

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

August Session of the July Adjourned

Term. 20 14

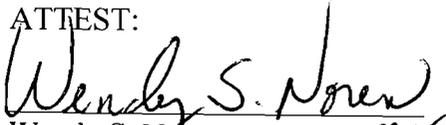
In the County Commission of said county, on the 7th day of August 20 14

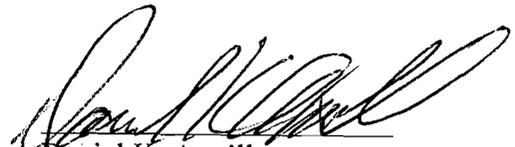
the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby approve the attached LEPC grant.

Done this 7<sup>th</sup> day of August, 2014.

ATTEST:

  
Wendy S. Noren  
Clerk of the County Commission

  
Daniel K. Atwill  
Presiding Commissioner

  
Karen M. Miller  
District I Commissioner

  
Janet M. Thompson  
Acting Presiding Commissioner

# 2014 LEPC/D Compliance Certification

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## *Chemical Emergency Preparedness Fund (CEPF)*

### **Introduction and Overview**

The Emergency Planning and Community Right-to-Know Act (EPCRA) established state emergency response commissions and local emergency planning committees (LEPCs). The State of Missouri established the Chemical Emergency Preparedness Fund (CEPF) to enable the Missouri Emergency Response Commission (MERC) and the LEPCs to carry out responsibilities as designated in state and federal statutes.

### **EPCRA Requirements**

EPCRA requires that each local emergency planning committee/district (LEPC/D):

- Hold a public meeting at least annually;
- Provide annual public notice that indicates how the public may access the hazmat plan, Tier II forms filed within the jurisdiction, and hazmat incident information; and
- Maintain a hazardous materials emergency response plan ("hazmat plan") that is reviewed, updated, and exercised annually.

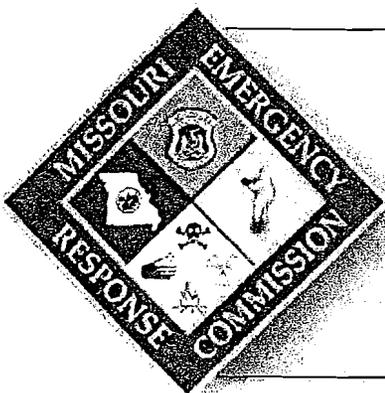
### **Missouri Requirements**

In order for a county LEPC/D to be officially recognized by the State of Missouri, and to receive that year's CEPF, each county LEPC/D must submit the LEPC/D Compliance Certification Package to MERC.

A few important notes:

- The Chief Elected Official of each county is charged with ensuring that the county operates as part of an LEPC/D; as such, the Chief Elected Official **MUST** sign the LEPC/D Compliance Certification Package.
- The Chief Elected Official of each county is charged with appointing members to the LEPC/D and submitting the proposed member list to MERC for approval; as such, the Chief Elected Official **MUST** sign the LEPC/D Member List.
- If, at any point, you have questions about the LEPC/D Compliance Certification Package (how to fill it out, required documentation, etc.), contact your designated MERC Hazmat Planner.

Thank you for your efforts and dedication to reducing chemical risks and making Missouri a safer place to live, visit, and work. We look forward to working with you again this year as we strive to provide stellar service and resources to help your LEPC/D be successful.



Submit completed CEPF Compliance Certification Packages by:

