

**State Emergency Response Commission (SERC)**  
**Finance Subcommittee Meeting**  
**Friday June 15, 2018 – 2:00 PM**

**Subcommittee Members Attending**

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

**Subcommittee Members Absent**

- Robert Gowans – Montpelier Fire Department

**Call to Order – 2:06 PM**

LEPC 1 applications were reviewed and compared to their FY'18 application and most recent progress report submitted in April 2018.

- LEPC 1's application for \$4,000 is recommended for approval contingent on LEPC 1 providing an updated Treasurer's Report.
- LEPC 1's supplemental application for \$30,250 is not recommended for approval and the following information is requested;
  - Submit an updated Treasurer's Report and an updated Progress Report. The Progress Report submitted in April 2018 is not clear as to what progress has been made on the identified work plan submitted as part of their FY'18 Hazchem application.
  - 100 hours is being requested for processing Tier II reports. Based on the application it is not clear what this processing entails. Will GIS layers be developed? If so, what will those GIS layers show?
  - 100 hours is being requested for working with VEM and other allied agencies on a training workshop or exercise however no details are provided such as the purpose of the exercise or a timeline on how the exercise will be developed.

**Motion Approved**

- LEPC 2 – No application received.
- LEPC 3's application for \$4,000 is recommended for approval contingent on LEPC 3 providing the SERC with their latest LEPC Plan and an updated progress report to show what progress has been made on the work plan identified in the FY'18 Hazchem application.
- LEPC 3's supplemental application for \$3,500 is recommended for approval contingent on LEPC 3 redrafting this application with the correct dollar amounts in the proposed budget summary. This application must explain why additional money over \$4,000 is required.

**Motion Approved**

- LEPC 4 – No application received.
- LEPC 5's application for \$4,000 is recommended for approval contingent upon LEPC 5 explaining how much of the \$4,000 they need as a cash advance and why the cash advance is necessary.
- LEPC 5's supplemental application for \$13,069 is recommended for approval contingent upon LEPC 5 explaining how much of the \$13,069 they need as a cash advance and why the cash advance is necessary.

**Motion Approved**

- LEPC 6 – No application received.
- LEPC 7 – No application received.
- LEPC 8's application for \$16,700 is recommended for approval contingent on LEPC 8 satisfying the following conditions:
  - Provide an updated Treasurer's Report and an updated Progress Report
  - Provide an explanation of Question 5, sub-items d and i – For example, support of the regional Incident Management Team – Addison County Incident Support Team needs to be detailed as to what specifically this support entails. Also training on CPR isn't typically the mission of an LEPC yet this activity is noted on the current application.
  - Divide the application for \$16,700 into two applications. One application for \$4,000 and one application for \$12,700. This supplemental application must explain why additional money over \$4,000 is required.

**Motion Approved**

- LEPC 9's application for \$4,000 is recommended for approval.

**Motion Approved**

- LEPC 10's application for \$4,000 is not recommended for approval and the following information is requested;
  - The problem statement does not accurately reflect the project to be completed identified in the Hazchem Scope of Work.
  - Obtaining equipment is noted in the application however no detail is given as to what type of equipment is needed.

**Motion Approved**

- LEPC 11's application for \$4,000 is recommended for approval.
- LEPC 11's supplemental application for \$4,624 is recommended for approval.

**Motion Approved**

- LEPC 12's application for \$4,000 is recommended for approval contingent upon LEPC 12 explaining who they are contracting with, how much of the \$4,000 they need as a cash advance and why the cash advance is necessary.
- LEPC 12's supplemental application for \$5,000 is recommended for approval contingent upon LEPC 12 explaining who they are contracting with, how much of the \$5,000 they need as a cash advance and why the cash advance is necessary.

**Motion Approved**

- LEPC 13 – No application received.

Meeting was adjourned at 3:05pm.