

PEPIN COUNTY LOCAL EMERGENCY PLANNING COMMITTEE RULES AND BY-LAWS

Preface:

The Pepin County Local Emergency Planning Committee serves the local county planning district which was established by the Wisconsin State Emergency Response Commission of the effective date of July 17, 1987. The LEPC was confirmed by the SERB on August 13, 1987. These rules of operation are promulgated under the directive of SARA, Title 3, Section 301(c).

1. Posts, Positions, Appointments, and Elections:

All members of the LEPC are appointed to a two-year term which will expire in April of the even number year and is renewable. If a member of the LEPC is no longer a representative of a group as directed by Section 310 (c) of SARA, the individual will be removed from the LEPC membership. New members will be appointed if there is a vacancy in a group required under Section 310 (c) of SARA and/or to ensure all geographic areas of the county are represented.

Chairperson:

Subject to the requirements of Title III, Section 301(c), the committee will elect a chairperson for a term of two (2) years. The chairperson will preside over meetings of the LEPC and the chairperson must be a member of the LEPC. The chairperson will hold only one elected position in the LEPC.

Vice-Chairperson:

In order to assure the continuity of operations in the absence of the chairperson, the committee has established a post of vice-chairperson and will elect a person for that post. In the absence of the chairperson, the vice-chairperson will preside over meetings of the LEPC. The vice-chairperson will be elected for a term of two (2) years and must be a member of the LEPC. The vice-chairperson will hold only one elected position on the LEPC.

Temporary Chairperson:

In order to continue with operations in the absence of both a Chairperson and vice-chair, a temporary chairperson will be designated by the quorum. The temporary chairperson will hold this position during the meeting in which they have been designated and act on behalf of the chair and vice-chair in their absence.

Coordinator of Information:

Subject to the requirements of Title III, Section 301(c), the Committee will designate a Coordinator of Information who will serve at the pleasure of the Committee. The Coordinator of Information will undertake those duties and responsibilities as outlined under Title III, Section 301(c), and those other responsibilities and duties assigned by the LEPC. The LEPC may also designate Deputy Coordinator of Information to serve in the absence of the primary designee.

Community Emergency Coordinator:

Subject to the requirements of Title III, Section 301(c), the Committee will designate a Community Emergency Coordinator who will serve at the pleasure of the Committee. The Community Emergency Coordinator will undertake those duties as assigned by the plan created under Title III, Section 303, and other responsibilities and duties assigned by the Committee. The LEPC may also designate Deputy Community Emergency Coordinators as required.

Secretary:

In order to assure that the proper minutes of all meetings are kept, the Chairperson or head of any Committee or subcommittee shall designate a Secretary to keep minutes of the business conducted. Such minutes shall be forwarded to the Coordinator of Information for distribution as required.

2. Membership

The composition of the LEPC membership will be consistent with Section 301 (c) of SARA. The committee will be comprised of at least one person from each group, if possible. Committee members will be recommended to the County Board Chair and approved by the Pepin County Board of Supervisors.

Group 1: Elected State Official
Elected Local Official

Group 2: Law Enforcement
Emergency Management
Fire Service
Health Services
Hospital
Transportation
Local Environmental Agency

Group 3: Broadcast Media
Print Media

Group 4: Community Organizations

Group 5: Owners/Operators subject to the requirements of SARA
Title III

3. Quorum:

A quorum will consist of 50 percent of the SERB approved membership of the LEPC.

4. Voting:

A majority vote of members present where a quorum exists will be needed for passage.

5. Alternates:

Every member of the LEPC appointed by the SERB may select an alternate to attend meetings in his or her absence. The alternate may participate in discussions and can exercise voting rights.

6. Meetings

Location:

The LEPC has established a normal meeting location at the Pepin County Government Center. Meetings of the LEPC will be held in the county with the exception of joint meetings held between the LEPC and other LEPCs and the SERB which are required for coordination of activities or for the conduct of jointly-related business. Public notice of meetings outside the normal meeting location will be made at least 72 hours prior to event.

Meeting Dates and Times:

LEPC meetings will be held once a year and as needed. Dates and time to be set by the Chair. Special meetings of the LEPC may be called by the Chairperson with public notice of at least 72 hours prior to the event.

Emergency Meeting:

During emergency conditions when a release of a substance covered by the notification requirements of Title III, Section 304, has, is occurring, or is imminent, the Chairperson may call an emergency meeting of the LEPC as soon as possible with the provision that all reasonable attempts are made to notify the public of the meeting through local media channels. The conduct of business of such meetings will be limited to those items required by the emergency conditions present.

Agenda Items:

Items to be included in the agenda will be submitted to the Coordinator of Information at least five (5) working days prior to meeting of the LEPC unless an emergency condition is present. The agenda will be compiled and dispersed to committee members, local media representatives and others who request copies, at least 24 hours prior to the committee meetings. Agenda items may be added on the floor of the meeting.

7. Public Opportunity:

The LEPC will, in every agenda, provide at least 30 minutes of time to receive public comments and input. Time for public comment will be allotted on a first come, first serve basis. The LEPC may limit comments to a certain time frame and limit public input time above 30 minutes per meeting with a majority vote call of the committee.

8. Minutes of Meetings:

Minutes of all meetings and sessions of the LEPC and committees or subcommittees will be distributed to committee members, effected heads of government within the county at the LEPC's discretion, the *Wisconsin Emergency Management Regional Office*, and others who request them through the Community Emergency Coordinator.

9. Adoption and Amendments of the Rules of Operation:

Adoption of these rules or approval of amendments to the rules can be made at any regular or special meeting of the LEPC as an agenda item with a majority roll call vote.

Amended 9/93 - Alternates given voting rights.

Amended 9/98 - Meeting time changed to 1:00 PM.

WEM Regional Office

Reviewed 8/2006 – No change

Reviewed 8/21/2007 – Amended

Reviewed 7/9/2008 – No changes

Reviewed 9/25/09 – No changes

Revised 9/30/2010 – Meeting time changed to 3:00 and LEPC meet once annually

Revised 9/29/2011 – LEPC meetings will be scheduled as needed

Revised 8/21/2013 – LEPC meetings will be held every 6 months and as needed. Date and time to be set by the Chair.

Reviewed 9/23/2014 – No changes

Revised 3/11/2019 – LEPC meetings will be held once a year and as needed.

Proposed Changes Approved 3/6/2020 – Reorganization of order within bylaws, clarifying membership (how appointed, vacancies, and required groups), establishing temporary chair in case of vacancy, changes for clarification purposes.