

LEPC 5 Bi-Monthly MEETING

Monday, November 16, 2020

6:30 pm to 8:00 pm

Join via computer, tablet or smart phone: <https://global.gotomeeting.com/join/530415669>.

Dial in via phone: +1 (571) 317-3122; Access Code: 530-415-669

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 Update (Grace Vinson)
5. VEM Update Report and Training Opportunities (VEM representative)
6. VTEMA (Vermont Emergency Preparedness Association) Update (VTEMA representative)
7. Consent Agenda items¹ (Katina Johnson)
 - a. Approve Meeting Minutes of September 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 (ends 12/31/20)
 - b. Hazchem FY21 Grant
10. Public Comments and Receive Guests (for non-agenda items) (Katina Johnson) – A period for general public comment on items not on the agenda
11. Next meeting (Katina Johnson)
12. Adjourn

LEPC #5 Meeting Minutes

September 15, 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
Jonathan Scott
Bruce Richardson
Mike Bard
Deb Shelby
Joe Aldsworth

Organization

Berlin Emergency Management Team
Central Vermont Regional Planning Commission
Vermont 211
NGL Energy Partners
CVMC
Berlin Emergency Management
Waterbury EMD
CVDART
Barre City Deputy Fire Chief

* Non-voting Representative

1. CALL TO ORDER

Vice Chair Joe Aldsworth 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. SERC LEPC CONSOLIDATION PLAN

Grace Vinson of CVRPC provided information on SERC LEPC consolidation. VEM is currently finalizing consultant contract; first task will be assisting LEPCs with updating annual response plan. SERC/LEPC liaison subcommittee is working on developing bylaws and governance structure for new Regional Emergency Management Committees (REMCs). Deb Shelby asked how the new structure would work with organizations like CVDART. Vinson said that the exact structure had not been finalized but current understanding was that LEPC members would be invited and encouraged to join the REMC.

5. VEM UPDATE REPORT AND TRAINING OPPORTUNITIES

Grace Vinson noted Emily Harris was not available to attend the meeting.

- Vinson provided information on the upcoming VEM Emergency Preparedness Conference; must register by September 24 through the Learning Management System.

- Vinson encouraged members to contact her with training requests.
- Register for trainings via the Learning Management System:
<https://vem.vermont.gov/training/trainingprogram/lms>
- Don't have an account? [Click here](#) to create one
- Sign up for the VEM newsletter to get more information about upcoming trainings:
<https://vem.vermont.gov/contact-us/newsletter>
- VEM is currently in the process of hiring a new Northeast Regional Coordinator to replace Emily Harris.

6. VTEMA UPDATE

No updates.

7. CONSENT AGENDA ITEMS

- APPROVE MEETING MINUTES**
- CVRPC TREASURERS REPORT-** Vinson explained that this represents invoices through August 2020. LEPC members approved moving Barre City funds to CVRPC at March meeting and CVRPC has moved forward with implementing transfer of funds.
- APPROVE AND AUTHORIZE PAYMENTS-** Vinson explained CVRPC is asking for authorization to invoice SERC for July and August invoices, LEPC members previously authorized invoices for April, May, and June electronically via email.

Joe Aldsworth made motion to approve all consent agenda items. Stephen Bailey seconded. Motion carried.

8. ORGANIZATIONAL COMMITTEES AND REPORTS

9. PROGRESS REPORTS

- HAZCHEM FY 20 GRANT- PROJECT CLOSE OUT 12/31/20-** Vinson provided information on the progress report table that shows activity through August 2020. Will hold one more meeting before FY20 grant closes on 12/31/20.

10. HAZCHEM FY21 APPLICATIONS AND FUNDING

- Hazchem Base Application-** Vinson explained that LEPC5 had received an advance notice to proceed under the base application.
- Hazchem Additional Application-** Vinson explained the SERC Finance Committee has recommended an award of \$7,500 for LEPC 5's additional application. CVRPC is unsure if LEPC's award was aimed at a specific portion of the LEPC's proposed work. There may be Emergency Management Performance Grant (EMPG) funds available to supplement LEPC funds and assist with the REMC transition.

11. PUBLIC COMMENTS AND RECEIVE GUESTS

Joe Aldsworth explained that EMDs are going to be important in upcoming months for possible second wave of COVID or vaccine distribution.

12. NEXT MEETING

The next meeting will be held on November 10th, 2020.

