

LEPC 5 MEETING

Monday, April 12, 2021

6:30 pm to 8:00 pm

Join via computer, tablet or smart phone: <https://global.gotomeeting.com/join/343887333> Dial

in via phone: +1 (646) 749-3122; Access Code: 343-887-333

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

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

1. Call to Order (Joe Aldsworth)
2. Welcome and Introductions (Joe Aldsworth)
3. Adjustments to the Agenda (Joe Aldsworth)
4. SERC LEPC Consolidation Plan Update (Josh Cox, Kim LaPierre, Tori Littlefield))
5. VEM Update Report and Training Opportunities (VEM representative)
6. VTEMA (Vermont Emergency Preparedness Association) Update (VTEMA representative)
7. Consent Agenda items¹ (Joe Aldsworth)
 - a. Approve Meeting Minutes of September 2020
 - b. CVRPC Treasurer Report
 - c. Approve and Authorize Payments
8. Organizational Committees and Reports (Joe Aldsworth)
9. Progress Reports
 - a. Hazchem FY21 Grant
10. Public Comments and Receive Guests (for non-agenda items) (Joe Aldsworth) – A period for general public comment on items not on the agenda
11. Next meeting (Joe Aldsworth)
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	Organization
Katina Johnson, Chair	Berlin Emergency Management Team
Grace Vinson*	Central Vermont Regional Planning Commission
Beth Burgess	Vermont 211
Stephen Bailey	NGL Energy Partners
Jonathan Scott	CVMC
Bruce Richardson	Berlin Emergency Management
Mike Bard	Waterbury EMD
Deb Shelby	CVDART
Joe Aldsworth	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: _____

DRAFT



REQUEST FOR PAYMENT

Date: April 12, 2021
To: LEPC 5
From: Grace Vinson, CVRPC
RE: SERC FY21

Enclosed is CVRP's request for payment for services rendered January 2021 through February 2021 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	1/31/21	2931	\$812.40
FY21	2/30/21	2980	\$927.45
Total Payment Requested			\$1,739.85

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

29 Main Street, Suite 4
Montpelier, VT 05602

Invoice

Invoice #: 2931

Invoice Date: 1/31/2021

Due Date: 1/31/2021

Project: LEPC 21

P.O. Number:

Bill To:

LEPC #5

Description	Hours/Qty	Rate	Amount
Grace Vinson	9.25	30.54	282.50
Andrews, Ashley	0.5	37.64	18.82
Bonnie Waninger	1.25	61.05	76.31
			377.63
Indirect - 115.13%		115.13%	434.77
		Total	\$812.40
		Payments/Credits	\$0.00
		Balance Due	\$812.40

Treasurer's Report

Grantee: LEPC #5
Fiscal Agent: Central Vermont Regional Planning Commission
Agreement #: 02140-21125-005-SERC21
Reporting Period Dates: July 1, 2020 - February 28, 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																			
																	YTD Actual Budget Category Balance		
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							\$ 377.65	\$ 431.12								\$ 808.77	\$ 906.23	
Contractual:																	\$ -	\$ -	
Supplies:																	\$ -	\$ -	
Travel & Mileage:	\$ 11.00																\$ -	\$ 11.00	
Equipment:	\$ 30.00																\$ -	\$ 30.00	
Other Costs:	\$ 270.00																\$ -	\$ 270.00	
Indirect Cost:	\$ 1,974.00																\$ -	\$ 1,974.00	
TOTAL LEPC #5 BUDGET:	\$ 4,000.00							434.75	496.33										
TOTAL SERC EXPENSES:		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 812.40	\$ 927.45	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,739.85	\$ 1,739.85	
ENDING ACCOUNT BALANCE																			
																	\$	(1,739.85)	
Invoice Number								2931	2980										

Note: Previously recorded July - December 2020 expenses were transferred to the LEPC's FY20 grant per request of VT DPS Finance Office.

Central Vermont Regional Planning Commission

29 Main Street, Suite 4
Montpelier, VT 05602

Invoice

Invoice #: 2980

Invoice Date: 2/28/2021

Due Date: 2/28/2021

Project: LEPC 21

P.O. Number:

Bill To:

LEPC #5

Description	Hours/Qty	Rate	Amount
Bonnie Waninger	1.5	61.05	91.58
Grace Vinson	10.25	30.54	313.04
Chartrand, Nancy	0.75	35.32	26.49
			431.11
Indirect - 115.13%		115.13%	496.34
		Total	\$927.45
		Payments/Credits	\$0.00
		Balance Due	\$927.45

Central Vermont Regional Planning Commission
Time by Job Summary
January through February 2021

	<u>Jan 21</u>	<u>Feb 21</u>	<u>TOTAL</u>
LEPC SERC:LEPC 21			
Employees:Andrews, Ashley	0.50	0.00	0.50
Employees:Chartrand, Nancy	0.00	0.75	0.75
Employees:Vinson Grace	9.25	10.25	19.50
Employees:Waninger Bonnie	1.25	1.50	2.75
Total LEPC SERC:LEPC 21	<u>11.00</u>	<u>12.50</u>	<u>23.50</u>
TOTAL	<u>11.00</u>	<u>12.50</u>	<u>23.50</u>

Central Vermont Regional Planning Commission
Profit & Loss by Job
 January through February 2021

	Jan 21	Feb 21	TOTAL
Ordinary Income/Expense			
Income			
4600 · Public Safety			
4607 · LEPC SERC	812.40	927.45	1,739.85
Total 4600 · Public Safety	812.40	927.45	1,739.85
4900 · Other Income			
4950 · Salaries To Be Allocated	0.00	0.00	0.00
4955 · Indirect To Be Allocated	0.00	0.00	0.00
Total 4900 · Other Income	0.00	0.00	0.00
Total Income	812.40	927.45	1,739.85
Gross Profit	812.40	927.45	1,739.85
Expense			
5000 · Wages and Fringe Benefits			
5001 · Personnel	282.83	325.37	608.20
5100 · Fringe Benefits	94.82	105.75	200.57
Total 5000 · Wages and Fringe Benefits	377.65	431.12	808.77
8000 · Indirect Costs	434.75	496.33	931.08
Total Expense	812.40	927.45	1,739.85
Net Ordinary Income	0.00	0.00	0.00
Net Income	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

LEPC 5 SERC FY21 Agreement

As of 02/28/2021

LEPC5 SERC FY21 Progress Report					
Deliverable	Who	Previous Activity	Activity During Jan to Feb 2010	Status (not started/in progress/completed)	Impact Evaluation
3 Bi-Monthly meetings	CVRPC & LEPC	None	No activity	Not started (first meeting under FY21 grant will be in spring 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	Base Application Award executed on 11/18/20	Additional application award execution in progress	In progress	<i>A current LEPC5 representative list is provided to the SERC with quarterly reports.</i>
Social Media Engagement	CVRPC	No activity	April meeting packet posted to LEPC5 website and distributed to members	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>