**July 1, 2014**

**MISSOURI EMERGENCY RESPONSE COMMISSION (MERC)**

PO Box 3133, 2302 Militia Dr  
Jefferson City, MO 65102

## Expanded Checklist

PAGE	√	SECTION & DESCRIPTION
3	<input checked="" type="checkbox"/>	<b>Certifications</b> Ensure that all applicable signatures are present and that the form is filled out in entirety Comment
4	<input checked="" type="checkbox"/>	<b>Contact and Meeting Information</b> Primary points of contact MUST include a minimum of 3 separate individuals Comment
5	<input checked="" type="checkbox"/>	<b>Documents and Activities</b> Bylaws: include copy of most recent version (verify with MERC planner) Membership List: copy included MUST be signed by the Presiding Commissioner Hazmat Plan: include copy of current plan (verify with MERC planner) Flow Study: if available, include a copy (verify with MERC planner) Exercise: include copy of scenario/hot wash (verify with MERC planner) Public Notice: include copy of most recent publication Meeting Minutes: include copy from the meeting that that approved this package Comment
6	<input checked="" type="checkbox"/>	<b>Goals and Objectives, 2014</b> Set goals and objectives for LEPC activities for the coming year Comment
7	<input checked="" type="checkbox"/>	<b>Proposed Budget, 2014</b> Anticipated expenses for the coming year; outlines funds necessary to meet goals and objectives Comment
8	<input checked="" type="checkbox"/>	<b>LEPC/D Inventory Log</b> List non-disposable items purchased with LEPC/D funds Comment
9	<input checked="" type="checkbox"/>	<b>Budget Ammendments, 2013</b> LEPC/D-approved changes to proposed/approved budget for 2012 Comment No amendments needed
10	<input checked="" type="checkbox"/>	<b>End of Year Financial Report, 2013</b> Documents income and expenses for the reporting period; receipts, contracts, and/or supporting documentation MUST be included and expense category should be clearly labeled Comment
11	<input checked="" type="checkbox"/>	<b>Travel Log</b> Documents LEPC travel expenses (mileage, airfare, meals, and lodging) Comment
12	<input checked="" type="checkbox"/>	<b>Status Survey</b> Provide feedback on LEPC/D successes & challenges; identify MERC resources needed Comment
13	<input checked="" type="checkbox"/>	<b>LEPC/D Member List, 2014</b> Member names, contact information, & affiliation; MUST be signed by Presiding Commissioner Comment

**Certifications**

Submission Date: \_\_\_\_\_

MERC Planner Name: Mimi Diaz

LEPC/D Name:

**Boone County LEPC**

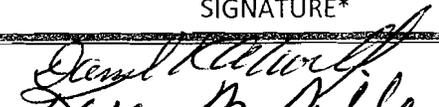
County Name(s):	<u>Boone</u>
CEPF Certification Year(s):	<u>2014</u>
Primary Contact Name:	<u>Terry Cassil</u>

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 regulations.

Terry Cassil

LEPC Chair Name (Typed)

LEPC Chair Signature

COUNTY	COMMISSIONER NAME	SIGNATURE*
Boone	Dan Atwill, Presiding Commissioner	
Boone	Karen M. Miller, District I Commissioner	
Boone	Janet Thompson, District II Commissioner	

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

**MERC Use Only**

Payment Request Date:

Payment for Years:

Payment Date:

Payment Amount:

Check/Transaction Number:

Signature

MERC Executive Director

Dawn Warren



## Documents and Activities

Contact your assigned MERC planner to determine which documents need to be submitted with this package.

LEPC Documents	Bylaws	Member List	Hazmat Plan	Meeting Minutes
Date	6/30/2010	2014	N/A	4/30/2014
Reviewed	N/A	June 2014	April 2013	n/a
Last Updated	6/30/2010	June 2014	April 2013	n/a
On File with MERC?	Yes	Attached	Attached	Attached

### Public Notice

Newspaper(s)	Columbia Daily Tribune			
Date(s) Run	March 12, 2014	Copy on file with MERC?	Attached	

### Hazmat Exercise

Last Exercise Date:	April 2014	Exercise Type:	Functional	
Sponsor/ Lead Agency:	Joint Boone County Fire District and Columbia Fire Department			
Documentation on file with MERC:	Other			
Scenario:	Practice Primary size-up of Hazmat incidents, followed by tabletop of how to manage incidents			
Next Exercise Date:	Fall 2014	Exercise Type:	Tabletop	
Sponsor/ Lead Agency:	Boone County LEPC			
Documentation on file with MERC:	Unknown			
Scenario:	Hazardous Materials incident at local wholesale hunting and gun-related business			

### Hazmat Commodity Flow Study

Last Flow Study Date	Copy on file with MERC?	Attached
Description/ Comment	Submitted email to Mimi Diaz on 7/12/2012	
Next Anticipated Flow Study Date	None	
Description/ Comment		

### Goals and Objectives, 2013

Based on the list of activities eligible for funding through CEPF (RsMO 292.606), describe the LEPC/D's goals and objectives with respect to the following:

