



# KENTUCKY EMERGENCY RESPONSE COMMISSION (KERC)



100 Minuteman Parkway  
Frankfort, Kentucky 40601  
Office: (502) 607-1682 Fax: (502) 607-1622  
Web: <http://kyem.ky.gov/teams/Pages/KERC.aspx>

## Kentucky Emergency Response Commission (KERC)

### BOARD OF DIRECTORS

- Chairman Michael Dossett
- Vice-Chair Michael Jones
- Finance Officer Gregg Bayer
- Lt. Governor Jenean Hampton
- Commissioner McKenzie Benkner
- Commissioner Henry Bertram
- Commissioner Mike Burke
- Commissioner Joe Carpenter
- Commissioner Justin Cooper
- Commissioner Ronnie Day
- Commissioner Robert Francis
- Commissioner Rebecca Gillis
- Commissioner Ryan Halloran
- Commissioner Michael Hedges
- Commissioner Steve Hensley
- Commissioner Brian Houillion
- Commissioner Dana Jenkins
- Commissioner Edward Meiman III
- Commissioner Shawn Mertz
- Commissioner Richard Payne
- Commissioner Chris Skates
- Commissioner Jeremy Slinker
- Commissioner Mike Sunseri
- Commissioner Doug Tackett
- Commissioner Larry Taylor

*The Kentucky Emergency Response Commission (KERC), pursuant to KRS Chapter 39E.010, implements all provisions of Title III, Pub. L. No. 99-499, associated federal regulations, and subsequent related legislation and regulations related to hazardous substances.*

*All recognized Local Emergency Planning Committees (LEPCs) shall be considered as agents of the state for all purposes.*

## KERC Policy 007-2017

### Policy on Submitting LEPC Bank Statements

It is the policy of the Kentucky Emergency Response Commission (KERC) that:

Each Local Emergency Planning Committee (LEPC) is required to submit bank statements to the Kentucky Emergency Management (KYEM) LEPC Program Coordinator, at a minimum, on a quarterly basis. The bank statements will be uploaded by the LEPC to the Kentucky LEPC Dashboard.

Kentucky LEPC Dashboard: <https://webeoc.kyemweb.com:8232/eoc7/>

Michael E. Dossett, Chairman  
Kentucky Emergency Response Commission

Date





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- Commissioner Mike Haney
- Commissioner Steven Hensley
- Commissioner Shawn Herron
- Commissioner Ray Pasley
- Commissioner Richard Payne
- Commissioner Tony Richey
- Commissioner Doug Tackett
- Commissioner Larry Taylor
- Commissioner Robert Walker

## KERC Policy 003-2017

### Policy on the Use of the **Correct Forms** by Local Emergency Planning Committees:

It is the policy of the Kentucky Emergency Response Commission that:

Every Local Emergency Planning Committee (LEPC) is required to use the most current, approved forms and templates, as made available by the Kentucky Emergency Response Commission.

Failure to use the most recent, approved forms and templates may result in a submission being rejected by the Kentucky Emergency Response Commission and the LEPC being considered deficient on their annual grant requirements.

Michael E. Dossett, Chairman  
Kentucky Emergency Response Commission

Date

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- Commissioner Shawri Herron
- Commissioner Ray Pasley
- Commissioner Richard Payne
- Commissioner Tony Richey
- Commissioner Doug Tackett
- Commissioner Larry Taylor
- Commissioner Robert Walker

## KERC Policy 005-2017

### Denial of LEPC Grant Funding for the Purchase of Drones

Per Board discussion and motion this date, July 19, 2017, LEPC grant funding may not be used for the purchase of Unmanned Aerial Vehicles (UAV), also known as drones.

Michael E. Dossett, Chairman  
Kentucky Emergency Response Commission

Date

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## KERC Policy 005-2015 "Adoption of the Emergency Planning for EHS Facilities Course"

"Necessity, Function, and Conformity" - The Kentucky Emergency Response Commission (KERC), in anticipation of changes being adopted in 106 KAR 1.091 and in accordance with KRS 39E, has determined through discussions with KERC program and KYEM staff that the Local Emergency Planning Committees (LEPC) across the Commonwealth of Kentucky would greatly benefit from a structured and comprehensive Emergency Planning for EHS Facilities training course. Therefore the KERC has voted to officially adopt the Emergency Planning Guide for EHS Facilities Self-Study Manual as the official document with regards to LEPC planning requirements.

It is the policy of the Kentucky Emergency Response Commission that:

All LEPCs shall complete planning requirements in accordance with the Emergency Planning Guide for EHS Facilities Self-Study Manual (KERC Document #730-PGSS). Furthermore, the Emergency Planning Guide for EHS Facilities course, and all associated materials, shall be officially recognized as the training course for LEPC members with regard to EPCRA planning. The KERC shall recognize the Emergency Planning Guide for EHS Facilities course as a continuing education course and credit training hours accordingly.

This policy was voted on and approved by the KERC Board of Commissioner at the November 18<sup>th</sup>, 2015 meeting.

Michael E. Dossett,  
Chair, Kentucky Emergency Response Commission

Date

"KERC Adoption of the Emergency Planning for EHS Facilities training course" Policy Approved, 2015



# COMMONWEALTH EMERGENCY RESPONSE COMMISSION (CERC)



100 Minuteman Parkway,  
Frankfort, Kentucky 40601  
Office: (502) 607-1682 Fax: (502) 607-1622  
Web: [kvem.ky.gov/teams/Pages/CERC.aspx](http://kvem.ky.gov/teams/Pages/CERC.aspx)

## CERC Policy 003-2013

### LEPC Expenditures on General Community (Non-HAZMAT) Exercises

Commonwealth of Kentucky  
Emergency Response  
Commission – All Hazards

#### BOARD OF DIRECTORS

Interim Chairman Michael Jones  
Commissioner Keith Alexander  
Commissioner Chad Aull  
Commissioner Larry "Joe" Baer  
Commissioner Henry Bertram  
Commissioner Ed Burtner  
Commissioner Tim Conley  
Commissioner Ronnie Day  
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Commissioner Jerome Mansfield  
Commissioner Jack Miniard  
Commissioner Richard Payne  
Commissioner Keith Peercy  
Commissioner Tony Richey  
Commissioner William Swope  
Commissioner Doug Tackett

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It shall be Commonwealth Emergency Response Commission (CERC) policy to authorize, up to twice per calendar year, the expenditure of funds designated for exercises and training, on certified LEPC, general community (non-HAZMAT) exercises. The following requirements must be met prior to final approval:

- 1) The LEPC Chair, or a designee, must submit a written formal request that must include a brief explanation of how each of the following groups will be involved in the exercise:
  - Local citizens
  - Local elected officials
  - Local broadcast and print media
  - Community groups
  - Owners and operators of community businesses
- 2) The request must include the number of expected participants in each of the categories listed above. A signed participant roster must be submitted to CERC following completion of exercise.

