

# REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:

Res/~~Ord~~ No.: 18862

Sponsor(s): Crystal Williams

Date: June 22, 2015

<p>SUBJECT</p>	<p>Action Requested  <input checked="" type="checkbox"/> Resolution  <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Authorizing the County Executive to execute an Agreement for Services with the Mid-America Local Emergency Planning Committee and the Mid-America Regional Council, at no cost to the County.</u></p>												
<p>BUDGET INFORMATION  <i>To be completed By Requesting Department and Finance</i></p>	<table border="1" data-bbox="316 541 1198 856"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>Amount previously authorized this fiscal year:</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>Total amount authorized after this legislative action:</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>Source of funding (name of fund) and account code number; FROM / TO</td> <td>FROM ACCT</td> </tr> <tr> <td></td> <td>TO ACCT</td> </tr> </table> <p>* If account includes additional funds for other expenses, total budgeted in the account is: \$</p> <p>OTHER FINANCIAL INFORMATION:</p> <p><input checked="" type="checkbox"/> No budget impact (no fiscal note required)  <input type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract:      Department: Estimated Use: \$</p> <p>Prior Year Budget (if applicable):      Prior Year Actual Amount Spent (if applicable):</p>	Amount authorized by this legislation this fiscal year:	\$	Amount previously authorized this fiscal year:	\$	Total amount authorized after this legislative action:	\$	Amount budgeted for this item * (including transfers):	\$	Source of funding (name of fund) and account code number; FROM / TO	FROM ACCT		TO ACCT
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	TO ACCT												
<p>PRIOR LEGISLATION</p>	<p>Prior ordinances and (date):</p> <p>Prior resolutions and (date): Res. #18183, dated 5/20/13; Res. #18557, dated 6/30/14</p>												
<p>CONTACT INFORMATION</p>	<p>RLA drafted by (name, title, &amp; phone): Lisa Honn, Senior Administrative Manager, 816-881-3593</p>												
<p>REQUEST SUMMARY</p>	<p>Jackson County, With Cass, Clay, Platte and Ray Counties, has formed a local emergency planning committee (LEPC) under the provisions of the Emergency Planning and Community Right-to-Know Act of 1986.</p> <p>Each county receives grants from the Missouri Emergency Response Commission in accordance with Missouri's Emergency Planning and Community Right-to-Know Act (RSMo 292.600 to 292.625) to be used for program which support the LEPC's hazardous materials planning, training and related activities.</p> <p>As a member of the LEPC, the County has entered into an agreement with the Mid-America Regional Council (MARC) to provide administrative and technical assistance to carry out the scope of work developed for the aforementioned grants. The attached Agreement for Services with MARC and the Mid-America LEPC adequately sets out the rights and obligations of LEPC and MARC.</p> <p>This resolution seeks authorization for the County Executive to execute this Agreement for Services with the Mid-America Local Emergency Planning Committee and the Mid-America Regional Council, at no cost to the County.</p>												

CLEARANCE	<input type="checkbox"/> Tax Clearance Completed (Purchasing & Department) <input type="checkbox"/> Business License Verified (Purchasing & Department) <input type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)	
ATTACHMENTS		
REVIEW	Department Director: <i>[Signature]</i>	Date: 6-15-15
	Finance (Budget Approval): If applicable	Date:
	Division Manager: <i>[Signature]</i>	Date: 6/11/15
	County Counselor's Office: <i>[Signature]</i>	Date:

Fiscal Information (to be verified by Budget Office in Finance Department)

- This expenditure was included in the annual budget.
- Funds for this were encumbered from the \_\_\_\_\_ Fund in \_\_\_\_\_.
- There is a balance otherwise unencumbered to the credit of the appropriation to which the expenditure is chargeable and there is a cash balance otherwise unencumbered in the treasury to the credit of the fund from which payment is to be made each sufficient to provide for the obligation herein authorized.
- Funds sufficient for this expenditure will be/were appropriated by Ordinance # \_\_\_\_\_
- Funds sufficient for this appropriation are available from the source indicated below.