Activity and Goal Description	
Activity:	contingency planning for chemical releases
Goal(s):	Review Annex H. Participate in Regional Meetings.
Activity:	exercising, evaluating, and distributing plans
Goal(s):	Sponsor one table-top exercise and participate in one full-scale exercise.
Activity:	providing training related to chemical emergency preparedness and prevention of chemical accidents
Goal(s):	Provide HAZWOPER 8-Hour Refresher Training. Provide two sessions (one Fall and one Spring) of HAZMAT IQ training. Send up to 6 people to an international, National, or State Hazardous Material Conference.
Activity:	identifying facilities required to report
Goal(s):	
Activity:	processing the information submitted by facilities and making it available to the public
Goal(s):	Office supplies for Tier II maintenance.
Activity:	receiving and handling emergency notifications of chemical releases
Goal(s):	
Activity:	operating a local emergency planning committee
Goal(s):	Hold Quarterly Meetings; Review Membership; Provide electronic storage for committee records, postage, printing.
Activity:	providing public notice of chemical preparedness activities
Goal(s):	Post annual public notice in local newspaper.
Activity:	
Goal(s):	
Activity:	
Goal(s):	

### Proposed Budget, 2014

The proposed budget should reflect the costs for activities identified in Goals and Objectives section.

Budget Year Start Date	07/01/2014	Budget Year End Date	Jun 30, 2015
Beginning Balance			\$30,135.00
Estimated Income			\$7,000.00
CEPF	\$7,000.00		
Other			
<b>Total Estimated Funds Available</b>			<b>\$37,135.00</b>

Expense Category	Cost-Share Amount	LEPC Amount
<b>Administrative (costs associated with operating the LEPC)</b>		<b>\$2,520.00</b>
Contract Labor		
Postage		\$30.00
Printing		\$30.00
Phone/Fax/Internet		
Office Supplies and Equipment		\$60.00
Computer/Electronic Equipment		\$200.00
Public Notice		\$200.00
LEPC/D Meetings (publication, meals, etc.)		\$2,000.00
Other	List Attached	
<b>Projects (costs associated with LEPC activities)</b>		
Hazmat Plan Distribution		
Hazard Communication		
Facility Review and ID		
Hazmat Flow Study		
Other	List Attached	
<b>Training &amp; Exercise (includes hazmat conference registration)</b>		<b>\$18,900.00</b>
Course and Instructor Fees		\$16,900.00
Materials and Supplies		\$2,000.00
Equipment (attach list)		
Other	List Attached	
<b>Travel (includes mileage and airfare)</b>		<b>\$9,193.00</b>
Transportation, Meals, and Lodging		\$9,193.00
<b>Other (any expenses that don't fit into the above categories)</b>		
(Specify)	List Attached	
<b>Total Estimated Expenses</b>		<b>\$30,613.00</b>
<b>Reserves (Unallocated Funds)</b>		
<b>End Balance</b>		<b>\$6,522.00</b>

LEPC Chair Signature

Date

### LEPC/D Inventory Log

Check the appropriate box below:

- The LEPC/D does not own equipment purchased with LEPC/D funds (STOP HERE)
- The LEPC/D owns non-disposable, non-consumable equipment purchased with LEPC/D funds (COMPLETE THIS FORM)
- During this reporting year, the LEPC/D surplussed non-disposable, non-consumable equipment purchased with LEPC/D funds (COMPLETE THIS FORM)

Item	Brand	Model	Serial #	Location	In-Service	Surplussed
RAELINK Communicati	RAE		095-511162	BCFD HazMat 514	6/16/2004	
PRORAE Remote Basic	RAE		293-000308	BCFD HazMat 514	6/16/2004	
RAELINK Communicati	RAE		095-511718	BCFD HazMat 514	7/2/2004	
RAPDEP 716NGPIN	Backboards			BCFD and Boone EMS	3/10/2005	
Triage Systems Arizon	Arizona			CFD-17, BCFD-19, BHC-4, U	6/17/2005	
Laptop	Dell	Latitude D830	2GC3WD1	BCFD HazMat 514	11/10/2007	
Printer	Canon	Pixma iP90v	HFKA64219	BCFD HazMat 514	Unknown	

### Budget Amendments, 2013

This page is to document LEPC/D-approved changes to the 2012 budget once it has been submitted to MERC.

