

AGREEMENT FOR SERVICES

by and between

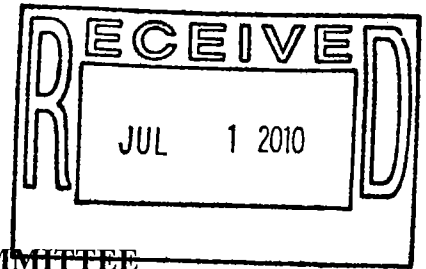
JACKSON COUNTY,

the

MID-AMERICA LOCAL EMERGENCY PLANNING COMMITTEE

and the

MID-AMERICA REGIONAL COUNCIL



This Agreement, entered this 1st day of July, 2010, by and between Jackson County, the Mid-America Local Emergency Planning Committee, hereinafter referred to as the "LEPC" and the Mid-America Regional Council, hereinafter referred to as "MARC" for professional services.

WHEREAS, the following counties have cooperatively formed a local emergency planning committee under the provisions of the Emergency Planning and Community Right-to-Know Act of 1986:

The County of Cass, Missouri;

The County of Clay, Missouri;

The County of Jackson, Missouri;

The County of Platte, Missouri; and

The County of Ray, Missouri

WHEREAS, each county receives a grant from the Missouri Emergency Response Commission in accordance with Missouri's Emergency Planning and Community Right-to-Know Act (RsMO Sections 292.600 to 292.625); and

WHEREAS, these funds are to be used for programs which support the LEPC's hazardous materials planning, training and related activities; and

WHEREAS, MARC can provide administrative and technical assistance to carry out the scope of work developed for the aforementioned grant;

NOW THEREFORE, the parties to this Agreement agree as follows:

FILED

JUL 01 2010

MARY JO SPINO
COUNTY CLERK

ARTICLE I

SCOPE OF SERVICES

MARC hereby agrees to fulfill the following scope of work in accordance with proposals submitted to the Missouri Emergency Response Commission and other state agencies with the oversight and assistance of the LEPC:

- A. Coordination and scheduling of monthly meetings and necessary subcommittee meetings, usually at the MARC offices, to discuss the LEPC's operation, activities, projects and issues which may affect the LEPC.
- B. Development and distribution of agendas for and summaries of the above meetings.
- C. Development and maintenance of a regional hazardous materials plan and assistance with the development of county hazardous materials plans or hazardous materials annexes to county emergency operations plans.
- D. Development of exercises to evaluate regional and local hazardous materials response capabilities.
- E. Sponsorship of hazardous materials and other training courses and coordination of hazardous materials training with the Missouri Emergency Response Commission, Missouri State Emergency Management Agency, Department of Public Safety, University of Missouri, and other entities offering hazardous materials training.
- F. Collection of Tier II forms and related information from facilities in each member county required to complete and submit these items and development of a database of chemical inventory and emergency contact information for these facilities.
- G. Operation and maintenance of an LEPC website.
- H. Development and management of a public education and awareness program.
- I. Completion of all reports and documentation necessary for the administration and operation of the LEPC.
- J. Coordination and integration of LEPC activities with those of other MARC emergency services committees and metropolitan area emergency services organizations.
- K. Other activities that are mutually agreed upon by the LEPC and MARC.

ARTICLE II

TIME OF PERFORMANCE

MARC shall provide the services described in Article I for the period commencing July 1, 2010 through June 30, 2011. The time and services of this Agreement may be extended or amended by Addendum hereto, containing the signatories of the parties and an identification of the extension period including any other amendments to the original Agreement.

ARTICLE III

CONSIDERATION

In consideration of the services provided by MARC and described in Article I, Jackson County and the LEPC authorize MARC to administer the FY 2010-2011 grant of \$54,099.02 and any carryover funds from previous years as well as, any additional funds that may be competitively awarded from the Hazardous Materials Emergency Preparedness (HMEP) fund required to carry out the scope of work specified in this Agreement and as listed in Attachment 1, FY 2010-2011 LEPC Budget. It is the parties' understanding that the State of Missouri will provide the LEPC with \$54,099.02 from the state's CEPF and \$5,000.00 from the HMEP program to be used as resources for the operation of the LEPC and its programs and activities, consistent with the terms and conditions placed on the counties by the Missouri Emergency Response Commission and as directed by the LEPC at their regular meetings. Any additional HMEP funds to be awarded to the Mid-America LEPC to support training activities will also be used according to the terms of this agreement. MARC agrees to provide detailed records of revenues and expenses associated with the performance of this Agreement. All expenditures will be consistent with CEPF and HMEP budgets approved by the LEPC.