All requests will be reviewed by the CERC Planning Committee and pending satisfactory documentation of items 1 & 2 above, the following items will be deemed allowable expenditures:

- A) Overtime for public safety personnel - expenditure is limited to 10 individuals and a maximum of 5 hours per individual
- B) Rental of facilities directly related to the exercise – i.e. physical locations to conduct exercise
- C) Purchase of expendable items directly related to the exercise – printing, binding, copying, paper, pens, or other office supplies to support the exercise
- D) Advertising / Informational Handouts – Printing and binding related to the exercise including: community advertisements, participant documents, and hazard specific educational materials

This policy was voted on and approved by the CERC Board of Commissioners at the September 17<sup>th</sup>, 2013 meeting.

I, the undersigned, certify that all the information is true and accurate.

\_\_\_\_\_  
Michael A. Jones, Interim Chairman  
Commonwealth Emergency Response Commission

\_\_\_\_\_  
Date





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## KERC Policy 007-2015

### "Adoption of the LEPC Grant Applications Course"

"Necessity, Function, and Conformity" - The Kentucky Emergency Response Commission (KERC), in anticipation of changes being adopted in 106 KAR 1.091 and in accordance with KRS 39E, has determined through discussions with KERC program and KYEM staff that the Local Emergency Planning Committees (LEPC) across the Commonwealth of Kentucky would greatly benefit from a structured and comprehensive LEPC Grant Applications training course. Therefore the KERC has voted to officially adopt the LEPC Grant Applications Self-Study Manual as the official document with regards to KERC grant requirements.

It is the policy of the Kentucky Emergency Response Commission that:

All LEPCs shall complete grant requirements in accordance with the LEPC Grant Applications Self-Study Manual (KERC Document #720-GASS). Furthermore, the LEPC Grant Applications course, and all associated materials, shall be officially recognized as the training course for LEPC members with regard to the KERC Grant. The KERC shall recognize the LEPC Grant Applications course as a continuing education course and credit training hours accordingly.

This policy was voted on and approved by the KERC Board of Commissioner at the November 18<sup>th</sup>, 2015 meeting.

Michael E. Dossett,  
Chair, Kentucky Emergency Response Commission

Date

"KERC Adoption of the LEPC Grant Application Training Course" Policy Approved, 2015



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- Commissioner Richard Payne
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- Commissioner Jeremy Slinker
- Commissioner Mike Sunseri
- Commissioner Doug Tackett
- Commissioner Lary Taylor

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## KERC Policy 008-2017

### Policy for Modification Request of Grant Funds

It is the policy of the Kentucky Emergency Response Commission (KERC) that:

In accordance with 106 KAR 1:091 Section 4, when requesting a modification to an approved budget, the Local Emergency Planning Committee (LEPC) is required to submit an updated Detailed Budget, KERC Form 102-DB, with a description and justification for the modification. KERC Form 102-DB and justification for modification for moving funds between categories shall be emailed to the Kentucky Emergency Management (KYEM) LEPC Program Coordinator for processing.

The KYEM LEPC Program Coordinator will submit the modification request to the KERC for approval. Upon KERC approval, the KYEM LEPC Program Coordinator will amend the LEPC Detailed Budget in the Kentucky LEPC Dashboard.

  
\_\_\_\_\_  
Michael E. Dossett, Chairman  
Kentucky Emergency Response Commission

  
\_\_\_\_\_  
Date





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## KERC Policy 004-2019 Ineligible LEPC Advancement of Funds

Kentucky Emergency  
Response Commission  
(KERC)

### Board of Commissioners

- Chairman Michael Dossett
- Vice-Chair Michael Jones
- Finance Officer Gregg Bayer
- Lt. Governor Jenean Hamplon
- Commissioner McKenzie Benkner
- Commissioner Henry Bertram
- Commissioner Steven Bullard
- Commissioner Mike Burke
- Commissioner Joe Carpenter
- Commissioner Drew Chandler
- Commissioner Robert Francis
- Commissioner Rebecca Gillis
- Commissioner Steve Hensley
- Commissioner Brian Houillion
- Commissioner Edward Meiman III
- Commissioner Shawn Mertz
- Commissioner Taylor Payne
- Commissioner Rhonda Perry
- Commissioner Larry Potter
- Commissioner Chris Skates
- Commissioner Jeremy Slinker
- Commissioner Mike Sunseri
- Commissioner Doug Tackett
- Commissioner Larry Taylor
- Commissioner (Agriculture)

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It is the policy of the Kentucky Emergency Response Commission (KERC) that every effort will be made to facilitate Local Emergency Planning Committees (LEPCs) to ensure compliance with KERC Fee Account Grant requirements, therefore;

Every LEPC should allocate sufficient funds (maximum of \$500.00) in the Contingency Category of the LEPC Detailed Budget to cover required expenses such as the annual public notice and minimum bank balance, in the event of ineligibility.

If a LEPC should fail in maintaining eligibility for their grant allocation and does not have sufficient funds in their bank account, the KERC, upon written petition by said LEPC Chairperson, may allocate a one-time, \$500 advance on their next grant allocation.

This advance is to be used for the LEPC's annual public notice and other grant requirements as approved by the KERC.

A second occurrence of a LEPC's ineligibility within a five year span will result in no advancement of funds.

Michael E. Dossett, Chairman  
Kentucky Emergency Response Commission

Date







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### Memorandum of Agreement

#### Parties

This Memorandum of Agreement ("Memorandum") is entered into by and between the Commonwealth of Kentucky, Kentucky Emergency Response Commission, ("KERC") and the [NAME] Local Emergency Planning Committee ("LEPC," together with KERC, the "Parties").

#### Purpose

Pursuant to KERC Policy 004-2019, Ineligible LEPC Advancement of Funds, this Memorandum provides for the advance of grant funding not exceeding \$500, by the KERC to LEPC for required operating expenses.

#### Terms

The Parties agree:

1. LEPC is ineligible to receive grant allocations from KERC for [DATE] fiscal year.
2. LEPC does not possess sufficient funds to maintain minimum operational status for [DATE] fiscal year.
3. Upon satisfactory application, KERC grants to LEPC a one-time advance of funds in the amount of \$[XXX.XX], which shall not exceed \$500.
4. Funds advanced to LEPC pursuant to this Memorandum shall be used only for the LEPC's ordinary and necessary operation costs.
5. LEPC authorizes KERC to withhold from future grant allocations to LEPC, the amount advanced herein.

