



ENSURING LEPCS MEET DUE DATES

January 2023

SERVICE

INTEGRITY

RESPECT

SUGGESTIONS TO MEET DUE DATES



By following the steps
in this presentation, LEPCS can make
the due dates on time!

ROBERT'S RULES OF ORDER



The handbook says LEPCs must follow Robert's Rules of Order.

A copy of the rules can be found on the IDHS LEPC website.

<https://www.in.gov/dhs/boards-and-commissions/indiana-emergency-response-commission/lepc-information/>

ROBERT'S RULES OF ORDER



Robert's Rules of Order is the standard for facilitating discussions and group decision making. Although they may seem long and involved, an agreed upon set of rules makes meetings less difficult.

LEGAL NOTICE SUGGESTIONS

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Make sure the last meeting of the year meets quorum standards so the LEPC can vote on the meeting dates for the following years for the legal notice.

Doing so will help ensure LEPCs meet the Jan. 31 deadline.

LEGAL NOTICE SUGGESTIONS



Ensure the legal notice states the following in the newspaper along with the meeting dates and time:

- LEPC plan and facility material safety data sheets
- EPCRA chemical reports that have been submitted
- Where the public may view the plan, MSDSs, chemical reports and emergency notices.

The Legal Notice Template is an easy to ensure all rules are being followed. The template can be found on the IDHS website.

<https://www.in.gov/dhs/boards-and-commissions/indiana-emergency-response-commission/lepc-information/>

LEGAL NOTICE SUGGESTIONS



- Each LEPC is required to have a minimum of four (4) meetings scheduled in a year.
 - Two meetings scheduled in the first six (6) months of the year
 - Two meetings scheduled in the last six (6) months of the year.
- Each LEPC is required to submit the receipt for the legal notice or a publishers claim.
- Each LEPC is required to submit a copy of the newspaper article.
 - If your county no longer has a newspaper, put it in a paper that comes to your county.
- All documents are turned in by **Jan. 31**

ROSTER SUGGESTIONS

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At the last meeting of the year, the LEPC should vote on the following year's chair, vice-chair, secretary and treasurer depending on how often the bylaws state a vote should occur.

ROSTER SUGGESTIONS



LEPCs should update rosters to reflect current membership with the 12 categories represented to ensure a quorum can be met:

1. Law Enforcement
2. Emergency Medical Service
3. Hospitals
4. Industry
5. Fire Department
6. Health
7. Community Groups
8. Transportation
9. Local Government
10. Media
11. Environmental
12. Emergency Management

ROSTER SUGGESTIONS



- If an LEPC has more than 12 members listed on its roster, then it needs to name 12 primary members and list the rest set as proxies.
- This will make it easier to reach a quorum.

ROSTER SUGGESTIONS



An LEPC that only has 12 members (one representing each category) needs a minimum of six (6) people in person at the meeting with at least one (1) person virtual to meet quorum standards, unless the LEPC's bylaws have a virtual meeting component.

MEETING MINUTES

MEETING MINUTES REPORTS



- All meeting minutes must be initiated in the Tier II Manager by **midnight Dec. 31** or the LEPC will not be able to be finish them.
- The Tier II locks at midnight Dec. 31 and no new reports can be started on Tier II for that year.
- To get a report started, LEPCs only need to upload the signed and dated sign-in sheet.

MEETING MINUTES REPORTS



Signed minutes can be uploaded after the next meeting.

The minutes must be voted on and approved by the LEPC before the chair can sign and upload the minutes into the Tier II Manager.

MEETING MINUTES REPORTS



- Each submission must include a sign-in sheet with signatures and **must** be dated for the day of the meeting.
- There **must** be a vote for any spending.
- Minutes **must** be signed by the chairperson after LEPC approval by vote.
- Reports for each meeting **must** be submitted separately.
- A quorum **must** be met to have a meeting/vote.
- The voting results of the previous meetings minutes **must** be included in the next meeting minutes.
- Providing the date of the next meeting in the minutes is not required, but helpful.

BYLAW SUGGESTIONS

BYLAWS



- If the LEPC plans on having a virtual meeting component, an electronic communications policy must be included in the bylaws.
- It is recommended to have a rule in the bylaws for removing members who are not participating in the LEPC.
 - If LEPCs have any questions on removing members from the committee, the LEPC should consult their county attorney for specifics.

BYLAWS



- If a quorum is met, the LEPC should vote on the bylaws for the following year at the last meeting of the year.
- It is recommended to work on updating bylaws a little bit at each meeting throughout the year if a quorum is met.
- This can also be done with an LEPC's Plan.

FISCAL SUGGESTIONS

FISCAL REPORT



Each LEPC must ensure that it has all the following information for Fiscal Reports:

- The county auditor's report for Fund 1152 LEPC Right to Know.
 - The report must be dated Jan. 1 to Dec. 31 of the previous year.
- Beginning balance (1/1/ previous year)
- Ending balance (12/31/ previous year)
- All expenditures
- Grant money received

FISCAL REPORT



- Money from state
- Any interest received
- Any amended debits
 - highlighted to make finding each one easier to confirm
- Any amended interest
 - highlighted to make finding each one easier to confirm

FISCAL REPORT



- It is recommended that the LEPCs use the Fiscal Template to confirm the report information being submitted into the TIER II Manager is correct along with what is on the Auditor's Report.

EXERCISE PROPOSAL & EXERCISE FINAL REPORT SUGGESTIONS

EXERCISE REPORT



- Start deciding on the next year's Exercise Proposal at the final meeting of the year or at first meeting of the year.
 - This will help ensure the LEPC meets the May 1 deadline for exercise proposals.
- Start your final report the day of the exercise while details are still fresh in your mind.
 - This will help ensure the LEPC's Final Report gets finished and submitted before the 30-day deadline.

EXERCISE REPORT



- Exercise questions should be directed to the Exercise Section
 - exercise@dhs.in.gov

LEPC PLANS

LEPC PLANS



Work on updates throughout the year during LEPC meetings by breaking the elements into four-six sections (depending on how many meetings are scheduled).

When changes need to be made to the plan throughout the year, such as updating contact information, the first thing the LEPC should do is place it on the agenda for approval at next meeting.

LEPC PLANS



- LEPCs should have plans completed and submitted by Oct. 17 but earlier is preferred so there is time to make any revisions and to ensure the LEPC gets the plan in before the due date.
- Any plans submitted into the TIER II Manager can be updated anytime as it is a working document.



If you have any questions, please email
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