KENTUCKY EMERGENCY RESPONSE COMMISSION

Notes from November 9, 2021 KERC Meeting

- There is one (1) outstanding LEPC grant payment due to an electronic funds transfer issue
- Twenty-two (22) facilities failed to initiate and seven (7) facilities failed to complete their 2020 Annual Tier II Report
- Five (5) Tier II Manager Accounts have pending payments with the account holds having been notified
- Staff is calling fire departments individually to ensure registration in the Tier II Manager system with approximately 200 fire departments left to register
- Clay County and Monroe County LEPCs still need to register for a Jurisdictional Planner account
- The Tier II Manager EHS Planning Module modification has been approved in the test site and has been applied to the production site. Testing on the production site is in progress
- The Facility Tier II Refresher will be offered on December 2, 7, 9, 14, and 16, 2021
- The KERC approved an LEPC Special Projects Process to allow LEPCs to request funds for special projects. Guidelines are being developed and will be sent out after the first of the year
- The Bracken County, Grant County, and Robertson County LEPCs were approved by the KERC to join the Northern KY Emergency Planning Committee (NKEPC).

Important Dates for LEPCs

- 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
- 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

Upcoming KERC Meeting Date

Wednesday, January 19, 2022, 10:00 a.m. at the Kenton County Homeland Security and Emergency Management Office, 1840 Simon Kenton Way, Covington, Kentucky; in-person and by VTC.

2022 KERC Meeting Dates

- 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
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KENTUCKY EMERGENCY RESPONSE COMMISSION

2022 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*