ARTICLE IV

TERMINATION OR SUSPENSION OF AGREEMENT

This Agreement will terminate on June 30, 2011 unless extended by Addendum hereto as provided in Article II. However, if for any justifiable reason any party wishes to terminate this Agreement prior to the completion of the time of performance, this may be done by serving thirty (30) days notice upon the other parties. Payment for services shall be pro rata to the term of the Agreement and to the work effort completed.

ARTICLE V

EQUAL EMPLOYMENT OPPORTUNITY

Jackson County, the LEPC and MARC attest that they do not now, nor shall they discriminate against any employee who is employed in the work covered by this Agreement or against any applicant for such employment, due to race, color, religion, sex, age, handicap, or national origin.

IN WITNESS WHEREOF, the parties have executed this Agreement on the 1st day of July 2010.

Approved by Jackson County, Missouri

Miss Saul

County Executive, Jackson County

June 25, 2010

Date

APPROVED AS TO FORM

COUNTY COUNSELOR

ATTEST:

CLERK OF COUNTY LEGISLATURE

Approved by the Mid-America Local Emergency Planning Committee

H. David Williams

Mid-America LEPC Chair

6/29/10

Date

Approved by the Mid-America Regional Council

Julia
Executive Director

6/29/10

Date

MISSOURI EMERGENCY RESPONSE COMMISSION

CEPF FUNDING 2010-2011

AGENCY INFORMATION

NAME Mid America Regional Council
 ADDRESS 600 Broadway
 CITY Kansas City, Missouri, 64105
 EMAIL elynch@marc.org
 PHONE 816-474-4240

DATE June 28, 2010
 LEPC CONTACT Erin Lynch

CERTIFICATIONS

Signatures certify that the funds will be accepted and used in accordance with state law the attached guidelines

H. David Williams
 LEPC CHAIRPERSON (type or print)

Dawn Warren
 MERC DIRECTOR (type or print)

 LEPC CHAIRPERSON SIGNATURE

 MERC DIRECTOR SIGNATURE

COUNTY (COUNTIES IF LEPD)
<u>Cass</u>
<u>Clay</u>
<u>Jackson</u>
<u>Platte</u>
<u>Ray</u>

NAME (TYPE OR PRINT)
<u>Gary Mallory</u>
<u>Ed Quick</u>
<u>Mike Sanders</u>
<u>Betty Knight</u>
<u>Rodger Fitzwater</u>

SIGNATURE OF COUNTY COMMISSIONER(S) (LEPD - COMMISSIONER FROM EACH COUNTY MUST SIGN)

**Budget for LEPC Activites
FY 2010-2011**

	Amount
Printing	\$500.00
Travel	\$10,000.00
Office Equipment & Supplies	\$250.00
Computer Equipment & Software	\$250.00
Contracts for Services (attach contract)	\$51,600.00
<u>Name of Contractor</u>	<u>Amount</u>
Mid America Regional Council	\$45,600.00
Other contracts to support planning activities (TBD)	\$6,000.00
Resource Material	\$100.00
Training Expenses	\$16,712.41
Equipment	\$0.00
Personnel (NO Full time employees)	\$0.00
Other Costs (be specific)	
Postage	\$100.00
Classified Ads	\$250.00
Professional Memberships	\$100.00
Public Outreach Activities	\$5,000.00
Total	<u><u>\$84,862.41</u></u>

Signature of LEPC Chairperson

Budget includes CERF 2010-2011 award (\$54,099.02), \$20,017.18 in 09-10 funds on hand and \$10,764.41 remaining in contribution from the NASTJPO conference.

MID-AMERICA LOCAL EMERGENCY PLANNING COMMITTEE
2010-2011 ANNUAL WORK PLAN
(July 1, 2010 to June 30, 2011)

MAIN OBJECTIVES OR PROJECTS TO BE FUNDED WITH THIS GRANT (As outlined in the Application)

CONTRACTS

Mid America Regional Council (contact: Erin Lynch) - planning, coordination and facilitation services as outlined in the agreement between MARC and the counties. (See attached.)

