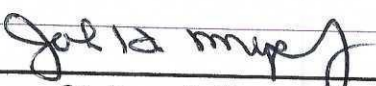


St. Joseph County, Indiana
Additional Appropriation Summary
January 11, 2025

Amount of Additional Appropriation	\$55,800.00
Fund Name	Local Emergency Planning Fund
Fund Number	1152
Account Number and Name	See Attached
Public Hearing Date	January 27, 2026
Public Hearing Time	6:00 PM EST
Public Hearing Location	St. Joseph County/City Building
	4th Floor - County Council Chambers
	227 W. Jefferson Boulevard
	South Bend, IN 46601
	
St. Joseph County Auditor	
1/11/2026	
Date	
jmurphy@sjcindiana.gov	
Email Address	

Saint Joseph County, Indiana		Reviews:	
Form D - Appropriation/(Budget Reduction)		Department _____	<u><i>Alfred Kirsits</i></u> 12/9/2025 Signature Date
Department Name - Emergency Management		Auditor _____	<u><i>John Murphy</i></u> 12/9/2025 Signature Date
Fund Names - Local Emergency Planning		Auditor _____	<u><i>Ashley Doyle</i></u> 12/6/2025 Signature Date
		Auditor _____	<u><i>Kathryn Bishop</i></u> 12/9/2025 Signature Date
		Committee Approval (optional) _____	
			Signature Date
Fund.Acct.Obj.Loc	Account Name	Amount	
1152-21030-00000-0009	Office Supplies	1,000.00	
1152-23240-00000-0009	Other Supplies	1,000.00	
1152-36015-00000-0009	Contractual Services	500.00	
1152-32051-00000-0009	Promotion	3,600.00	
1152-33100-00000-0009	Printing	500.00	
1152-33020-00000-0009	Advertising	200.00	
1152-36200-00000-0009	Repairs - Other Equipment	2,000.00	
1152-32050-00000-0009	Conferences & Training	6,000.00	
1152-44438-00000-0009	Special Equipment	41,000.00	
		0.00	
		0.00	
		0.00	
		0.00	
		0.00	
		0.00	
		0.00	
		0.00	
		0.00	
		0.00	
		0.00	
Total		55,800.00	

Salary Amendment		Position Name	
Position Name		Position Name	
Current Salary	\$0.00	Current Salary	\$0.00
Proposed Salary	\$0.00	Proposed Salary	\$0.00
Position Name		Position Name	
Current Salary	\$0.00	Current Salary	\$0.00
Proposed Salary	\$0.00	Proposed Salary	\$0.00

Justification

This is the first time the LEPC is putting a budget together for the 2026 year. According to the Indiana Emergency response commission see form attached, we will take this budget to county council for approval. I am not sure if this is done correctly. If the numbers have to be changed I will do what needs to be done. Fund 1152 is a fund that rolls over to the next year; the money we receive comes from tier two reporting, no funds come from the county budget. I will be available to assist in any way I can.

upload to GAFWAY 1/1/25

The Last Posted Date is 10/31/2025.

As of: 12/05/2025 Fund: 1152

The Last Posted Date is 10/31/2025.

Fund: 1152 Local Emergency Planning

Fund Type: Calendar (01/01/2025 - 12/05/2025)

Normal Accounts		12/2025	Total
		Current Month	
Appropriation:		0.00	0.00
Carry Forward Receipts:		0.00	63,679.07
Receipts:		0.00	20,854.92
Encumbrance:			0.00
Expenditure:		0.00	75.04
Estimated Revenue:		0.00	22,502.13
From Investment System - Outstanding Investments			
Beginning Balance as of 01/01/2025:			0.00
Purchased (01/01/2025 - 12/05/2025):			0.00
Sold/Redeemed (01/01/2025 - 12/05/2025):			0.00
Ending Balance as of 12/05/2025:			0.00
From Investment System - Principal/Interest			
Principal Received:			0.00
Interest Received:			0.00
Total Investment:			0.00

Grand Totals		
Unreceived Revenue Balance:		1,647.21
Unexpended Balance:		(75.04)
Unencumbered Balance:		(75.04)
Cash Balance:		84,458.95
Cash Balance Including Investments:		84,458.95**

** Total includes outstanding investments from the Investment System (ending balance).



INDIANA EMERGENCY RESPONSE COMMISSION

PROCEDURE FOR REQUEST AND APPROPRIATION OF LEPC FUNDS

RE: Procedure for Request and Appropriation of Funds to Local Emergency Planning Committee (LEPC)

Dear County Council President, County Auditor and LEPC Chair:

We are writing on behalf of the Indiana Emergency Response Commission (IERC) and the State Board of Accounts (SBA) to share with you our common approach to the request for, and appropriation of, funds for LEPCs. This is a matter which has caused some confusion in the past, due to the LEPC's unusual nature as a state agency which receives its funds through the counties, which act as custodians of those funds.