Account Number:	Account Title:	Amount Not to Exceed:

- This award is made on a need basis and does not obligate Jackson County to pay any specific amount. The availability of funds for specific purchases will, of necessity, be determined as each using agency places its order.
- This legislative action does not impact the County financially and does not require Finance/Budget approval.

JUN - 1 2015

May 27, 2015

**Res. 18862**

Mr. Mike Sanders  
Jackson County Executive  
415 E. 12<sup>th</sup> Street, 2<sup>nd</sup> Floor  
Kansas City, MO 64106

Dear Mr. Sanders,

As you may know, each year the Mid-America Local Emergency Planning Committee (LEPC) applies to the Missouri Emergency Response Commission (MERC) for funding to support the operation of the LEPC. As part of the application package, all agreements with participating counties must be updated and County Commissioners must sign the application form.

*Please sign both copies of the enclosed agreements, compliance certification forms, and membership rosters and return to MARC by June 22, 2015. Address these documents to the Mid-America Regional Council, 600 Broadway, Suite 200, Kansas City, MO 64105, Attention: Ms. Cynthia Allen. We will forward you an original once all of the signatures are obtained. The LEPC Chair will sign off on final applications submitted to the state.*

LEPC funding in Missouri is from the State's Chemical Emergency Preparedness Fund (CEPF) grant. The Mid-America LEPC is eligible to receive an estimated \$62,845 in CEPF funds. Jackson County's portion of this allocation is approximately \$31,357.

In closing, please do not hesitate to contact me if you have questions by phoning 816-701-8390 or by emailing [elynych@marc.org](mailto:elynych@marc.org). Thank you very much for your assistance with this application. We appreciate your support of the Mid-America LEPC and look forward to working with your jurisdictions and emergency services agencies.

Sincerely,



Erin E.S. Lynch  
Emergency Services & Homeland Security Director

cc: Mr. Mike Curry

Enclosures: Agreement for services with MARC and the Mid-America LEPC  
Certifications  
Budget  
Goals and Objectives  
Membership List

Chair Curt Skoog Councilmember Overland Park, Kansas	1st Vice Chair Carol Suter Councilmember Gladstone, Missouri	2nd Vice Chair Ed Eilert Commission Chairman Johnson County, Kansas	Treasurer Beverlee Roper Commissioner Platte County, Missouri	Secretary Randy Rhoads Mayor Lee's Summit, Missouri	Executive Director David A. Warm
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**Proposed Budget**

Use the "Tab" or "Enter" button after entering data so the form will calculate. The proposed budget MUST reflect the costs for activities identified in Goals and Objectives section.

Budget Year Start Date	July 1, 2015	Budget Year End Date	June 30, 2016
Beginning Balance			\$52,638.00
Estimated Income			\$62,845.00
CEPF		\$62,845.00	
Other			
Total Estimated Funds Available			\$115,483.00

Expense Category	Cost-Share Amount*	LEPC/D Amount
<b>Administrative (costs associated with operating the LEPC/D)</b>		<b>\$53,600.00</b>
Contract Labor		\$45,600.00
Postage		\$150.00
Printing		\$500.00
Phone/Fax/Internet		
Office Supplies and Equipment		\$350.00
Computer/Electronic Equipment		
Public Notice		\$300.00
LEPC/D Meetings (publication, meals, etc.)		\$700.00
Other	No List Attached	\$6,000.00
<b>Projects (costs associated with LEPC/D activities)</b>		
Hazmat Plan Distribution		
Hazard Communication		
Facility Review and ID		
Hazmat Flow Study		
Other	No List Attached	
<b>Hazmat Training &amp; Exercise</b>		<b>\$46,883.00</b>
Course and Instructor Fees		\$41,460.00
Materials and Supplies		\$5,423.00
Equipment (attach list)		
Conference/Symposia Registration		
Other	No List Attached	
<b>Travel (includes mileage, airfare, parking, etc.)</b>		<b>\$10,000.00</b>
Transportation, Meals, and Lodging		\$10,000.00
<b>Other (any expenses that don't fit into the above categories)</b>		<b>\$5,000.00</b>
(Specify)	No List Attached	\$5,000.00
<b>Total Estimated Expenses</b>		<b>\$115,483.00</b>
<b>Reserves (Unallocated Funds)</b>		
<b>End Balance</b>		

\*Cost-share is listed here primarily for convenience. Anything in this column will NOT calculate.