#### Authority

Individuals signing this Memorandum certify that they are authorized to represent and bind the Party for whom they sign and that this Memorandum is true and accurate.

#### Scope

The efforts and agreements memorialized herein shall take effect upon the signature of the first party and shall continue for one calendar year thereafter unless terminated for the convenience of LEPC upon repayment to the KERC of grant funds advanced hereby.





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### Waiver

Waiver by one or more of the Parties of any section or sub-section of this Memorandum shall not constitute waiver of any other section or sub-section herein.

### Choice of Law and Venue

This Memorandum shall be governed and interpreted according to the laws of the Commonwealth of Kentucky. Exclusive jurisdiction for the resolution of disputes concerning this Memorandum shall be vested in the Franklin County Circuit Court.

Entered into this [DAY] day of [MONTH], [YEAR].

\_\_\_\_\_  
Chairman  
KERC

\_\_\_\_\_  
Director  
[NAME] LEPC



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## KERC Policy 004-2015

### "Adoption of the LEPCs in Kentucky Training Course"

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It is the policy of the Kentucky Emergency Response Commission that:

All LEPCs shall use the LEPCs in Kentucky Self-Study Manual (KERC Document #710-LEPCSS) as their premier orientation document for current and prospective LEPC members. Furthermore, the LEPCs in Kentucky course, and all associated materials, shall be officially recognized as the training course for LEPC members with regard to the EPCRA in Kentucky. The KERC shall recognize the LEPCs in Kentucky training course as a continuing education course and credit training hours accordingly.

This policy was voted on and approved by the KERC Board of Commissioner at the January 14<sup>th</sup>, 2015 meeting.

Michael E. Dossett,  
Chair, Kentucky Emergency Response Commission

Date

"KERC Adoption of the LEPCs in Kentucky training course" Policy Approved, 2015



# COMMONWEALTH EMERGENCY RESPONSE COMMISSION (CERC)



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## CERC Policy 002-2013

### LEPC Membership Appointment and Term

Commonwealth of Kentucky  
Emergency Response  
Commission – All Hazards

#### BOARD OF DIRECTORS

- Chairman John Heltzel
- Commissioner Keith Alexander
- Commissioner Chad Aull
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- Commissioner Tony Richey
- Commissioner Lennie Shepperson
- Commissioner William Swope
- Commissioner Doug Tackett

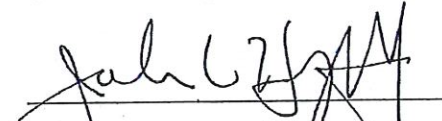
It shall be the policy of the Commonwealth Emergency Response Commission to accept annual membership lists from all LEPC's in accordance with KRS and KAR and officially appoint members as a part of the CERC's annual January meeting.

Furthermore, the CERC policy shall be that the term for all LEPC appointments, excluding that of the chairman which shall remain two years, will expire on January 31 of the following year.

This policy and the resulting annual appointments and term limits will help ensure maintenance of an accurate LEPC membership.

This policy was voted on and approved by the CERC Board of Commissioners at the May 22<sup>nd</sup>, 2013 meeting.

I, the undersigned, certify that all the information is true and accurate.

  
 \_\_\_\_\_  
 John W. Heltzel, Chairman  
 Commonwealth Emergency  
 Response Commission

17 July 2013

Date

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## CERC Policy 001-2013

### LEPC Membership Cover Page

Commonwealth of Kentucky  
Emergency Response  
Commission – All Hazards

#### BOARD OF DIRECTORS

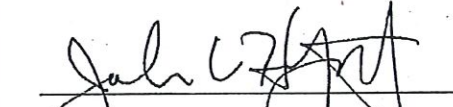
- Chairman John Heltzel
- Commissioner Keith Alexander
- Commissioner Chad Aull
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- Commissioner Jack Miniard
- Commissioner Richard Payne
- Commissioner Keith Percy
- Commissioner Tony Richey
- Commissioner Lennie Shepperson
- Commissioner William Swope
- Commissioner Doug Tackett

It shall be the policy of the Commonwealth Emergency Response Commission to require all LEPC's to include a cover letter with their annual submission of an updated membership list.

This policy and the resulting cover letter (Attachment 1 - CERC Policy 001-2013) will serve as a checklist, ensuring all representatives required by KRS are included within each LEPC membership.

This policy was voted on and approved by the CERC Board of Commissioners at the May 22<sup>nd</sup>, 2013 meeting.

I, the undersigned, certify that all the information is true and accurate.

  
 \_\_\_\_\_  
 John W. Heltzel, Chairman  
 Commonwealth Emergency  
 Response Commission

17 July 2013  
 \_\_\_\_\_  
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## Attachment 1 - CERC Policy 001-2013

### \_\_\_\_\_ County LEPC Membership Cover Page

Please complete, sign, and attach this form as a cover page to your full LEPC membership roster.

Commonwealth of Kentucky  
Emergency Response  
Commission – All Hazards

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1. Our LEPC includes representatives from each of the following groups (KRS 39E.040), check all that apply:

- a. Elected local officials .....
- b. Law enforcement .....
- c. Emergency management .....
- d. Fire service .....
- e. First aid .....
- f. Health service .....
- g. Local environmental .....
- h. Hospital .....
- i. Transportation .....
- j. Broadcast and print media .....
- k. Community groups .....
- l. Owners and operators of facilities subject to this chapter .....

2. LEPC members shall be appointed by the CERC and shall be considered as agents of the state for all purposes, including purposes of liability protection (KRS 39E.100).

3. LEPC's must appoint a committee chairman, from among its members, for a term of two (2) years.

LEPC's may establish attendance standards for continued membership and shall advise the commission of any additions or deletions from the membership that are desired (KRS 39E.110)

4. No later than December 1 each year, LEPC's shall submit an updated membership list to the CERC annually by December 1<sup>st</sup> (106 KAR 1:091).

I, the undersigned, certify to the Commonwealth Emergency Response Commission that all the information is true and accurate.

