



KENTUCKY EMERGENCY RESPONSE COMMISSION

BIMONTHLY
NEWSLETTER

ISSUE 29
APRIL 2024

Notes from the March 20, 2024 KERK Meeting

- Tier II reporting
 - There are 5,713 active Tier II facilities in the Commonwealth
 - 78 facilities have not initiated reports
 - 153 facilities have pending payments
- There are 1,345 EHS plans in the Commonwealth
 - 52 plans have been initiated by the LEPC
 - 71 plans have been reviewed by the LEPC
 - 365 plans have been approved by the LEPC
 - 135 plans have been sent back to the LEPC
 - 0 plan has been certified by the State EHS Planner
 - 0 plans have been approved by the KERK Planning Committee and ratified by the KERK since the January 17, 2024 KERK meeting
- Revisions of 106 KAR 001:131, Kentucky Emergency Response Commission civil penalty assessment and hearings procedure, are pending Legislative Committee Review.
- There were six policies that were updated for webpage addresses or rescinded due to newer policies at the March meeting. These policies are as follows: **KERC Policy 005-2013-1 – Change in EPCRA**, **KERC Policy 001-2015-1 - Tab Q-7 SharePoint Posting**, **KERC Policy 007-2015-1 – Adoption of the LEPC Grant Applications Course**, **KERC Policy 004-2017-1 – LEPC Property and Inventory Control Policy**, **KERC Policy 007-2017-1 - Policy on Submitting LEPC Bank Statements**, and **KERC/LEPC Personally Identifiable Information Policy**
- A question regarding how LEPC and Disaster and Emergency Services meetings are to be held was brought forth. The KERK unanimously voted that these meetings can be held on the same day, back-to-back, however they have to be separate meetings with different agendas and minutes for each meeting. A policy will be forthcoming at the next meeting.
- The fee account grant distribution was presented to the Commission. There were \$470,500.00 fees collected for a split of \$235,250.00 between the KERK and the LEPC's.



Next KERK Meeting

Wednesday, May 22, 2024 @ 10:00am

UPS Worldport, 802 Grade Lane, Louisville, KY 40213, VTC

2024 KERK Meeting Dates

July 17—KSP, VTC

September 4—GEMW/KESC, VTC

November 20—KDPH Warehouse, VTC

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Important Dates for LEPCs

- No later than April 1, LEPCs are to review the EHS Facility Emergency Response Plans and fill out an Annual Certification Letter (ACL) in the WebEOC LEPC Dashboard stating: 1) There were no changes; or 2) The plan has been revised and revisions are included with the ACL
- No later than May 31, the KERC will email the Eligible / Ineligible letter to LEPC.

**Note: LEPCs/REPCs must meet at least twice per year (once if no EHS in the planning district) and upload meeting minutes to the WebEOC LEPC Dashboard within thirty (30) days of the meeting, including video teleconference (VTC) meetings

2024 LEPC Documentation Calendar:

January

- Upload documentation of expenditures, bank statements, and update the LEPC Bank Ledger in the WebEOC LEPC Dashboard at least quarterly. Invoices and receipts should be uploaded with bank statements for the timeframe the money was spent. All bank statements should be uploaded individually. The final due date for submissions of documents from the final quarter of the preceding year shall be no later than January 31

**Note: LEPCs must meet at least twice per year (once if no EHS in the planning district) and upload meeting minutes to the WebEOC LEPC Dashboard within thirty (30) days of the meeting, including video teleconference (VTC) meetings

February

- No later than February 28, fill out the LEPC Grant Application in the WebEOC LEPC Dashboard. Print, sign, and upload the application

March

- Facilities must submit by March 1: Their annual Tier II Reports

April

- No later than April 1, LEPCs are to review the EHS Facility Emergency Response Plans and fill out an Annual Certification Letter (ACL) in the WebEOC LEPC Dashboard stating: 1) There were no changes; or 2) The plan has been revised and revisions are included with the ACL

May

- No later than May 31, the KERC will email the Eligible / Ineligible letter to LEPC

June

- June 1, EHS Facility Response Plans due in Tier II Manager
- No later than June 30, fill out the LEPC Detailed Budget in the WebEOC LEPC Dashboard identifying how the funds requested on the LEPC Grant Application are to be spent (allocation and April bank balance)

June-July

- The KERC Fee Account Grant Fund Contract will be emailed to all eligible LEPCs. Print, sign the required pages, and email or mail the contract to the LEPC Program Coordinator

July

- No later than July 30, the KERC will distribute the KERC Fee Account Grant awards



November

- No later than November 30, publish public information on committee activities entitled “Public (Legal) Notice Advertisement”
- No later than November 30, in the WebEOC LEPC dashboard, update the LEPC Membership List and LEPC Membership Cover Page. Name, agency, email address, phone number, and LEPC role should be entered for all members
- No later than November 30, in the WebEOC LEPC dashboard, upload the LEPC bylaws, with certification stating: 1) There were no changes; or 2) The LEPC bylaws have been revised and the revisions are included. Bylaws or certification must be signed and dated by the Chair of the LEPC each year
- No later than November 30, in the WebEOC LEPC dashboard, update the LEPC Personal Property Inventory for all items valued over \$500

December

- No later than December 31, in the WebEOC LEPC Dashboard, upload a photocopy of the “Public (Legal) Notice Advertisement” published or “Affidavit of Publishing.” The name and the date of the newspaper must be clearly shown