Budget Year Start Date	Budget Year End Date
Beginning Balance	
Estimated Income	
CEPF	
Other	
Total Estimated Funds Available	

Expense Category	Cost-Share Amount	LEPC Amount
<b>Administrative (costs associated with operating the LEPC)</b>		
Contract Labor		
Postage		
Printing		
Phone/Fax/Internet		
Office Supplies and Equipment		
Computer/Electronic Equipment		
Public Notice		
LEPC/D Meetings (publication, meals, etc.)		
Other	List Attached	
<b>Projects (costs associated with LEPC activities)</b>		
Hazmat Plan Distribution		
Hazard Communication		
Facility Review and ID		
Hazmat Flow Study		
Other	List Attached	
<b>Training &amp; Exercise (includes hazmat conference registration)</b>		
Course and Instructor Fees		
Materials and Supplies		
Equipment (attach list)		
Other	List Attached	
<b>Travel (includes mileage and airfare)</b>		
Transportation, Meals, and Lodging		
<b>Other (any expenses that don't fit into the above categories)</b>		
(Specify)	List Attached	
Total Estimated Expenses		
Reserves (Unallocated Funds)		
End Balance		

LEPC Chair Signature

Date

## End of Year Financial Report, 2013

Ensure that receipts, contracts, and other documentation are attached and labeled with the appropriate category.

Budget Year Start Date	07/01/2013	Budget Year End Date	06/30/2014
Beginning Balance			\$26,274.92
Actual Income			\$7,859.48
CEPF	\$7,641.85		
Other	\$217.63		
Total Actual Funds Available			\$34,134.40

Expense Category	Cost-Share Amount	LEPC Amount
<b>Administrative (costs associated with operating the LEPC)</b>		\$138.96
Contract Labor		
Postage		
Printing		
Phone/Fax/Internet		
Office Supplies and Equipment		
Computer/Electronic Equipment		
Public Notice		\$138.96
LEPC/D Meetings (publication, meals, etc.)		
Other	List Attached	
<b>Projects (costs associated with LEPC activities)</b>		
Hazmat Plan Distribution		
Hazard Communication		
Facility Review and ID		
Hazmat Flow Study		
Other	List Attached	
<b>Training &amp; Exercise (includes hazmat conference registration)</b>		\$2,900.00
Course and Instructor Fees		\$2,900.00
Materials and Supplies		
Equipment (attach list)		
Other	List Attached	
<b>Travel (includes mileage and airfare)</b>		\$960.44
Transportation, Meals, and Lodging		\$960.44
<b>Other (any expenses that don't fit into the above categories)</b>		
(Specify)	List Attached	
<b>Total Actual Expenses</b>		\$3,999.40
<b>Reserves (Unallocated Funds)</b>		
<b>End Balance</b>		\$30,135.00

LEPC Chair Signature

Date

**Travel Log**

Check the appropriate box below:

- No travel expenses were incurred, or travel expenses were incurred but not claimed (STOP HERE)
- Travel expenses were incurred and claimed (COMPLETE THIS FORM)

Mileage Reimbursement Rate: \_\_\_\_\_

Traveler	Date(s)	Destination & Purpose	Miles	Meals	Lodging	Other	Subtotal	LEPC Share
R. Lambert	7/25-27/14	EPA Region VII LEPC Conference	\$155.94	\$92.75	\$232.66		\$481.35	\$481.35
T. Cassil	7/25-27-14	EPA Region VII LEPC Conference	\$153.68	\$92.75	\$232.66		\$479.09	\$479.09
Travel Totals								

## Status Survey

Help us help you—MERC staff will use the information you provide on this page to identify and prioritize services and resources for your LEPC/D and those across the region, and we would like to share your success stories with others. Be as brief or as detailed as you have the time and inclination to be.

### MERC Planner Resource Request

What assistance, resources, or services do you need that we could provide? Check all that apply. Use the space below the checkboxes if there's something you need that's not on the list.

- |   |  |
|---|--|
| <input type="checkbox"/> LEPC 101: Initial or Refresher                       | <input type="checkbox"/> Hazmat plan review, update, or conversion             |
| <input type="checkbox"/> LEPC revitalization                                  | <input type="checkbox"/> Training needs assessment                             |
| <input type="checkbox"/> Identifying, setting, & meeting goals and objectives | <input type="checkbox"/> Hazmat exercise: scenario & schedule                  |
| <input type="checkbox"/> Finances: tracking, planning, and spending funds     | <input checked="" type="checkbox"/> Hazard analysis: flow studies & facilities |
| <input type="checkbox"/> Bylaws: develop, review, or update                   | <input type="checkbox"/> Membership: review, identify, update, & manage        |
| <input type="checkbox"/> Document processing, data management                 | <input type="checkbox"/> Accessing Tier II reports, handling info requests     |
| <input type="checkbox"/> Other request(s):                                    |  |

### LEPC/D Strengths and Success Stories

What was the biggest challenge your LEPC/D overcame this year? Or an accomplishment of which you are particularly proud? What do you consider to be your LEPC/D's greatest strengths or the top 2-3 factors that contribute to LEPC/D success? Tell us about your LEPC/D's unique qualities and activities. What best practice tips do you have to share with other Missouri LEPC/Ds?