\_\_\_\_\_ LEPC Chair  
Signature

\_\_\_\_\_ Date





# KENTUCKY EMERGENCY RESPONSE COMMISSION (KERC)



100 Minuteman Parkway  
Frankfort, Kentucky 40601  
Office: (502) 607-1682 Fax: (502) 607-1622  
Web: <http://kyem.ky.gov/teams/Pages/KERC.aspx>

## Kentucky Emergency Response Commission (KERC)

### BOARD OF DIRECTORS

- Chairman Michael Dossett
- Vice-Chair Michael Jones
- Commissioner Keith Alexander
- Commissioner Chad Aull
- Commissioner Gregg Bayer
- Commissioner Henry Bertram
- Commissioner Jeff Bibb
- Commissioner Michael Bosse
- Commissioner Ronnie Day
- Commissioner Kathy Fowler
- Commissioner Robbie Francis
- Commissioner Ryan Halloran
- Commissioner Wendell Hatfield
- Commissioner Shawn Herron
- Commissioner Aaron Keatley
- Commissioner Jerome Mansfield
- Commissioner Jack Miniard
- Commissioner Richard Payne
- Commissioner Keith Peercy
- Commissioner Bob Smith
- Commissioner William Swope
- Commissioner Doug Tackett
- Commissioner Tony Richey
- Commissioner Robert Walker

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*All recognized Local Emergency Planning Committees (LEPC's) shall be considered as agents of the state for all purposes.*

## Attachment 1 - KERC Policy 001-2013

Form updated: December 2014

### County LEPC Membership Cover Page

Please complete, sign, and attach this form as a cover page to your full LEPC membership roster.

1. Our LEPC includes representatives from each of the following groups (KRS 39E.040), check all that apply:

- a. Elected local officials .....
- b. Law enforcement .....
- c. Emergency management .....
- d. Fire service .....
- e. First aid .....
- f. Health service .....
- g. Local environmental .....
- h. Hospital .....
- i. Transportation .....
- j. Broadcast and print media .....
- k. Community groups .....
- l. Owners and operators of facilities subject to this chapter .....

2. LEPC members shall be appointed by the KERC and shall be considered as agents of the state for all purposes, including purposes of liability protection (KRS 39E.100).

3. LEPC's must appoint a committee chairman, from among its members, for a term of two (2) years.

LEPC's may establish attendance standards for continued membership and shall advise the commission of any additions or deletions from the membership that are desired (KRS 39E.110)

4. No later than December 1 each year, LEPC's shall submit an updated membership list to the KERC annually by December 1st (106 KAR 1:091).

I, the undersigned, certify to the Kentucky Emergency Response Commission that all the information is true and accurate.

\_\_\_\_\_  
Signature LEPC Chair \_\_\_\_\_  
Date





# COMMONWEALTH EMERGENCY RESPONSE COMMISSION (CERC)



100 Minuteman Parkway,  
Frankfort, Kentucky 40601  
Office: (502) 607-1682 Fax: (502) 607-1622  
Web: [kyem.ky.gov/teams/Pages/CERC.aspx](http://kyem.ky.gov/teams/Pages/CERC.aspx)

Commonwealth of Kentucky  
Emergency Response  
Commission – All Hazards

## BOARD OF DIRECTORS

Interim Chairman Michael Jones  
Commissioner Keith Alexander  
Commissioner Chad Aull  
Commissioner Larry "Joe" Baer  
Commissioner Henry Bertram  
Commissioner Ed Burtner  
Commissioner Tim Conley  
Commissioner Ronnie Day  
Commissioner Kathy Fowler  
Commissioner Robbie Francis  
Commissioner Ryan Halloran  
Commissioner Carl Hamblin  
Commissioner Wendell Hatfield  
Commissioner Shawn Herron  
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Commissioner Keith Percy  
Commissioner Tony Richey  
Commissioner Lennie Shepperson  
Commissioner William Swope  
Commissioner Doug Tackett

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## LEPC Membership Cover Page References

The following are copied verbatim from KRS 39E & 106 KAR

1. 39E.040 Duties -- Appointment of committees.  
The commission shall:
  - (1) Appoint local emergency planning committees and revise these committees as it deems appropriate. The committees shall include, as a minimum, representatives from each of the following groups:
    - (a) Elected local officials;
    - (b) Law enforcement;
    - (c) Emergency management;
    - (d) Fire service;
    - (e) First aid;
    - (f) Health service;
    - (g) Local environmental;
    - (h) Hospital;
    - (i) Transportation;
    - (j) Broadcast and print media;
    - (k) Community groups; and
    - (l) Owners and operators of facilities subject to this chapter;
  
2. 39E.100 Local planning committees.
  - (1) Local emergency planning committees are created as part of the state commission.
  - (2) Local committee members shall be appointed by the commission, and shall be considered as agents of the state for all purposes, including purposes of liability protection.
  
3. 39E.110 Committee duties.
  - (1) Duties of the committees shall include:
    - (d) Appointment of a committee chairman, from among its members, for a term of two (2) years. Chairmen may be reappointed;
    - (4) Members of local committees shall serve for terms as specified by the commission, though not to exceed four (4) years except by reappointment. Committees may establish attendance standards for continued membership and shall advise the commission of any additions or deletions from the membership that are desired. These changes may be approved or disapproved by the commission.







## COMMONWEALTH EMERGENCY RESPONSE COMMISSION (CERC)



100 Minuteman Parkway,  
Frankfort, Kentucky 40601  
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Web: [kvem.ky.gov/teams/Pages/CERC.aspx](http://kvem.ky.gov/teams/Pages/CERC.aspx)

4. 106 KAR 1:091. Kentucky Emergency Response Commission fee account grant requirements for local emergency planning committees.

Section 2. To be eligible for financial assistance, local emergency planning committees which have extremely hazardous substances as listed in 106 KAR 1:081, Section 6, in excess of the threshold planning quantity present in their community shall meet all the following criteria during the preceding calendar year (January 1 through December 31):

- (4) No later than December 1 each year, the local emergency planning committee shall submit an updated membership list to the Kentucky Emergency Response Commission.



# KENTUCKY EMERGENCY RESPONSE COMMISSION (KERC)



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- Commissioner Brian Houllion
- Commissioner Dana Jenkins
- Commissioner Edward Meiman III
- Commissioner Shawn Mertz
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- Commissioner Jeremy Slinker
- Commissioner Mike Sunseri
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*All recognized Local Emergency Planning Committees (LEPCs) shall be considered as agents of the state for all purposes.*

## KERC Policy 006-2017 Policy on LEPC Membership

It is the policy of the Kentucky Emergency Response Commission (KERC) that:

Each Local Emergency Planning Committee (LEPC) is required to have a minimum of seven (7) members.

A member of the LEPC may represent up to two (2) categories on the LEPC Membership Cover Page in the Kentucky LEPC Dashboard.

All members of the LEPC submitted on the LEPC Membership List/Cover Page in the Kentucky LEPC Dashboard shall list the agency, membership category, contact number and email.