EMERGENCY RESPONSE EQUIPMENT

LEPC funds are not expected to be used for equipment purchases during this coming year.

TRAINING

The Mid-America LEPC Training Subcommittee will continue to meet regularly, maintain a calendar of hazardous materials courses, and work with local agencies to ensure that their personnel are trained to a level commensurate with their emergency responsibilities. A prioritized list of trainings has been developed. The training to be offered focuses primarily on the region's hazardous materials teams. The subcommittee will coordinate efforts on a regional level with the Training and Exercise Committee of the Regional Homeland Security Coordinating Committee (RHSCC) as appropriate to leverage resources for maximum benefit to the region. Training on specialized equipment will be available as appropriate including some re-certification training on detectors.

The training subcommittee will continue to promote training on the National Incident Management System (NIMS). LEPC member agencies are encouraged to make NIMS training a priority. In addition, the use of Incident Command System forms will be encouraged for all LEPC member agencies to use in training sessions, exercises and during actual responses.

EXERCISE

Area hazmat teams will continue to train together and exercise. Actual hazmat responses and the After Action Report from the regional Mass Casualty Incident Exercise will help inform exercise plans.

Regional exercise activities are outlined in a Multi-Year Training and Exercise Calendar. HazMat representatives will be involved in several of the activities including providing subject matter expertise during exercise design. The calendar is annually updated through a planning workshop and as needed as plans, guidance, requirements and/or investments change. The current version can be found at <http://www.marc.org/emergency/emergencytrainingprograms.htm> (see right column).

OTHER

Key priorities for the LEPC include continuing to build partnerships with schools to expand community outreach and preparedness, increase participation of industry in the LEPC and likely expansion to incorporate the three Kansas County (Leavenworth, Wyandotte and Johnson) LEPC's in the Mid America LEPC, reviewing the states workspace and plan

template and determining how the Mid America LEPC plan could be strengthened in the future.

Tier Two Chemical Inventory Reporting – The LEPC will continue to accept Tier Two reports from facilities required to report. Appropriate records will be maintained containing chemical inventory and emergency contact information for facilities in the five-county area. The LEPC will continue to maintain the database of Tier Two information so that the information can be provided to first responders in a usable format. At the same time, they will continue to monitor the state's records to ensure the LEPC has the most complete information regarding reports that have been filed. The LEPC will continue to provide passwords to the MERC database for appropriate county and fire officials.

Planning The LEPC will continue to monitor the state's use of MERIS and how it may impact LEPC activities. The LEPC will coordinate with other regional planning groups to ensure LEPC objectives are coordinated with other regional preparedness initiatives including Critical Infrastructure Protection planning and the Area Maritime Security risk management work.

Regional Homeland Security Efforts – The Chair of the Mid-America LEPC, an official voting member of the Regional Homeland Security Coordinating Committee (RHSCC), and its members will continue to be involved in the activities of the RHSCC and various subcommittees. The Regional Homeland Security Coordinating Committee provides leadership in convening community stakeholders to ensure that plans, policies and procedures are developed and coordinated; resources are identified, secured, and allocated efficiently; and communications among organizations are open, clear and responsive. The LEPC will be represented in discussions on vulnerability assessments, planning, interoperability, use of federal resources, training and exercises and document library and asset tracking and personnel accountability. The LEPC will help to further key projects affecting fire departments and other LEPC member agencies including, but not limited to, a regional accountability system, technical rescue training and hazardous materials equipment procurement and training.

Community Hazardous Materials Preparedness Forum – The Mid-America LEPC will conduct monthly meetings in 2010-2011 as well as support various subcommittees of the LEPC. At each monthly meeting, the Committee will receive a financial report and monitor the budget. The LEPC will continue to receive notifications of incidents and review the response to significant hazardous materials incidents that occur in member jurisdictions. LEPC members will monitor and report on relevant legislation that is shared at LEPC meetings. The LEPC will continue to offer presentations on topics relevant to the LEPC mission and its members. The Mid-America LEPC will continue to use its website to share information. Current agendas, meeting summaries, training courses and other information will continue to be available at <http://www.marc.org/emergency/lepc.htm>

MID-AMERICA LOCAL EMERGENCY PLANNING COMMITTEE

2009-2010 SUMMARY OF ACTIVITIES (As of May 13, 2010)

There are four main activities of the Mid America LEPC:

- Planning
- Training
- Public Education and Outreach
- Providing a forum for the emergency response community and industry and other community representatives and the public to meet, share information about the hazardous materials risks and increase preparedness efforts.

