

Benton County, Washington

Local Emergency Planning Committee

Bylaws

I. Purpose of the LEPC (SARA, Title III; 29 CFR 1910.120)

The Local Emergency Planning Committee (LEPC) is established within the Benton County jurisdiction to help maintain the integrity of existing emergency management organizations, plans and programs, as well as fulfilling Title III requirements.

II. Committee Membership (WAC 118-40-160)

The Committee membership shall include representatives from each of the following organizations: state and local elected officials, law enforcement, emergency management, firefighting, first aid, health professions, environmental, hospital, transportation, broadcast and print media, community groups and facility owners and operators.

III. Committee Organization

The Committee will have two officers elected by the membership: a Committee Chair, and a Committee Vice Chair. An information Coordinator and Secretary will be provided by BCEM. Elections will be held at the last meeting of each calendar year. The Chair is responsible for conducting meetings or delegating that responsibility to BCEM staff. In the absence of a chair or vice chair BCEM will conduct the meeting on the chair's behalf. The Information Coordinator is responsible for maintaining all the Tier II reports filed, handling community right-to-know information requests, and managing incoming and outgoing LEPC correspondence. The Secretary is responsible for creating meeting agendas, tracking membership attendance and recording the meeting minutes, which will be approved/confirmed by the membership at the following meeting.

IV. Committee Responsibilities (WAC 118-40-170)

A. Committee responsibilities will include, but are not limited to the following:

1. Forming a local planning team.
2. Designating a team leader.
3. Evaluating the resources needed to develop, implement, and exercise the emergency plan.
4. Identifying existing emergency response equipment and personnel.
5. Conducting a needs assessment of emergency response equipment and personnel requirements.
6. Providing oversight for preparation of the Hazardous Materials Plan by the local planning team.
7. Establishing procedures for receiving and processing requests from the general public for information under Section 324 (including Tier II information under Section 312).

V. Committee Attendance

- A. The Local Emergency Planning Committee is comprised of people who are appointed and voluntary. With the understanding that meeting dates are predetermined and approved by the LEPC members, all members shall:
1. Appoint an alternate to attend in lieu of the member.
 2. Notify the Committee Chair of resignation from the Committee.
 3. Understand that lack of participation in LEPC meetings for one year may result in removal from the mailing list.
 4. Actively participate in LEPC training, exercise simulations and/or special functions provided for or by the LEPC

VI. Committee Authority

The LEPC maintains authority by the power of vote, to determine membership actions related to non-attending members and to any installations of new members.

VII. Public Notification <https://www.ecfr.gov/current/title-40/chapter-I/subchapter-J/part-300/subpart-C/section-300.205>

- A. Avenues for public information may include, but are not limited to the following:
1. Dedicated website page on www.bces.wa.gov
 2. Public Service Announcements stating the purpose of the LEPC and meeting details.
 3. Brochures for public distribution giving details and specific information relating to LEPC role and responsibilities.
 4. Notice in local newspaper that the emergency response plan, Material Safety Data Sheets, and Tier II inventory forms have been submitted and the public may review them at a designated location.
- B. Timeline
1. Public service announcements and any brochure updates and revisions will be presented to the LEPC Committee. In lieu of the annual public newsprint notification, BCEM will maintain a dedicated webpage with meeting and contact information.
- C. Quarterly Membership Meetings
1. LEPC meetings will be held the First Thursday of March, June, September & December at 10 a.m. at either Benton County Emergency Management, located at 651 Truman Ave., in Richland or Franklin County Emergency Management, located at 1011 E. Ainsworth, in Pasco.
- D. Public Meetings
1. General public are welcome to participate at any of the designated quarterly meetings.