\_\_\_\_\_  
LEPC/D Chair Signature

\_\_\_\_\_  
Date



**Certifications**

Submission Date:  
 MERC Planner Name: Mimi Diaz

LEPC/D Name:

**Mid-America LEPC**

County Name(s):	MO: Cass, Clay, Jackson, Platte, Ray; KS Leavenworth, Johnson, Wyandotte
CEPF Certification Year(s):	2015
Primary Contact Name:	Erin Lynch

Signatures certify that the application is true and correct to the best of our knowledge, that the county and LEPC/D intends to maintain/pursue compliance with applicable laws, and agrees to spend the CEPF money consistent with applicable laws.

Deputy Chief Mike Wilson  
 \_\_\_\_\_  
 LEPC/D Chair Name (Typed) LEPC/D Chair Signature

COUNTY	COMMISSIONER NAME	SIGNATURE*
Cass County	Jeff Cox	
Clay County	Jerry Nolte	
Jackson County	Mike Sanders	
Platte County	Ron Schieber	
Ray County	Gary Wilhite	

\*For LEPCs, the Chief Elected Official from each member county must sign.

Are any funds from this package being used as a match for a federal grant?  Yes  No  
 If yes, which grant? \_\_\_\_\_

MERC Use Only	
Payment Request Date:	Payment for Years:
Payment Date:	Payment Amount:
Check/Transaction Number:	
Signature MERC Executive Director	Dean Martin



**MID-AMERICA LOCAL EMERGENCY PLANNING COMMITTEE  
MEMBERSHIP LIST**

**EMERGENCY MEDICAL SERVICES**

Assistant Chief Mike Wilson, Chair \*  
Alternate: Steve Howard  
Kansas City Kansas Fire Department  
815 N. 6<sup>th</sup> Street  
Kansas City, KS 66101  
(913) 573-5923

Sgt. Steve Taylor  
Clay County Sherriff's Department  
School Resource Unit Supervisor  
North Kansas City High School  
620 E. 23<sup>rd</sup> Avenue  
North Kansas City, Mo 64116  
(816) 413-6021

**ELECTED OFFICIALS**

Honorable Mike Sanders  
Alternate: Mr. Mike Curry  
Jackson County Executive  
415 East 12<sup>th</sup> Street, 2<sup>nd</sup> Floor  
Kansas City, MO 64106  
(816) 881-3333

**EMERGENCY MANAGEMENT**

Mr. Gene Shepherd  
Kansas City Missouri Emergency Management  
635 Woodland, Suite 2107  
Kansas City, MO 64106  
(816) 513-8601

Honorable Jerry Nolte  
Presiding Commissioner, Clay County  
Alternate: Mr. Eric Ramsey  
Clay County Administration Building  
1 Courthouse Square  
Liberty, MO 64068  
(816) 407-3610

Mr. Kyle Burns  
City of Overland Park  
12400 Foster St  
Overland Park, KS 66213  
(913) 895-8308

Honorable Ron Schieber  
Alternate: Deputy Mike O'Neal  
Presiding Commissioner, Platte County  
Platte County Administration Building  
409 3<sup>rd</sup> Street, Box 105  
Platte City, MO 64079  
(816) 858-3331

Chief Jan Zimmerman  
Raymore Emergency Management  
100 Municipal Circle  
Raymore, MO 64083  
(816) 331-0530

Honorable Gary Wilhite  
Presiding Commissioner, Ray County  
100 W. Main  
Richmond, Mo 64085  
(816) 776-4507

