

**State Emergency Response Commission (SERC)**  
**Finance Subcommittee Meeting**  
**Thursday, January 4, 2018 – 09:00 AM**

**Subcommittee Members Attending**

- Kim Lapierre – Chair, Finance Subcommittee - Suburban Propane
- John Berino – University of Vermont Medical Center
- Rhonda Camley – Non-Voting Member - Department of Public Safety
- Josh Cox – Non-Voting Member – Vermont Emergency Management

**Subcommittee Members Absent**

- Robert Gowans – Montpelier Fire Department

**Call to Order – 09:10 AM**

Introductions

Public Comments – none

Some discussion as to what LEPCs are required to do for Hazchem reporting for FY'18 and FY'19. Reporting requirements of progress reports/treasurers' reports were also discussed.

There was discussion as to how LEPCs must spend funds up front prior to being paid out in Hazchem funds. Kim discussed how paying LEPCs in arrears is causing some hardship for the LEPCs and how guidance to LEPCs should be very clear on how to get reimbursement in a timely manner for FY'19. Rhonda made clear that it should be communicated to the LEPCs that they will not receive FY'19 Hazchem awards on July 1, 2018 but that the LEPC would need to request reimbursement for all expenses up to the award amount. Rhonda also stated that LEPCs can send reimbursement requests once a month or more frequent if they so choose. To clarify, DPS-Finance will review all reimbursement requests as they are received.

There was discussion that providing a template of the plan required in the Hazchem Scope of Work would be of value to the LEPCs.

Discussion on asking LEPCs to report at the SERC meetings on the following bullets:

- Report on balance of funds
- Report on progress made directly tied back to items from the Hazchem Scope of Work

There was some discussion that LEPCs could benefit from having a list of all EHS facilities within their boundaries and comparing that to attendance lists of those LEPC meetings.

There was also a lot of discussion of LEPCs pooling funds/resources to achieve. For example, two or three LEPCs could pool Hazchem funds to hire a third-party contractor to create a GIS layer of EHS facilities.

The goal is to have the Hazchem grant applications, guidance and plan template pushed out to the LEPCs by March 1, 2018 (or close to that date). Applications need to be reviewed and approved by this subcommittee between April 15, 2018 and May 31, 2018.

Rhonda reviewed the DPS Finance reimbursement request form with the subcommittee.

The workshop should also include a template on how to properly complete the Sub Award Application.

There was some discussion as to whether the workshop should be made available via web based conferencing.

The FY'18 Hazchem Scope of Work was discussed and will largely stay intact for FY'19, however new guidance will be that the LEPC Chair will be required to be the Authorizing Official and sign the LEPC's Sub Award Application.

Action items decided upon;

- Come up with a Sub Award Application template pre-populated with some information
- Provide a template/best practice of what an actual LEPC Response Plan looks like
- Provide a template for a reimbursement requests (DPS-Finance Form)
- Provide a template for a Treasurer's Report
- Provide a template for quarterly progress reports

Minutes from the December 28, 2017 SERC Finance Subcommittee were unanimously approved.

### **Meeting Adjourned 11:53 AM**

Next SERC Finance Subcommittee Meeting:, **Tuesday January 23rd, 2018 at 9:00 A.M. at the Department of Public Safety Headquarters, 45 State Drive, 3<sup>rd</sup> Floor Conference Room, Waterbury, VT 05671.**

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