Michael E. Dossett, Chairman  
Kentucky Emergency Response Commission

Date





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## KERC Policy 003-2015

### "KERC Protocol Regarding an Inactive and/or Non-Compliant LEPC"

"Necessity, Function, and Conformity" - The Kentucky Emergency Response Commission (KERC), has determined through discussions with program staff and Kentucky Emergency Management (KYEM) Area Managers that the number of inactive Local Emergency Planning Committees (LEPC) across the Commonwealth of Kentucky has increased in recent years.

It is the policy of the Kentucky Emergency Response Commission that:

Every Kentucky county shall have a LEPC consistent with the requirements of KRS 39E. Two or more counties may request to combine LEPCs, pursuant to KRS 39E.090. The membership requirements of each LEPC shall be in accordance with KRS 39E.040 and its duties shall be pursuant to KRS 39E.110, and shall fulfill any and all other requirements included in the relevant Kentucky Revised Statutes (KRS) and the Kentucky Administrative Regulations (KAR).

Should a county fail to submit membership rosters and other required information to the KERC prior to the first meeting of the KERC in the calendar year, a letter will be sent by the KERC Chair to, at a minimum, the County Emergency Management Director, the County Judge-Executive, and the most recent chairman of the LEPC. Other parties may be notified at the Chair's discretion.

If there is no satisfactory response to the above communication, within thirty (30) days of presumptive receipt of the letter (three (3) days after the date mailed), or the last day of February of same year, whichever comes first, a second letter will be sent by the KERC Chair to the same parties. This letter will be sent "return receipt requested."

If there is no satisfactory response to the above communications, within thirty (30) days of presumptive receipt of the letter (three (3) days after the date mailed), or the last day of March of same year, it shall be the duty of the Area Manager of the appropriate Area Office of Kentucky Emergency Management to attempt to make an in-person communication with the County-Judge Executive, concerning the deficiency and the consequences of the county's failure to meet its legal obligations with respect to establishing and maintaining a LEPC in compliance with state and federal law. The Area Manager shall make a report on this meeting (or lack thereof) to the KERC Chair as soon as possible.





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If there is no satisfactory response to the above meeting, which can include a verbal or written affirmation that the county shall establish a LEPC as required by KRS 39E within a designated timeframe, the KERC Chair shall direct a letter to the County Judge-Executive and to the County Attorney concerning the deficiency and detailing the consequences of the county's failure to meet its obligations with respect to establishing and maintaining a LEPC in compliance with state and federal law.

This policy was voted on and approved by the KERC Board of Directors at the July 29, 2015 meeting.

Michael E. Dossett, Chair  
Kentucky Emergency Response Commission

9/25/15

Date

"KERC Protocol Regarding an Inactive and/or Non-Compliant LEPC" Policy Approved, 2015



# KENTUCKY EMERGENCY RESPONSE COMMISSION (KERC)



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2015

## Kentucky Emergency Response Commission (KERC)

### BOARD OF DIRECTORS

- Chairman Michael Dossett
- Vice-Chair Michael Jones
- Treasurer Keith Alexander
- Commissioner Gregg Bayer
- Commissioner Henry Bertram
- Commissioner Jeff Bibb
- Commissioner Michael Bosse
- Commissioner Rick Curtis
- Commissioner Ronnie Day
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- Commissioner Aaron Keatley
- Commissioner Jerome Mansfield
- Commissioner Jack Minlard
- Commissioner Richard Payne
- Commissioner Keith Peercy
- Commissioner Tony Richey
- Commissioner Bob Smith
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- Commissioner Robert Walker

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## KERC & LEPC Procedures: Non-Compliant Tier2 Reporting Facilities

It shall be Kentucky Emergency Response Commission (KERC) policy to act accordingly, and to require LEPCs to act accordingly, with regards to the LEPC procedures in situations handling suspected non-compliant tier2 reporting facilities.

- 1) The LEPC Chair shall send any facility within their planning district which is suspected of non-compliance a written request to file, within thirty days (30), a tier2 report in accordance with the Commonwealth of Kentucky's EPCRA How to Comply Packet. Duplicate copies shall be sent to the Chair of the KERK and the Chief of the fire department with jurisdiction over the facility.
- 2) If the facility fails to provide the tier2 report as requested the LEPC Chair shall promptly inform the KERK Chair.
- 3) The KERK shall send the facility a written request to the facility file, within thirty days (30), a tier2 report. Duplicate copies shall be sent to the Chair of the LEPC and the Chief of the fire department with jurisdiction over the facility.
- 4) If the facility fails to provide the tier2 report as requested the KERK Chair shall formally request support, up to and including inspection and civil penalty, from:

U.S. EPA Region 4  
Atlanta Federal Center  
61 Forsyth ST  
Atlanta, Georgia 30024

This policy was voted on and approved by the KERK Board of Commissioners at the March 14th, 2015 meeting.

I, the undersigned, certify that all the information is true and accurate.

Michael E. Dossett, Chairman  
Kentucky Emergency Response Commission (KERK)

Date





# KENTUCKY EMERGENCY RESPONSE COMMISSION (KERC)



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## Kentucky Emergency Response Commission (KERC)

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## KERC Policy 002-2015 "LEPC Open Records Request"

"Necessity, Function, and Conformity" - The Kentucky Emergency Response Commission (KERC), has determined through discussions with program staff and Local Emergency Planning Committee (LEPC) members that the number of open records requests has increased in recent years. Furthermore, the number of individuals with experience in processing open records requests has decreased. This policy is being created to provide clarity and direction with which LEPCs may process open records requests. Ultimately this policy should increase processing time and efficiency of LEPCs in providing appropriate public access to information.

It is the policy of the KERC that:

- a) Responses to requests for records held by the Kentucky Emergency Response Commission shall be made in compliance with the Kentucky Open Records Act, KRS 61.870 - .884. The custodian of records for the Kentucky Emergency Response Commission is the Kentucky Emergency Management Assistant Director of Administration, located at 100 Minuteman Parkway, Frankfort, KY 40601.
- b) Local emergency planning committees are required by Kentucky law to comply with the Kentucky Open Records Act, including but not limited to the establishment of an official custodian of records. LEPCs are encouraged to seek appropriate training on the Open Records Act and to bring specific concerns involving local open records issues to the Kentucky Emergency Response Commission. Local emergency planning committees needing immediate guidance and clarification regarding provisions of the Open Records Act, however, are encouraged to consult with the Office of the Kentucky Attorney General and the County Attorney.