Training -Through the efforts of the Mid-America LEPC Training Subcommittee in cooperation with the Regional Homeland Security Training and Exercise Committee, a monthly emergency services training calendar was maintained and accessible on the MARC website. Training flyers were created to promote a variety of hazardous materials trainings with funding provided by the HMEP, CEPF and Urban Area Security Initiative grants. To provide visibility of emergency services trainings, flyers were emailed and provided hard copy to emergency response committees and/or the target audience announcing the course. An example of trainings hosted include ICS 300 and 400 level for NIMS compliance, a hands-on Cargo Tank Truck Specialists, HazMat IQ training and a 40-hour Hazardous Materials Incident Response Technician course. Regional HazMat team members also completed training on specialized equipment that involved a 2-year recertification on the Advanced Infrared Analysis and RAE Detector courses.

Through leveraging funds, several LEPC members and partners were able to attend in and out of region conference opportunities where they received current information on key hazardous materials such as emergency planning, safety issues and provided an opportunity learn from best practices across the country. The Mid America LEPC has coordinated closely with the MERC on training activities.

The LEPC supported drills for the hazmat teams and recently incorporated a “no notice” drill of the Northland Hazmat team in a large full scale exercise. This exercise involved on scene response to an overturned tanker and simulated response to a rail incident and EOC activation. The after action report is currently under development. In addition, representatives of the Mid America LEPC participated in the table top exercise conducted as part of the Region 7 LEPC TERC Conference. They briefed the entire LEPC at the August LEPC meeting and made the exercise materials available for use.

The LEPC conducted the following trainings:

DATE	COURSE TITLE	PARTICIPANTS
August 6-9, 2009	Region 7 LEPC/TERC Emergency Planning & Response Conference in Kansas City, Missouri	5
September 2 and 9, 2009	Hazardous Materials Incident Response: Awareness Level	21
Sept. 10-11, 2009	RAE Detector, Instrument Service & Maintenance	17

September 14, 16, 21, 23, 26, 2009	Hazardous Materials Incident Response, Operations	24
September 15, 16, 17 2009	Ignitable Liquids and Class Foam B Course	56
Sept. 21-26, 2009	Cargo Tank Truck Workshop	98
October 28, 2009	Advanced Infrared Analysis	16
Nov 2-6, 2009	Hazardous Materials Incident Response Technician Course	27
November 18-19, 2009	HazMat Workshop	4
December 8-12, 2009	Missouri Hazmat Symposium in Osage Beach, Missouri	11
January 4-7, 2010	Fire Instructor I	9
March 2, 3, 4, 2010	HazMat IQ Training	79
March 15-16, 2010	Special Operations Symposium (FDNY) in Manhattan, New York	6
April 17, 2010	Hazardous Materials Incident Response Awareness	14
April 20-23, 2010	State of Missouri Emergency Management Agency (SEMA), Missouri Emergency Management Conference in Branson, Missouri	7
April 20, 22, 27, 29 and May 1, 2010	Hazardous Materials Incident Response Operations	19
May 19-23, 2010*	International Hazardous Materials Response Teams Conference in Baltimore, Maryland	8
May 28-29, 2010*	Positive Pressure Attack-Advanced Training	8
June 16-18, 2010*	Understanding Air Monitoring with the METERS Program	
June 27-28, 2010*	Positive Pressure Attack-Advanced Training	14
*Planned activities at the time of report.		

Planning – Maintaining the Mid America LEPC Preparedness Plan

In January the LEPC plan was updated to include Tier II data, maps and updated information on reporting. In addition during several of the meetings the LEPC vice chair highlighted key elements of the plan. The basic plan is available on the LEPC website:

<http://www.marc.org/emergency/lepcplan.htm> The complete plan is available by contacting elynych@marc.org. An ad was placed to notify the public how to access the plan.