Boone County LEPC Membership is comprised of a variety of public and private entities and private citizens. The members support training, exercises, and planning activities.

### LEPC/D Challenges

What ongoing or upcoming challenges are facing the LEPC/D, and what impacts do they have? How long are these difficulties anticipated to last? What, if any, solutions are available and feasible? How does the LEPC/D plan on overcoming these obstacles? And of course, contact your MERC planner to see what assistance may be available.

## Boone County LEPC Membership List 2014

Presiding Commissioner Signature



Date

Last Name	First Name	Organization	Address	Telephone
Alexander	Genalee	Columbia/Boone County Health Department	1005 W. Worley Columbia, MO 65201	573-817-6401
Asbury	Sherrie	State Farm Insurance Company	4700 S. Providence Road Columbia, MO 65217	
Atwill	Dan	Boone County Government - Commissioner	801 E. Walnut Columbia, MO 65201	573-886-4306
Behrns	Lynn	City of Centralia	114 S. Rollins Street Centralia, MO 65240	573-682-2139
Bone	Charles	3M Company	5400 Paris Road Columbia, MO 65202	573-886-1427
Brown	Eric	Quaker Oats	4501 Paris Road Columbia, MO 65202	573-474-5309
Burks	Adam	Midway USA	5875 Van Horn Tavern Road Columbia, MO 65203	573-424-9109
Burton	Ken	City of Columbia Police Chief	600 E. Walnut Street Columbia, MO 65201	573-874-7404
Campbell	Janis	State Farm Insurance Company	4700 S. Providence Road Columbia, MO 65217	573-499-2131

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STATE OF MISSOURI }  
County of Boone } ea.

August Session of the July Adjourned

Term. 20 14

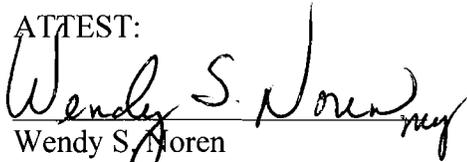
In the County Commission of said county, on the 7th day of August 20 14

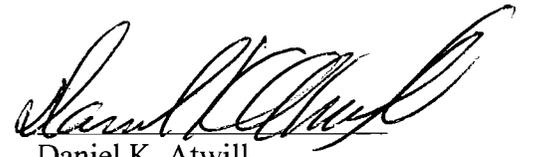
the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby approve the attached list of 2014 Emergency Management Performance Grant (EMPG) adjustments totaling \$12,117.41.

Done this 7<sup>th</sup> day of August, 2014.

ATTEST:

  
Wendy S. Noren  
Clerk of the County Commission

  
Daniel K. Atwill  
Presiding Commissioner  
  
Karen M. Miller  
District I Commissioner  
  
Janet M. Thompson  
Acting Presiding Commissioner  
Dist II



Office of Emergency Management

2201 Interstate 70 Drive NW  
Columbia, MO 65202

OFFICE: 573-447-5070

FAX: 573-447-5079

# Invoice

Date	Invoice #
7/10/2014	32

<b>Bill To</b>
Boone County Commission 801 E Walnut, Room 333 Columbia, MO 65201

Quantity	Description	Rate	Serviced	Amount
1	EMPG items not allowed see attached spreadsheet- January	990.13		990.13
1	February	1,633.16		1,633.16
1	March	3,812.36		3,812.36
1	April	2,156.64		2,156.64
1	May	2,155.82		2,155.82
1	June	1,369.30		1,369.30

I, Misti Reynolds, Executive Assistant of Office of Emergency Management certifies that all Boone County Fire Protection District's procurement and spending policies have been followed and that all costs to be reimbursed were for Emergency Management services.