This policy was voted on and approved by the KERC Board of Directors at the July 29, 2015 meeting.

Michael E. Dossett, Chair  
Kentucky Emergency Response Commission

9/25/15

Date

"LEPC Open Records Request" Policy Approved, 2015



# COMMONWEALTH EMERGENCY RESPONSE COMMISSION (CERC)



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Web: [kyem.ky.gov/teams/Pages/CERC.aspx](http://kyem.ky.gov/teams/Pages/CERC.aspx)

Commonwealth of Kentucky  
Emergency Response  
Commission – All Hazards

### BOARD OF DIRECTORS

- Chairman John Heltzel
- Commissioner Keith Alexander
- Commissioner Chad Aull
- Commissioner Larry "Joe" Baer
- Commissioner Henry Bertram
- Commissioner Ed Burtner
- Commissioner Tim Conley
- Commissioner Ronnie Day
- Commissioner Kathy Fowler
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## CERC / LEPC Personally Identifiable Information Policy

All personally identifiable information (PII) such as, social security numbers, home addresses, check routing numbers and other information that is linked or linkable to an individual, and is not necessary for proof of expenditure of funds will be marked out by the individual before submittal by mail, fax, or upload to the KyEMweb SharePoint website: [www.kyemweb.com](http://www.kyemweb.com).





# KENTUCKY EMERGENCY RESPONSE COMMISSION (KERC)



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## Kentucky Emergency Response Commission (KERC)

### BOARD OF DIRECTORS

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- Commissioner Brian Houillion
- Commissioner Dana Jenkins
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- Commissioner Richard Payne
- Commissioner Taylor Payne
- Commissioner Chris Skates
- Commissioner Jeremy Slinker
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## KERC Policy 003-2018 Policy on LEPC Procurement

It is the policy of the Kentucky Emergency Response Commission (KERC) that:

The attached is the most current approved expenditure list for the use of a Local Emergency Planning Committee (LEPC). Any items on this list may be purchased by a LEPC without further approval needed by the KERC if the items are on an approved LEPC Detailed Budget with a LEPC Budget Spending Justification completed at the time of submission to the LEPC Dashboard, and the total cost of the items, or multiples of same item, does not exceed \$5,000. Any purchase of an item, or multiples of same item, that will exceed \$5,000 must be approved by the staff of the KERC, the Grants Committee of the KERC, and the KERC at a regular meeting of that body prior to purchase or contract for purchase.

Should a LEPC wish to expend grant funds outside this list, prior approval is required by the staff of the KERC, the Grants Committee of the KERC, and the KERC at a regular meeting of that body.

Though the KERC may approve or disapprove any purchase, the Commission does not and will not endorse any product or service.

Any item or service purchased with LEPC grant funds must be made in compliance with the Commonwealth of Kentucky Model Procurement Code (Kentucky Revised Statutes, Chapter 45 A). Items must be listed on the LEPC Personal Property Inventory in the LEPC Dashboard.

The use of the item purchased with the LEPC grant funds is limited to purposes consistent with the LEPC, the KERC, Kentucky Revised Statutes (Chapter 39E), Title III, Pub. L. No. 99-499, and any associated federal or state legislation or regulation.

This policy supersedes KERC Policy 002-2017- Policy on LEPC Procurement.

Michael E. Dossett, Chairman  
Kentucky Emergency Response Commission

Date







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## KERC Approved Expenditures for LEPC Grant Funds

### Kentucky Emergency Response Commission (KERC)

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- Finance Officer Gregg Bayer
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- Commissioner Henry Bertram
- Commissioner Steven Bullard
- Commissioner Mike Burke
- Commissioner Joe Carpenter
- Commissioner Drew Chandler
- Commissioner Robert Francis
- Commissioner Rebecca Gillis
- Commissioner Jenean Hampton
- Commissioner Steve Hensley
- Commissioner Brian Houillion
- Commissioner Edward Meiman III
- Commissioner Shawn Merz
- Commissioner Rhonda Perry
- Commissioner Larry Potter
- Commissioner Mike Sunseri
- Commissioner Doug Tackett
- Commissioner Larry Taylor
- Commissioner (Agriculture)
- Commissioner (Attorney General)
- Commissioner (Env. Interests)
- Commissioner (KY State Police)
- Commissioner (Tech. Expertise)

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#### Right to Know

- Annual "Public (Legal) Notice Advertisement"
- Chemical Hazard Response Information System
- Community Awareness Brochures/Pamphlets
- Community Outreach Events/Registration Fees (Approved May 16, 2018)
- Electronic Media Advertising (Approved May 16, 2018)
- HAZMAT Guides
- LEPC Billboard Ad
- LEPC Brochures/Pamphlets
- LEPC Smart Phone Applications/Maintenance
- Local Television Channel Advertising for LEPC
- Map Books (Approved July 19, 2017)
- Promotional Giveaways
- Public Service Videos
- Radio Advertising for LEPC
- Radio Information and Evacuation Instructions to Citizens
- Reference Books

\*Message must be consistent with Community Right-to-Know.

#### Data Management

- Aristatek PEAC software, up to 100% (Approved July 15, 2020)
- Backup Drive
- Computer (Laptop or PC)
- Copier
- Digital Camera
- Digital Voice Recorder
- DVD/Blue Ray Player
- Fax Machine
- GPS System
- Hard Drive
- ID Card Printers (Approved July 19, 2017)
- iPad
- Memory
- Microphone
- Modem
- Monitors
- Projector
- Projector Screen
- Printer
- Scanner
- Software
- Toner





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## Data Management- Continued

- TV
- Video Editing Equipment
- Video Teleconference (VTC) Software (Approved May 21, 2020)
- Webpage/Website
- Wireless Hotspot (Approved November 14, 2017)

## Telephone

- 24 Hour Warning Point
- Installation Fees
- Internet Fees for LEPC Location
- Telephone Fees for LEPC Location

## Services\*

- Administrative Support
- Audit of Grant
- Commodity Flow Survey
- Clerical Work
- Data Entry
- Maintenance Agreements (Only for LEPC equipment bought with LEPC Funds)
- P.O. Box Rental
- Professional Video Services
- Printing Services
- Professional Planning/Training Contracts
- Programmer
- Office Space Rental
- Tier II Facility GIS Mapping
- Utilities
- Wholesale Club Fees

\*Services may not be provided by an LEPC member.