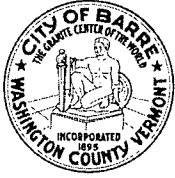
13. ADJOURN

Adjourned at 7:11 pm.

Joe Aldsworth made motion to adjourn. Stephen Bailey seconded. Motion carried.

Respectively submitted by Grace Vinson, Central Vermont Regional Planning Commission

Approved on: _____



City of Barre, Vermont

"Granite Center of the World"

Carolyn S. Dawes
City Clerk/Treasurer

6 N. Main St., Suite 6
P. O. Box 418
Barre VT 05641
Telephone (802) 476-0242
FAX (802) 476-0264
cdawes@barrecity.org

September 22, 2020

Nancy Chartrand
Central VT Regional Planning Commission
29 Main St. #4
Montpelier VT 05602

Hi Nancy,

As per the March 2, 2020 LEPC #5 board minutes, enclosed are the following:

- Check #2552509 in the amount of \$1,791.04. This is the balance of LEPC #5 funds that were being held by the City of Barre, as fiscal agent.
- Thumbdrive with LEPC #5 files.

This closes out the City's fiscal agent responsibilities for LEPC #5.

Let me know if there are any questions about the contents of the files.

Thank you for facilitating this close out.

Regards,

Carol Dawes
City Clerk/Treasurer

LEPC#5	as of 9/30/20	
Financial Statement and Balance Sheet		
Balance from previous years	\$ 1,791.04	agrees with GL
FY 19	FY19	
	FINAL	
Revenues		
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 FY19	\$ -	
NET FY 19	\$ -	
FUND BALANCE	\$ 1,791.04	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 fully disbursed.



REQUEST FOR PAYMENT

Date: November 16, 2020
To: LEPC 5
From: Grace Vinson, CVRPC
RE: SERC FY20

Enclosed is CVRP's request for payment for services rendered August 2020 through September 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	9/30/20	2688	\$893.22
Total Payment Requested			\$893.22

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

Treasurer's Report

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

BEGINNING ACCOUNT BALANCE																		\$ -
INCOME		MONTHLY INCOME																YTD Actual Budget Category Balance
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																YTD Actual Budget Category Balance
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	Sep-20	YTD Expended	
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	\$ 415.20	\$ 5,419.37	
Contractual:																	\$ -	
Supplies:																	\$ -	
Travel & Mileage:	\$ 84.00							\$ 10.47	\$ 12.65	\$ 6.33							\$ 29.45	
Equipment:																	\$ -	
Other Costs:	\$ 1,220.00							\$ 552.42									\$ 552.42	
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	\$ 478.02	\$ 6,233.55	
TOTAL LEPC #5 BUDGET:	\$ 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	\$ 893.22	\$ 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	2688		

29 Main Street, Suite 4
Montpelier, VT 05602

Invoice

Bill To:
LEPC #5

Invoice #: 2688
Invoice Date: 9/30/2020
Due Date: 9/30/2020
Project: LEPC 20
P.O. Number:

[illegible]

Central Vermont Regional Planning Commission
Time by Job Summary
September 2020

	Sep 20
LEPC SERC:LEPC 20	
Employees:Chartrand, Nancy	2.00
Employees:Vinson Grace	10.00
Employees:Waninger Bonnie	1.00
Total LEPC SERC:LEPC 20	13.00
TOTAL	13.00

LEPC 5 SERC FY20 Agreement

As of 9/30/2020

LEPC5 SERC FY20 Progress Report					
Deliverable	Who	Previous Activity	Activity During Sept 2020	Status (not started/in progress/completed)	Impact Evaluation
9 Bi-Monthly meetings	CVRPC & LEPC	<ul style="list-style-type: none"> • Meeting held Sept 9, 2019 • Meeting held January 6, 2020 • Meeting held March 2, 2020 	Meeting held September 15, 2020	Completed	<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	CVRPC	Progress reports & treasurer reports submitted 10/30/19,1/31/20, 4/30/20, 7/31/20		In progress	<i>A current LEPC5 representative list is provided to the SERC with quarterly reports.</i>
Social Media Engagement	CVRPC	No activity	9/15/20 meeting materials posted to LEPC website	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 LEMPs
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.