Mr. Eric Ramsey  
Alternate: Julie Alt  
Clay County Emergency Management  
13106 Rhodus Rd.  
Excelsior Springs, MO 64024  
(816) 407-3732

**LAW ENFORCEMENT**

Mr. Michael C. Curry  
Jackson County Emergency Management  
201 W. Lexington, Suite 201  
Independence, MO 64050  
(816) 881-4625

Captain Tony Avery  
Alternate: Mike O'Neal  
Platte County Sheriff's Department  
415 Third Street, Suite 10  
Platte City, MO 64079  
(816) 858-3361

Mr. Matt May  
Alternate: Mr. Mike Baughman  
Emergency Management Wyandotte County  
701 N. 7<sup>th</sup> Street  
Kansas City, KS 66101  
(913) 573-6300

Sergeant Robert Wynne  
City of Kansas City, Missouri Police Department  
Homeland Security Unit  
1125 Locust  
Kansas City, MO 64106  
(816) 889-1419

(913) 551-7625

**EMERGENCY MANAGEMENT - Continued****FIRE SERVICE**

Mr. Dan Robeson  
 Alternate: Cary Gerst  
 Johnson County Emergency Management  
 111 S. Cherry Street  
 Olathe, KS 66061  
 (913) 715-1001

Chief Richard Carrizzo  
 South Platte Fire Protection District  
 8795 Northwest "N" Highway  
 Kansas City, MO 64153  
 (816) 741-2900

Mr. Harry Gurin  
 West Peculiar Emergency Management  
 124 W. North Street  
 Peculiar, MO 64078  
 (816) 779-5102S

Battalion Chief Peter (Pete) Knudsen  
 Kansas City Fire Department  
 635 Woodland, Suite 2100  
 Kansas City, MO 64106  
 (816) 784-2024

Mr. Stan Swaggart  
 Cass County Emergency Mgmt.  
 102 W. Wall  
 Harrisonville, MO 64701  
 (816) 380-8721

Assistant Chief Eddie Saffell, *Second Vice Chair* \*  
 Central Jackson County Fire Protection District  
 805 NE Jefferson  
 Blue Springs, MO 64014  
 (816) 229-2522

Mr. Charles (Chuck) Duddy  
 Gladstone Public Safety Fire Dept.  
 6569 N. Prospect  
 Gladstone, MO 64119  
 (816) 454-4829

Chief Mike Snider  
 Alternate: Assistant Chief Larry Radley  
 Liberty Fire Department  
 200 W Mississippi  
 Liberty, MO 64068  
 (816) 439-4310

Mr. Chuck Magaha  
 Alternate: Kim Buchanan  
 Leavenworth County  
 300 Walnut  
 Leavenworth, KS 66048  
 (913) 684-0455

Assistant Chief Dan Manley  
 Lee's Summit Fire Department  
 207 Southeast Douglas Street  
 Lee's Summit, MO 64063  
 (816) 969-1304

Mr. Mark Sherwood  
 Sni Valley Fire Protection District  
 PO Box 805  
 Oak Grove, MO 64075  
 (816) 690-3773 Ext. 1105

Chief Gary Fisher  
 Alternate: Assistant Chief Mike Jenkins  
 North Kansas City Fire Department  
 2010 Howell Street  
 North Kansas City, MO 64116  
 (816) 274-6025

Chief John Greene  
 Alternate: Deputy Chief Doug Short  
 Independence Fire Department  
 950 N. Spring  
 Independence, MO 64050  
 (816) 325-7138

Chief H. David Williams  
 Leawood Fire Department  
 9609 Lee Blvd  
 Leawood, KS 64116  
 (913) 681-6788 ext. 11

**FEDERAL**

Mr. Lewis R. Austin, CFPS – Fire Marshal  
 Alternate: Chief Ron Graham  
 City of Grandview Fire Department  
 7005 Highgrove  
 Grandview, MO 64030  
 (816) 316-4961

Mr. David Williams  
 Alternate: Mr. Doug Ferguson  
 EPA Region 7  
 Kansas City, KS 66101

