KENTUCKY EMERGENCY RESPONSE COMMISSION

Notes from 2020 KERC Meetings

September 23, 2020 KERC meeting
- Chair Dossett issued an Administrative Order to extend the EHS Facility Response Plans to June 1, 2021 with the Tier II Program Planning Module being inactive and the ongoing pandemic response

November 18, 2020 KERC meeting
- The Tier II Manager Program is scheduled to be changed over for 2021 Tier II reporting on December 28, 2020 so new Tier II reports can be submitted beginning January 1, 2021
- Facility Tier II Reporting training refreshers are being scheduled for January and February 2021. Check the KYEM Training/ Exercise webpage for training dates
- LEPC Tier II Planning Module refreshers are being scheduled for March and April 2021. Check the KYEM Training/Exercise webpage for training dates

Important Dates for LEPCs

- No later than December 31, 2020, upload a photocopy of the "Public (Legal) Notice Advertisement" published or "Affidavit of Publishing" into WebEOC
- No later than January 31, 2021, upload financial documents from the final quarter of 2020
- No later than February 28, 2020, fill out the LEPC Grant Application in WebEOC dashboard. Print, sign, and upload application
- *June 1, 2021*, EHS Facility Response Plans due in Tier II Manager
- See page 2 of this newsletter for specific details and other due dates for LEPCs

Upcoming KERC Meeting Dates

Wednesday, January 20, 2021 @ 10:00am
Due to considerations for the COVID-19 pandemic, the KERC meeting will be held via video teleconference (VTC).

2021 KERC Meeting Dates
- March 17, 2021: VTC
- May 19, 2021
- July 21, 2021
- September 22, 2021
- November 17, 2021

KERC Contacts:

Russell Cole	Connie Estill	Tiffany Sizemore
KERC Program Manager	LEPC Program Coordinator	EHS Planner / Tier II Manager
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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