REQUEST FOR PAYMENT

Date: November 16, 2020
To: LEPC 5
From: Grace Vinson, CVRPC
RE: SERC FY21

Enclosed is CVRP's request for payment for services rendered August 2020 through September 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>
FY21	8/31/20	2644	\$77.51
FY21	9/30/20	2689	\$31.00
Total Payment Requested			\$108.51

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

Treasurer's Report

Grantee:	LEPC #5
Fiscal Agent:	Central Vermont Regional Planning Commission
Agreement #:	02140-21125-005-SERC21
Reporting Period Dates:	July 1, 2020 - December 31, 2021

BEGINNING ACCOUNT BALANCE																		\$	-
INCOME		MONTHLY INCOME																	
AWARD/REIMBURSEMENT DESCRIPTION	Date of Deposit	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	YTD Deposited		
Award Deposit																	\$ -		
Award Deposit																	\$ -		
Award Deposit																	\$ -		
Award Deposit																	\$ -		
TOTAL INCOME:		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
EXPENSE BUDGET		MONTHLY EXPENDITURES																	
EXPENSE DESCRIPTION	Budget by Category	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	YTD Expended	YTD Actual Budget Category Balance	
Salaries & Benefits:	\$ 1,715.00		\$ 36.03	\$ 14.41													\$ 50.44	\$	1,664.56
Contractual:																	\$ -	\$	-
Supplies:																	\$ -	\$	-
Travel & Mileage:	\$ 11.00																\$ -	\$	11.00
Equipment:	\$ 30.00																\$ -	\$	30.00
Other Costs:	\$ 270.00																\$ -	\$	270.00
Indirect Cost:	\$ 1,974.00		\$ 41.48	\$ 16.59													\$ 58.07	\$	1,915.93
TOTAL LEPC #5 BUDGET:		\$ 4,000.00															\$ -	\$	4,000.00
TOTAL SERC EXPENSES:			\$ 77.51	\$ 31.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 108.51	\$	108.51
ENDING ACCOUNT BALANCE																		\$	(108.51)
Invoice Number		2644		2689															

Central Vermont Regional Planning Commission

29 Main Street, Suite 4
Montpelier, VT 05602

Invoice**Bill To:**

LEPC #5

Invoice #: 2644

Invoice Date: 8/31/2020

Due Date: 8/31/2020

Project: LEPC 21

P.O. Number:

Description	Hours/Qty	Rate	Amount
Grace Vinson	1.25	28.82	36.03
Indirect - 115.13%		115.13%	36.03
			41.48
Total			\$77.51
Payments/Credits			\$0.00
Balance Due			\$77.51

Central Vermont Regional Planning Commission

29 Main Street, Suite 4
Montpelier, VT 05602

Invoice**Bill To:**

LEPC #5

Invoice #: 2689

Invoice Date: 9/30/2020

Due Date: 9/30/2020

Project: LEPC 21

P.O. Number:

Description	Hours/Qty	Rate	Amount
Grace Vinson	0.5	28.82	14.41
Indirect - 115.13%		115.13%	14.41
			16.59
Total			\$31.00
Payments/Credits			\$0.00
Balance Due			\$31.00

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

	<u>Jul 20</u>	<u>Aug 20</u>	<u>Sep 20</u>	<u>TOTAL</u>
LEPC SERC:LEPC 21				
Employees:Vinson Grace	<u>0.00</u>	<u>1.25</u>	<u>0.50</u>	<u>1.75</u>
Total LEPC SERC:LEPC 21	<u>0.00</u>	<u>1.25</u>	<u>0.50</u>	<u>1.75</u>
TOTAL	<u><u>0.00</u></u>	<u><u>1.25</u></u>	<u><u>0.50</u></u>	<u><u>1.75</u></u>

5:07 PM

11/11/20

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

Filters applied on this Report:

Activity Date: Custom

Customer:Job: LEPC SERC:LEPC 21

LEPC 5 SERC FY21 Agreement

As of 9/30/2020

LEPC5 SERC FY21 Progress Report					
<i>Deliverable</i>	<i>Who</i>	<i>Previous Activity</i>	<i>Activity During Aug-Sept 2020</i>	<i>Status (not started/in progress/completed)</i>	<i>Impact Evaluation</i>
3 Bi-Monthly meetings	CVRPC & LEPC	None	None	Not started (first meeting under FY21 grant will be in January 2021)	<ul style="list-style-type: none"> • <i>Change in the number of attendees at the LEPC5 meetings from FY20 to FY21. Goal is to maintain a minimum of 8 attendees at each meeting.</i>
Administrative Support: Financial management and bookkeeping	CVRPC	None	Advance Notice to Proceed executed on 8/19/20	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>