**FIRE SERVICE - Continued**

Assistant Chief Robert Norman  
 South Metro Fire Protection District  
 611 West Foxwood Drive  
 Raymore, MO 64083  
 (816) 331-3008

Mr. Mike Shelton  
 Alternate: Chief Gordon Fowlston  
 Riverside Office of Emergency Management  
 2990 NW Vivion Road  
 Riverside, MO 64150  
 (816) 372-9106

Assistant Chief Tim Richards  
 Alternate: Marvin Butler  
 Olathe Kansas Fire Department  
 1225 E Hamilton Circle  
 Olathe, KS 66061  
 (913) 971-6333

Chief Gary Birch  
 Leavenworth Kansas Fire Department  
 3600 South 20th Street Trafficway  
 Leavenworth, KS 66048-1970  
 (913) 758-6730

Training Chief Gary Wilson  
 Alternate: Deputy Chief Mike Casey  
 Overland Park Fire  
 12401 Hemlock  
 Overland Park, KS 66213  
 (913) 895-8407

**HEALTH/Hospitals**

Ms. Carolyn Wells  
 Liberty Hospital  
 2525 Glenn Hendren Dr.  
 Liberty, MO 64068  
 (816) 792-7248

Mr. Douglas Stroud  
 VA Medical Center  
 400 E. 9th Street  
 Kansas City, MO 64106  
 (816) 922-2018

Mr. Michael Williamson  
 Alternate: Ms. Paulette DeMatteo  
 Emergency Management Strategic Health Care Group  
 400 E. 9<sup>th</sup> Street  
 Kansas City, MO 64128  
 (816) 701-3212

Mr. Steve Hoeger  
 University of Kansas Hospital  
 3901 Rainbow Blvd.  
 Kansas City, KS 66106  
 913-945-8079

Mr. C.L. Webb  
 Alternate: Ms. Gay Hall  
 Wyandotte County Public Health  
 619 Ann Avenue  
 Kansas City, KS 66101  
 (913) 573-8865

**COMMUNITY GROUPS**

Dr. John Ruddy  
 Fort Osage R1 School District  
 2101 N. Twyman Road  
 Independence, MO 64058  
 (816) 650-7000

Mr. Jon Brady  
 North Kansas City School District  
 2000 NE 46<sup>th</sup> Street  
 Kansas City, MO 64116  
 (816) 413-5472

Ms. Sybil Chandler, CHMM  
 Metropolitan Community College  
 1775 Universal Avenue  
 Kansas City, Mo 64120  
 (816) 604-5413

**INDUSTRY**

Mr. Les Boatright, *First Vice Chair* \*  
 KCPL  
 4400 East Front Street  
 Kansas City, MO 64107  
 (816) 245-3881

Mr. Brian Bridgeman  
 Brenntag MidSouth  
 5200 Stillwell  
 Kansas City, MO 64120



**INDUSTRY - Continued**

Mr. Kevin Fightmaster  
Missouri Gas Energy  
7500 E. 35<sup>th</sup> Terrace  
Kansas City, MO 64129  
(816) 252-5470

Mr. Clyde Hicks  
Alternate: Mr. Brent Nasca  
Honeywell Corporation  
14520 Botts Road  
Kansas City, MO 64137  
(816) 488-2262

Mr. Lou Jones  
Alternate: Mr. Tom Furdek, Mr. Gael Rasa  
& Mr. Cameron Reynolds  
National Starch  
1001 Bedford Avenue  
North Kansas City, MO 64116  
(816) 283-2668

Mr. Mike Klender, *Past Chair* \*  
KCMO Water Services  
1 NW Briarcliff Rd.  
Kansas City, MO 64116  
(816) 513-7051

Mr. Michael McMenus  
Kiewit Power Engineering  
9401 Renner Blvd.  
Lenexa, KS 61229  
(913) 689-4171

Mr. Greg Moerer  
Alternates: Mr. Jack Laptad or Mr. Richard Rocha  
Bayer Crop Science Corporation  
PO Box 4913  
Kansas City, MO 64120  
(816) 242-2250