## Training

- KERC Approved Trainings (Must be on the KERC Approved Training List)
  - HazSim Pro 2.0 HazMat Meter Simulation System (Approved January 16, 2019)
  - HSEEP Compliant Seminars
  - HSEEP Compliant Workshops
  - HSEEP Compliant Tabletops
  - HSEEP Compliant Games
  - HSEEP Compliant Drills
  - HSEEP Compliant Functional Exercises
  - HSEEP Compliant Full-Scale Exercises
- (Must be approved by the KERC before implementation)
- Training/Conference Registration Fees (Must be on the KERC Approved Training List)



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## Furniture

Bookcase  
Chairs  
Conference Table  
Copier Stand  
Credenza  
Desk  
File Cabinets  
Folding Chairs  
Folding Tables

## Office Supplies

Binders  
Calculator  
CDs  
Cleaning Supplies  
DVDs  
Envelopes  
Folders  
Index Cards  
Labels  
Letterhead  
Paper Trimmer  
Paper Shredder  
Paper  
Paper Clips  
Pens/Pencils  
Postage  
Stapler/Staples  
Thumb Drive  
Thumb Tacks

## Meals

Meals provided at two official LEPC meetings per year, with per person cost not to exceed the most current State Per Diem

Meals provided at two exercises/training events per year, with per person cost not to exceed the most current State Per Diem

## Apparel\* (Approved July 19, 2017)

Coats  
Hats  
Jackets  
Polo Shirts

\*All apparel must advertise the Local Emergency Planning Committee with a logo and/or name.



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Web: <http://kyem.ky.gov/teams/Pages/KERC.aspx>

### Travel

Travel for Facility Visits

Travel for KERC Meetings

Travel for Training Listed on the KERC Approved Training List

\*Lodging and meals are approved and will be covered. State regulations must be followed when under travel status.



# KENTUCKY EMERGENCY RESPONSE COMMISSION (KERC)



100 Minuteman Parkway  
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## Kentucky Emergency Response Commission (KERC)

### BOARD OF DIRECTORS

- Chairman Michael Dossett
- Vice-Chair Michael Jones
- Finance Officer Gregg Bayer
- Lt. Governor Jenean Hampton
- Commissioner McKenzie Benkner
- Commissioner Henry Bertram
- Commissioner Mike Burke
- Commissioner Joe Carpenter
- Commissioner Justin Cooper
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- Commissioner Edward Meiman III
- Commissioner Shawn Mertz
- Commissioner Richard Payne
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## KERC Policy 004-2017

### LEPC Property and Inventory Control Policy

#### Goal

This policy establishes the Property and Inventory Monitoring Procedures for property and equipment, equal to or greater than \$500, procured with funds awarded to Local Emergency Planning Committees (LEPCs) through the Kentucky Emergency Response Commission (KERC) Fee Account Grant. Additionally, this policy is intended to serve as a resource to establish sound and effective business management practices to ensure funds are properly accounted for and used only for the purposes allowable under the provision of the KERC Fee Account Grant.

#### Procedures

1. The Kentucky Emergency Management (KYEM) LEPC Program Coordinator will compile a listing of equipment and property purchased with KERC Fee Account Grant funds by LEPCs during each calendar year.
2. The LEPC Chairperson, or designee, is obligated to report all serial numbers, or lack thereof, listed on all property purchased with KERC Fee Account Grant funds.
3. The KYEM LEPC Program Coordinator will ensure that the serial number of any such numbered property or equipment, is documented for inventory tracking purposes. If an item lacks a serial number, an inventory tracking number will be assigned and the property is to be tagged accordingly by the LEPC.
4. The LEPC Chairperson, or designee, shall photograph the item, including the serial number or tracking number of the item. The photographs shall be uploaded to the KYEM Kentucky LEPC Dashboard. Newly-acquired equipment and property purchased with KERC Fee Account Grant funds are to be entered into the dashboard by the LEPC within 30 days of purchase. An electronic receipt will be sent by KYEM, via email, to the LEPC Chairperson.
5. The LEPC Equipment and Property List will be provided to the KYEM LEPC Property Manager annually during the month of December.

#### Property and Equipment Inventory Monitoring

It is the responsibility of the KYEM LEPC Property Manager to reconcile the LEPC Equipment and Property List with the KYEM LEPC Dashboard on an annual basis. The reconciliation is to be completed no later than December 1 of each year.





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Through the use of the LEPC Equipment and Property List, inventories will be confirmed annually during the month of December by KYEM KERC staff. Confirmations involving random sampling of inventories, site visits, review of procurement documents, bank statements, dashboard entries, and sub-recipient monitoring will take place periodically as required.

### Disposal of Surplus Property

Items that are no longer useful to a LEPC should be properly disposed as surplus property and removed from inventory. All such disposals must conform to the Kentucky Finance and Administration Cabinet Surplus Property Procedures as stipulated at: <http://finance.ky.gov/services/surplus/Pages/eligiblebidder.aspx>

The LEPC Chairperson must, in writing, request approval from the KYEM LEPC Program Coordinator prior to disposal of ANY KERC-funded property. The request should include a description and photograph of the property or equipment, method of disposal, and a justification for disposal.

### Noncompliance

Failure of an LEPC to follow prescribed inventory procedures may result in deobligation of a grant award and repayment of the related grant funding by the LEPC.

Michael E. Dossett, Chairman  
Kentucky Emergency Response Commission

Date





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- Commissioner Steven Hensley
- Commissioner Shawn Herron
- Commissioner Aaron Keatley
- Commissioner Ray Pasley
- Commissioner Richard Payne
- Commissioner Tony Richey
- Commissioner Doug Tackett
- Commissioner Robert Walker

## KERC Policy 003 – 2016 Local Emergency Planning Committee (LEPC)

### Records Retention


It shall be the Kentucky Emergency Response Commission's (KERC) policy that the records generated by LEPC's and those of the KERC itself are considered to fall under the general federal statute of limitations of five (5) years in accordance with 28 U.S.C. §2462.

As such, LEPC's and owners/operators should retain proof of submission records (e.g., electronic submission receipt records or courier delivery receipt records for the previous 5 year submissions) for all required submission locations.

In addition, all meetings held by and records generated by or retained by the LEPCs and the KERC should be considered public under the Kentucky Open Meetings and Records Laws (KRS 61.800 - .884 and related statutes). Questions concerning the retention schedule for other records should be directed to the Kentucky Department of Libraries and Archives.

This policy was voted on and approved by the KERC Board of Commissioners at the September 14, 2016 meeting.

I, the undersigned, certify that all the information is true and accurate.