*Misti Reynolds*

<b>Total</b>	\$12,117.41
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$12,117.41

## 2014 EMPG Adjustments made by State:

### January

#### *1/17 Payroll*

Shawna	461.65
Scott	0.01

#### *1/31 Payroll*

Shawna	461.65
Scott	0.01

#### *February Assuarant*

Josh	19.78
Scott	10.67
Martina	9.17
Shawna	16.72
Lee	10.47

<b>Total to be charged to County</b>	<b>990.13</b>
--------------------------------------	---------------

### February

#### *Jan Anthem*

Josh	28.49
Scott	43.07
Martina	36.64
Shawna	35.5
Lee	71.2

#### *Jan Anthem*

Josh	28.49
Scott	43.07
Martina	36.64
Shawna	35.5
Lee	71.2

#### *Jan & Feb MEM*

Josh	94.15
Scott	75.69
Martina	39.2
Shawna	2.44
Lee	1.75

#### *March Assurant*

Josh	19.78
Scott	10.67
Martina	9.17
Shawna	16.72
Lee	10.47

#### *2/14 Payroll*

Shawna	461.65
Scott	0.01

<i>2/28 Payroll</i>	
Shawna	461.65
Scott	0.01
<b>Total to be charged to County</b>	<b>1633.16</b>

**March**

*Jan LAGERS*

Josh	341.06
Scott	274.18
Martina	141.99
Shawna	255.06
Lee	182.66

*Feb MEM*

Josh	63.14
Scott	50.62
Martina	26.32
Shawna	1.64
Lee	1.17

*April Assurant*

Josh	19.78
Scott	10.67
Martina	9.17
Shawna	16.72
Lee	10.47

*Feb Lagers*

Josh	228.72
Scott	183.38
Martina	95.33
Shawna	170.81
Lee	122.49

*March Anthem*

Josh	28.49
Scott	43.07
Martina	36.64
Shawna	35.5
Lee	71.2

*3/14 Payroll*

Shawna	461.65
Scott	0.01

*3/28 Payroll*

Shawna	461.65
Scott	0.01

*3/28 HAS*

Lee	78.13
Scott	62.5
Josh	156.25

Shawna	93.75
Martina	78.13
<b>Total to be charged to County</b>	<b>3812.36</b>

2014 EMPG Adjustments made by State:

**April**

*4/25 Payroll*

Shawna	461.65
Scott	0.01

*4/11 Payroll*

Shawna	461.65
--------	--------

2014 SEMA Per Diem

Scott & Josh	8
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*Feb LAGERS*

Josh	228.72
Scott	183.38
Martina	95.33
Shawna	170.81
Lee	122.49

*April Anthem*

Josh	28.49
Scott	43.07
Martina	36.64
Shawna	35.5
Lee	71.2

*March MEM*

Josh	63.14
Scott	50.62
Martina	26.32
Shawna	1.64
Lee	1.17

*May Assurant*

Josh	19.78
Scott	10.67
Martina	9.17
Shawna	16.72
Lee	10.47

**Total to be charged to County 2156.64**

**May**

*April MEM*

Josh	63.14
Scott	50.62
Martina	26.41
Shawna	1.64
Lee	1.17

*May Anthem*

Josh	28.49
------	-------

Scott	43.07
Martina	36.64
Shawna	35.5
Lee	71.2
<i>April LAGERS</i>	
Josh	228.72
Scott	183.38
Martina	95.68
Shawna	170.81
Lee	122.49
<i>June Assurant</i>	
Josh	19.78
Scott	10.67
Martina	9.17
Shawna	16.72
Lee	10.47
<i>SEMA Conf Per Diem Adj</i>	
Scott	6.75
<i>5/9 Payroll</i>	
Shawna	461.65
<i>5/23 Payroll</i>	
Shawna	461.65
<b>Total to be charged to County</b>	<b>2155.82</b>

**June**

<i>July Assurant</i>	
Josh	19.78
Scott	10.67
Martina	9.17
Shawna	16.72
Lee	10.47
<i>May MEM</i>	
Josh	63.14
Scott	50.62
Martina	26.97
Shawna	1.64
Lee	1.17
<i>June Anthem</i>	
Josh	28.49
Scott	43.07
Martina	36.64
Shawna	35.5
Lee	71.2
<i>6/6 Payroll</i>	
Shawna	470.86
<i>6/19 Payroll</i>	

Shawna	473.19
<b>Total to be charged to County</b>	<b>1369.3</b>