Mr. Eric Patton  
Alternate: Mr. Joel Zillner  
Harcros Chemicals, Inc.  
5200 Speaker Road  
Kansas City, KS 66106  
(913) 621-7827

Mr. Brad Perere  
Alternate: Mr. Quinttine Dunford  
Exxon Mobil  
1400 S. Harrison  
Olathe, KS 66061

**Broadcast and/or Print Media**  
Vacant

**ENVIRONMENTAL**  
Elaine Giessel  
Environmental Education  
Bayer Citizen Advocacy Volunteer  
11705 W 101<sup>st</sup> Terrace  
Overland Park, KS 66214  
(913) 206-1180

**TRANSPORTATION**  
Mr. Lane A. Sekavec  
Union Pacific Railroad  
600 Broadway, Suite 500  
Kansas City, MO 64105  
(816) 399-1883

Mr. Steve McNealy  
KC Southern Railway  
Kansas City, MO  
(816) 983-1588

**STATE**  
Mr. Roarke Holzschuh  
MO DNR  
500 NE Colbern Street  
Lee's Summit, MO 64086  
(816) 251-0710

**LEPC INFORMATION COORDINATOR**  
Ms. Erin Lynch  
Mid America Regional Council  
600 Broadway  
Kansas City, MO 64108  
(816) 701-8390



\_\_\_\_\_  
Chief Mike Wilson, KCKFD LEPC, *Chair*

\_\_\_\_\_  
County Commissioner

\_\_\_\_\_  
May 14, 2014

Date

\_\_\_\_\_  
Date

## Goals and Objectives

Based on the list of activities eligible for funding through CEPF (RsMO 292.606.5), describe the LEPC/Ds goals and objectives for the coming year. The goals and objectives listed in this section are examples, and are not an all-inclusive list. Select the applicable objectives, and write in any additional goals and/or objectives the LEPC/D is planning on completing during this budget cycle. A separate goals and objectives document may be completed in lieu of this section.

LEPC/D Goals and Objectives	
Goal: Conduct regular LEPC meetings throughout the year	
Objectives:	
<input checked="" type="checkbox"/> Develop and adhere to a predictable meeting schedule (poll LEPC/D members to determine optimum days and times)	
<input type="checkbox"/> Provide a meal for those attending LEPC/D meetings	
<input checked="" type="checkbox"/> Develop or utilize a meeting notification list to disseminate agendas, minutes, and other materials	
<input type="checkbox"/> Other: <input style="width: 70%; border: 1px solid black;" type="text"/>	
Goal: Build LEPC/D membership that meets EPCRA requirements	
Objectives:	
<input type="checkbox"/> Identify and appoint LEPC/D Coordinator and members, as applicable	
<input checked="" type="checkbox"/> Elect executive members (Chair, Vice Chair, Secretary, Treasurer, etc.), as applicable	
<input checked="" type="checkbox"/> Review current member list and identify inactive members or unrepresented disciplines	
<input checked="" type="checkbox"/> Establish communication with unrepresented disciplines and invite them to join the LEPC/D	
<input checked="" type="checkbox"/> Verify that reporting facilities are included in the LEPC/D meeting notification list	
<input checked="" type="checkbox"/> Gather complete contact information for each member (name, affiliation, email, phone, discipline)	
<input checked="" type="checkbox"/> Create or update digital member list (PDF, Word, Excel) and provide to MERC Planner	
<input checked="" type="checkbox"/> Submit hard copy of member list, with original signature(s) of Chief Elected Official (s), with next CEPF package	
<input type="checkbox"/> Other: <input style="width: 70%; border: 1px solid black;" type="text"/>	
Goal: Ensure fiscal accountability	
Objectives:	
<input type="checkbox"/> Develop and/or implement primary and backup systems to track expenses and income	
<input checked="" type="checkbox"/> Maintain financial documentation (receipts, contracts, warrants, etc.)	
<input type="checkbox"/> Provide regular financial reports to the LEPC/D and MERC	
<input type="checkbox"/> Ensure that the LEPC/D votes to approve expenses and adheres to the (approved) Proposed Budget (CEPF)	
<input type="checkbox"/> Other: <input style="width: 70%; border: 1px solid black;" type="text"/>	
Goal: Review, update, and distribute hazmat plan	
Objectives:	
<input checked="" type="checkbox"/> Review current hazmat plan with MERC Planner and/or LEPC/D	
<input type="checkbox"/> Convert hazmat plan (Annex H) to stand-alone plan (MERC template), if applicable	
<input checked="" type="checkbox"/> Appoint members to a Planning Subcommittee (responsible for coordinating plan updates)	
<input checked="" type="checkbox"/> Identify portions of the plan to be updated and coordinate with MERC Planner to incorporate revisions	
<input checked="" type="checkbox"/> Participate in regional hazmat planning efforts and incorporate relevant/new info into the hazmat plan	
<input checked="" type="checkbox"/> Distribute updated hazmat plan to LEPC/D members	
<input checked="" type="checkbox"/> Submit the updated digital plan to MERC Planner upon completion, and with next CEPF package	
<input checked="" type="checkbox"/> Other: <input style="width: 70%; border: 1px solid black;" type="text"/> Incorporate Chemical Release Scenarios into THIRA	