  
 Michael E. Dossett, Chairman  
 Kentucky Emergency  
 Response Commission (KERC)

  
 Date

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- Commissioner Shawn Mertz
- Commissioner Taylor Payne
- Commissioner Rhonda Perry
- Commissioner Larry Potter
- Commissioner Jeremy Slinker
- Commissioner Mike Sunseri
- Commissioner Doug Tackett
- Commissioner Larry Taylor
- Commissioner (Agriculture)
- Commissioner (Env. Interests)

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## KERC Policy 001-2020

### Regional Emergency Planning Committee (REPC) Guidance

Per KRS 39E.090 Local Emergency Planning Districts. Local Emergency Planning Districts shall be consistent with county boundaries. The Kentucky Emergency Response Commission (KERC), in order to promote regional cooperation and compliance, may authorize two (2) or more districts to combine, upon request of the Local Emergency Planning Committees (LEPC) of the merging districts. There shall be only one (1) Regional Emergency Planning Committee (REPC) within a district.

Therefore, it is the policy of the Kentucky Emergency Response Commission (KERC) that:

- 1) Formation of initial REPC: Each Local Emergency Planning Committee (LEPC) desiring a joint regional emergency planning district must provide documentation of said LEPC approval for the merger. The LEPCs from each county planning district would form a Regional Emergency Planning Committee (REPC) upon merger. Official documentation shall consist of:
  - a. Meeting minutes demonstrating the intent of said LEPC to form a REPC.
  - b. A notarized letter from the county LEPC chairperson stating the intent to merge.
  - c. Notice provided to each county fiscal court.
- 2) Joining an active REPC: Each county LEPC that wants to join a REPC already in operation must submit a letter stating the LEPC's desire to merge with the proposed REPC, signed by the county LEPC chairperson endorsing the merger. Official documentation shall consist of:
  - a. Meeting minutes demonstrating the intent of said LEPC to form a REPC.
  - b. A notarized letter from the county LEPC chairperson stating the intent to merge.
  - c. Notice provided to each county fiscal court.
- 3) The REPC shall develop and submit proposed bylaws, list of appointed officers, membership list, personal property inventory, Annual Certification Letter (ACL), and open a REPC bank account.

Grant Eligibility. For an occurrence where a county within the REPC becomes ineligible for the KERC Fee Account Grant, the formula for the REPC will be modified by reducing the number of LEPCs for the yearly allocation, removing the ineligible county's EHS Plans, and removing the ineligible county's Tier IIs. These ineligible funds will be transferred to the KERC's supplemental grant fund.

Michael E. Dossett, Chairman  
Kentucky Emergency Response Commission

2/5/2020

Date







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- Commissioner Larry Taylor

## KERC Policy 001-2018 LEPC Special Project Policy

Local Emergency Planning Committees (LEPCs) that are compliant with KRS 39E 110 and 106 KAR 1:091, will be allowed to classify and budget LEPC funds for future LEPC special projects. Prior to classifying and budgeting special project funding, the LEPC must submit a written request to the KERC Grant Review Committee.

The LEPC special project request must include:

- Description of the special project
- Estimated cost of the special project
- Proposed timeline of the special project

Upon approval by the KERC Grant Review Committee, the LEPC may designate the project funding on the Detailed Budget Form (KERC Form DB-102). Once the funds are designated for special project use, the LEPC cannot reallocate the funds for an alternate purpose. It is the responsibility of the Kentucky Emergency Management LEPC Program Coordinator to monitor and report on the use of designated funds and the progress of special projects.

If an LEPC becomes non-compliant and is deemed ineligible for KERC Fee Account Grant funding, the LEPC will be allowed one (1) grant cycle in which to regain compliance. Failure to regain compliance may result in the KERC requiring that special project funding be returned to the KERC Fee Account.

\_\_\_\_\_  
Michael E. Dossett, Chairman  
Kentucky Emergency Response

\_\_\_\_\_  
Date

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May 7, 2018  
Special Meeting



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- Commissioner Kathy Fowler
- Commissioner Robbie Francis
- Commissioner Ryan Halloran
- Commissioner Shawn Herron
- Commissioner Aaron Keatley
- Commissioner Jerome Mansfield
- Commissioner James O'Bannon
- Commissioner Richard Payne
- Commissioner William Swope
- Commissioner Doug Tackett
- Commissioner Liles Taylor
- Commissioner Tony Ritchey
- Commissioner Robert Walker

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## KERC Policy 001-2015 "Tab Q-7 SharePoint Posting Policy"

"Necessity, Function, and Conformity" - The Kentucky Emergency Response Commission (KERC), through discussions with planners, first responders, and program staff has determined that having all approved EHS Facility Emergency Response Plans (Tab Q-7) posted to SharePoint would be a great benefit to the Commonwealth of Kentucky by affording State planners easy access to review and assist county planners and/or facilities should questions arise. More importantly, this will afford State operations, in the unfortunate event of a HAZMAT incident, virtual access to key information required to promptly and efficiently support a local response.

It is the policy of the KERC that:

All Local Emergency Planning Committees (LEPC) shall post all KERC approved Tab Q-7 documents to the designated county SharePoint site (or similar location as designated by Kentucky Emergency Management), within thirty (30) days of final approval.

Tab Q-7 documents include:

- KERC approved Tab Q-7 Plan
- Plans Checklist signed by the:
  - LEPC Chair,
  - KYEM Area Manager, and
  - KERC Commissioner
- An official approval letter signed by the Chairperson of the KERC.

This policy was voted on and approved by the KERC Board of Directors at the July 29, 2015 meeting.

Michael E. Dossett, Chair  
Kentucky Emergency Response Commission

9/25/15

Date

"Tab Q-7 SharePoint Posting Policy" Approved, 2015





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## KERC Policy 003-2019

### Tier II Manager for LEPC Training Requirement

It is the policy of the Kentucky Emergency Response Commission (KERC) that:

Each Local Emergency Planning Committee (LEPC) is required to send at least one designee to the new Tier II Manager Program for LEPCs and EM Staff training offered by the KERC staff. This designee will be appointed by the LEPC Chair to serve as the LEPC's Tier II Manager.

At this training, the LEPC designee will receive the LEPC Tier II Manager account and login, instructions on how to read facility Tier II reports, a description of the process for LEPC and fire department notifications, training on how to run reports, and details on how EHS plans will be developed within the Tier II Manager program. This training is mandatory to meet the requirements of 106 KAR 1:081 and 106 KAR 1:091.

There will only be one Tier II Manager user account per LEPC. It is the responsibility of the LEPC Chair to designate the Tier II Manager user. When this designee changes, the LEPC's Tier II Manager user account will be frozen until a new designee is trained as a Tier II Manager.

Michael E. Dossett, Chairman  
Kentucky Emergency Response Commission

Date