I. The Law on LEPC Expenses

The requirements of the Emergency Planning and Right to Know Act (EPCRA) mandate the structure of the IERC and LEPCs. EPCRA is part of Title III of the Superfund Amendment and Reauthorization Act of 1986 (SARA Title III), which is found at 42 United States Code Sections 11001-11050. The requirements of EPCRA were enacted into law in Indiana in Indiana Code (IC) 13-25-2. The IERC's organization and specific duties of the IERC and LEPCs are found in Indiana Code 13-25-1.

The funds for the LEPC originate from the Indiana Local Emergency Planning and Right to Know Fund, which derives its statutory requirements from federal law. The Indiana statute, IC 13-25-2-10.6(d), requires that the county fiscal body "shall" appropriate the funds requested by the LEPC in a compliant spending plan. The intent and effect of this law is for the county to act as custodian of the funds, but has no say as to the actual expenditure of the funds. The expenditure of these funds is overseen by the IERC. This independence from the county government results from the LEPC's nature as a state agency, under the oversight of the IERC.

The funds derived from the Indiana Local Emergency Planning and Right to Know Fund may, by law, be expended only on LEPC activities. The reason for this limitation is that the funds come from SARA Title III fees, and the funds are earmarked for expenditure on preparing for a response to the release of the substances generating the funds. Although some county leaders



INDIANA EMERGENCY RESPONSE COMMISSION

may question this straightforward limitation, it derives from both federal and state statute. Both the Indiana legislature and the U.S. Congress have decided that these funds may be spent only on LEPC budget items.

II. LEPC Expense Categories

Money from the Indiana Local Emergency Planning and Right to Know Fund may be spent by LEPCs on eight categories of items specified in IC 13-25-2-10.6(b):

1. Preparing and updating the SARA Title III plan.
2. Establishing and implementing procedures for dealing with public information requests.
3. Training for emergency response planning, information management and hazardous materials (hazmat) incident response.
4. Equipping a hazmat response team which provides a response throughout the LEPC's district if the equipment is consistent with team training.
5. Purchasing communications gear for the LEPC's administrative use.
6. Paying LEPC members a \$20 meeting stipend.
7. Paying for SARA Title III risk communication, chemical accident related and accident prevention projects submitted to and approved by the IERC.
8. Maintaining, repairing and calibrating equipment purchased for a hazardous materials response team under subdivision (4).

The law clearly mandates that an LEPC may receive new, post-1997 funds only if it has met the requirements of Indiana Code 13-25-1-6(b). Funds distributed before 1997, under IC 13-25-2-10.6 (b), may be spent on categories three through seven only if a current, compliant plan has been submitted and the training program has been approved by the IERC.

III. The Procedure for LEPCs Requesting and Receiving Funding

The procedure for the LEPC to request and receive funding is as follows:

1. The LEPC must prepare a funding request, listing the seven (7) categories as line items for expenditure specified under IC 13-25-2-10.6(b). The funding request must be approved by the LEPC in a regular meeting and this approval must be reflected in official minutes of the LEPC.
2. The LEPC must submit its funding request and a copy of the LEPC's official minutes reflecting approval to the county auditor and County Council.
3. The LEPC may participate in the annual budget hearings held by the County Council.



INDIANA EMERGENCY RESPONSE COMMISSION

4. The County Council "shall" approve the LEPC's budget, as required by IC 13-25-2-10.6(d).
5. The county auditor shall act as the custodian of the approved funds, writing checks to cover expenditures from the various line items as requested.
6. The county auditor must ensure that appropriated funds are not invested in a manner which prohibits their ready access upon request of the LEPC.
7. Additional expenditure requests for funding beyond the appropriated funds must include a funding request and a copy of the LEPC's official minutes reflecting approval of the supplemental funding request to the county auditor.
8. LEPC members will no longer be special state appointees. Therefore, LEPC members will not be subject to the State Ethics Code and will not have to take the State Ethics training.
9. The LEPC will be subject to county purchasing procedures and requirements.

John H. Murphy

From: Abby Doyle
Sent: Friday, December 19, 2025 10:49 AM
To: Jennifer Prawat; Alfred P. Kirsits; James Lopez
Cc: John H. Murphy
Subject: Form-D from EMA for 1.13.26
Attachments: Form-D EMA LEPC \$55,800 12.5.25.pdf

Good morning,

Attached is a Form-D from EMA for the January 13th Council Committee Meeting.

Thank you,

Abby Doyle

Saint Joseph County | Chief Deputy Auditor
County-City Building
227 W. Jefferson Boulevard, 2nd Floor
South Bend, Indiana 46601
O: 574-235-9399
adoyle@sjcindiana.com