting from May 2019 to May 2020.
Table Top Exercise	CVRPC & LEPC	No activity	No activity	Not started, requested grant amendment to remove from scope	A tabletop exercise is executed with an After Action Report developed.
LEMP Tier II use	CVRPC & LEPC	No activity	Developed Tier 2 maps	In progress	<ul style="list-style-type: none"> • 100% of Central Vermont municipalities use the Tier II summary and maps in LEMPs • 2-3 Central Vermont municipalities use the Tier II summary and maps in LHMPs.
Tier II Facility Plan Review/ Site Visit	CVRPC	No activity	No activity	In progress	<ul style="list-style-type: none"> • Change in the number of Tier II facilities reporting from May 2019 to May 2020. • At least two Tier II facility plan reviews and site visits are completed. • At least two Tier II facility coordinators present at two different LEPC5 meetings.
Support LEPC5 Facility Review Committee	CVRPC & LEPC	No activity	No activity	In progress	
Support LEPC5 EMP Subcommittee	CVRPC & LEPC	No activity	No activity	On hold	LEPC5 Emergency Management Plan subcommittee meets as needed.