



FRANKLIN COUNTY Local Emergency Planning Committee

Communication is c/o Franklin County Emergency Management
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Franklin County L.E.P.C. Bylaws

I. Purpose of the L.E.P.C. (SARA, Title III; 29 CFR 1910.120)

The Local Emergency Planning Committee is established within the Franklin 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 three officers elected by the membership: a Committee Chair, an Information Coordinator and a Secretary. Elections will be held at the last meeting of each calendar year. The Chair is responsible for setting the agenda and conducting meetings. 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 L.E.P.C. correspondence. The Secretary will track member attendance and record the meeting minutes, which will be confirmed by the membership at the following meeting.

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

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

- A. Forming a local planning team.
- B. Designating a team leader.
- C. Evaluating the resources needed to develop, implement, and exercise the emergency plan.
- D. Identifying existing emergency response equipment and personnel.
- E. Conducting a needs assessment of emergency response equipment and personnel requirements.
- F. Providing oversight for preparation of the Hazardous Materials Plan by the local planning team.
- G. 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

The Local Emergency Planning Committee is comprised of persons who are appointed and voluntary. With the understanding that meeting dates are predetermined and approved by the L.E.P.C. members, all members shall:

- A. Appoint an alternate to attend in lieu of the member.
- B. Notify the Committee Chair of resignation from the Committee.

- C. Understand that lack of participation in L.E.P.C. meetings for one year will result in removal from the mailing list.
- D. Actively participate in L.E.P.C. training, exercise simulations and/or special functions provided for or by the L.E.P.C.

VI. Committee Authority

The L.E.P.C. maintains the 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 (40 CFR Section 324, Subpart B)

A. Avenues

May include, but are not limited to the following:

1. Public Service Announcements stating the purpose of the L.E.P.C. and meeting details.
2. Brochures for public distribution giving details and specific information relating to L.E.P.C. role and responsibilities.
3. 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

PSA's and any brochure updates and revisions will be developed each year in the month of July with completion and distribution to the public in the month of August. Annual public newsprint notification shall be held in the month of April to coincide with Disaster Preparedness Month.

C. Bi-monthly Membership Meetings

L.E.P.C. meetings will be held on the 3rd Tuesday of odd-numbered months at 10:30 a.m. at the Franklin County Emergency Management office, located at 502 Boeing Street, Pasco.

D. Public Meetings

Subcommittees will be developed to establish format and identify locations and avenues for public notification of such meetings at the beginning of each calendar year. Public Meetings shall be held on an annual basis.

Franklin County LEPC Bylaws

Records of Change

2012 Review

Changes:

Page 1 of 2	Section IV. E.	corrected spelling of equipment
Page 2 of 2	Section VII.B.	Removed apostrophe on PSAs
Page 2 of 2	Section VII.C.	Updated Member ship Meetings. Removed Bi-monthly Meeting. Added 1 st Tuesday of each quarter.
Page 1 of 2	Header	changed FCEM address to current location 04/18/19