An important activity of the LEPC is to receive and share Tier II information and make it available to the emergency responder and the public upon request. The process is documented in the plan. The LEPC continued to reinforce the State's effort to increase reporting for facilities required to file Tier II reports. The LEPC reported at meetings on the status of Tier IIs. On a monthly basis the State's database was downloaded and compared to the reports received at the Mid America LEPC. A master log was maintained to track Tier II reports received at our local LEPC. Local emergency managers and fire departments have received the password to view the State's Tier Two inventory at any time.

Public Education and Community Outreach - LEPC Public Education

In conjunction with the Metropolitan Emergency Managers Committee and the Regional Homeland Security Committee, the LEPC supported a strong public outreach campaign that included messages on shelter in place and evacuation measures. This information was included on the website www.prepremetrokc.org, and in the Emergency Preparedness pocket guide continued to be distributed to thousands of members of the general public. The guide was made available to all LEPC agencies and has become a successful public education tool. The pocket guide and the website have been translated into Spanish. Outreach campaigns focused on severe weather preparedness and promotion of weather radios and terrorism awareness ("if you see something, say something"). These campaigns included locally produced TV ads, website ads, and print ads in magazines. H1N1 preparedness was a key focus of the preparedness activities and the LEPC was one forum used to get important information out to industry partners on steps to take and Continuity of Operations Planning.

The LEPC actively participated in Safety City at the Greater Kansas City Home Show in 2010 reaching thousands of people with information about home safety, home medical emergencies, disaster preparedness, seniors and people with special needs, and the important role of volunteers in an emergency. The Mid-America LEPC trailer was utilized for this event. The LEPC reached out to school safety officers and school leadership in Missouri and Kansas and began to discuss possible partnerships to gain a greater understanding of the school preparedness around shelter in place and evacuation. There has been preliminary discussion on how the school can serve as a conduit to get important safety information into households. The schools have been very receptive and a school subcommittee has been formed as part of the LEPC.

The Mid-America LEPC continued to post current agendas, meeting summaries, training courses and other information at the LEPC website. This website significantly enhances the LEPC's ability to communicate and share information with its members and the public. The address of this website is <http://www.marc.org/emergency/lepc.htm>

Providing a Forum for Community Partners

The Mid-America LEPC conducted monthly meetings and sub-committee meetings in 2009-2010 with the exception of December and April. The meeting was cancelled in December due to participation in the State's Hazmat Symposium and in April due to a large regional exercise involving a number of LEPC members. The LEPC monitored expenditures and used these meetings as an opportunity to bring various entities together to learn current information on a variety of topics. LEPC members presented on a variety of topics including, but not limited to, shelter in place, the incident at Bayer Crop Science 8-11-09, H1N1 Preparedness, Hazmat training at Brenntag Mid South emphasizing industry and first responder partnership, MERC training, Hazmat Preparedness for Schools, Risk Management and Planning Outreach, the Hydrochloric Acid Spill 113009 Paseo Bridge.

The LEPC received notification of hazardous materials incidents in the five-county area. At each LEPC meeting, a report was given of any hazardous materials incidents reported to the LEPC during the past month. This helps remind everyone of the community risks and the need to be prepared. The LEPC reviewed the responses to significant hazardous materials incidents that occurred in member jurisdictions.

The LEPC reported on hazardous materials regulations and other information provided by the State or member agencies. The LEPC worked with the State to research federal, state and local regulations to gain clarification on facility reporting requirements to local LEPCs.

Letters were sent to industries responsible for filing RMPs inviting them to participate in the LEPC. Also the Vice Chair conducted personal outreach resulting in additional industry representation.

Representatives and members of the Mid-America LEPC continued to be involved in the activities of the area's Regional Homeland Security Coordinating Committee and various subcommittees. The LEPC was represented in discussions on homeland security response system development and implementation, critical infrastructure and, planning, interoperability, use of federal resources, training and exercises, WebEOC, citizen preparedness, etc. The relationships developed through the years at the LEPC were leveraged when the Area Maritime Security Committee was developing the port risk mitigation plan.

The Mid America LEPC was approached by the Wyandotte County, Johnson County and Leavenworth County Kansas LEPCs to explore merging LEPCs. There has been significant work done to discuss the feasibility, value and support of this. This will be a major initiative to pursue in the coming year.