



ENSURING LEPCs MEET DUE DATES

Indiana Department of Homeland Security
May 2025





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/lepc-information/#Resources>

Robert's Rules of Order is found under Resources.



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



LEGAL NOTICE SUGGESTIONS

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/lepc-information/#Resources>



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 months of the year
 - Two meetings scheduled in the last six months of the year
- Each LEPC is required to submit the receipt for the legal notice and a publisher's 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



ROSTER SUGGESTIONS

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 (EMS)
3. Hospitals
4. Industry
5. Fire departments
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 people in person at the meeting with at least one person virtual to meet quorum standards, unless the LEPC's bylaws have a virtual meeting component.

BYLAW SUGGESTIONS



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.



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 its county attorney for specifics.

FISCAL SUGGESTIONS



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.



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

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

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 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.

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



Multi-County Exercise Documents

- Any time two or more counties work together on an exercise
 - Both counties can receive credit, but they must mention the other county or counties in the scenario.
 - Both counties or counties involved must each participate in the planning of the exercise and reflect that on the documents.
 - Both counties or counties involved must each participate in the exercise and reflect that on the documents.

All counties involved in a joint exercise must submit the same documents which must also show each county's participation.

LEPC PLANS



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 any time, as it is a working document.



LEPC PLANS

Work on updates throughout the year during LEPC meetings by breaking the elements into four to 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.

If you have any questions, please email:



CONTACT INFORMATION

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THE END

