KENTUCKY EMERGENCY RESPONSE COMMISSION

Notes from September 8, 2021 KERC Meeting

- Nine (9) LEPCs still need to return their contracts for their grant funds
- LEPCs need to check with their bank for the deposit of their grant funds and to contact Connie Estill if not received
- Thirty (30) facilities failed to initiate and nine (9) facilities failed to complete their 2020 Annual Tier II Report. Facilities have been called and emailed reminding them to complete their report
- Changes to the Tier II Manager program are being tested to ensure they work as requested. Facilities and special facilities have been uploaded into the Tier II Manager maps and are being tested to ensure they work
- EHS plans are currently being reviewed and certified
- *Facility Tier II Refresher* training will be offered in November and December 2021. Dates to be determined
- Steve Brukwicki, KYEM Operations & Planning Branch Manager, received the 2021 Outstanding Employee President's Award from the Kentucky Emergency Management Association
- Doug Eades, KYEM Information Systems Supervisor, was part of the Kentucky Emergency Management GIS/IT Workgroup that received the 2021 Esri Special Achievement in GIS (SAG) Award for Kentucky

Important Dates for LEPCs

- 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

Upcoming KERC Meeting Date

Tuesday, November 9 @ 10 a.m. Transportation Cabinet, Conference Room 106, 200 Mero Street, Frankfort, KY

2022 KERC Meeting Dates

- January 19   Kenton County Emergency Management and Video Teleconference (VTC)
- March 16   To Be Determined (TBD) and VTC
- May 18   TBD and VTC
- July 20   TBD and VTC
- September 7   Governor's Emergency Management Workshop (GEMW) and VTC
- November 16   TBD and VTC

KERC Contacts:

Russell Cole	Connie Estill	Tiffany Sizemore
KERC Program Manager	LEPC Program Coordinator	Tier II Manager / EHS Planner
502-607-1395	502-607-5732	502-607-5770
russell.cole11.nfg@mail.mil	connie.g.estill.nfg@mail.mil	tiffany.sizemore@ky-em.org

KENTUCKY EMERGENCY RESPONSE COMMISSION

2021 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: 1) Their annual Tier II Reports; AND 2) A Facility Annual Certification Letter (FACL)

**Note: The FACL must state: 1) There are no changes to the EHS Plan; OR 2) The EHS Plan has been revised and the revisions are included with the FACL

April

- No later than April 1, 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

June-July

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

July

- No later than July 30, the KERC will distribute 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