### LEPC/D Goals and Objectives

Goal: Submit current/revised/updated LEPC bylaws with next CEPF package

**Objectives:**

- Recruit Bylaw Subcommittee, if necessary or appropriate
- Examine bylaws to determine applicability, feasibility, relevance, and compliance with EPCRA
- Formally adopt and sign the new or updated bylaws
- Submit the digital copy to MERC Planner; submit the signed hard copy with next CEPF package
- Other:

Goal: Exercise the hazmat plan

**Objectives:**

- Appoint members to an Exercise Subcommittee (responsible for planning the exercise(s))
- Coordinate with MERC Planner (as necessary) to provide guidance and resources
- Determine goals and objectives for the exercise (including portions of the hazmat plan being tested)
- Determine the exercise type and (if necessary) sequence (e.g., tabletop followed by functional or full scale exercise)
- Develop hazmat scenario with input from industry and other subject matter experts; request necessary resources
- Encourage full LEPC participation (whether as player, observer, or evaluator) in the exercise
- Conduct at least a tabletop exercise (to meet EPCRA requirement for LEPC/D exercise)
- Complete an after action review (hot wash) to document the exercise (scenario, participants, outcome)
- Track successes and lessons learned, and deploy appropriate corrective measures for areas that need strengthening
- Other:

Goal: Assess hazmat training needs through next two (2) years

**Objectives:**

- Identify current hazmat training levels and determine training needs for next two (2) years
- Outline logistical needs for training (e.g., evenings, weekends, multiple classes, time of year, minimum attendance)
- Prioritize necessary/ desired training and submit the current HMEP Training Request Form (as available)
- Coordinate with MERC and other entities as appropriate to schedule, promote, and deliver hazmat training
- Other:

Goal: Publish annual public notice, in accordance with EPCRA

**Objectives:**

- Research local coverage to determine which newspaper(s) are needed to cover the entire LEPC/D jurisdiction
- Publish notice in newspaper(s) that describes the process by which hazmat plans and Tier II reports may be viewed
- Maintain documentation of the annual public notice with LEPC/D records (newspaper clippings, publisher's affidavit)
- Other:

Goal: Ensure public availability of Tier II forms and hazmat plan, in accordance with EPCRA

**Objectives:**

- If necessary, obtain access to MERC's online Tier II database (contact your MERC Planner for details)
- As Tier II reports are received, cross-reference them with the online database and local fire districts
- Notify MERC of differences in reporting status (e.g., filed with LEPC/D, but not MERC; filed last year but not this year)
- Maintain catalog and/or database of filed Tier II reports for inclusion in the hazmat plan
- Develop/update and implement procedures for making the Tier II reports and hazmat plan publicly available
- Other:

