

**THURSTON COUNTY  
LOCAL EMERGENCY PLANNING COMMITTEE  
BYLAWS**

**ARTICLE I – PURPOSE AND MISSION**

The Thurston County Local Emergency Planning Committee (LEPC) will take a “Whole Community” approach to discuss and plan for emergency preparedness, mitigation, response, and recovery to all hazards related public safety matters including Superfund Amendment and Reauthorization Act (SARA) Title III, Hazardous Materials. The activities of the Committee are as follows:

- Facilitate public safety preparedness efforts, including planning, education, training, exercises and mitigation (preventive) measures related to all hazards including hazardous materials.
- Apply for and administer grants supportive of the LEPC mission.
- Prepare, implement and maintain the Thurston County Hazardous Materials Emergency Response Plan.
- Where and when appropriate assist with the development and maintenance of other plans and documents including, but not limited to the Hazards Mitigation Plan for the Thurston Region, the Comprehensive Emergency Management Basic Plan (CEMP) including Emergency Support Function #10 – Oil and Hazardous Materials Response (ESF #10), and any recovery planning.
- Establish and maintain a system for managing industry reports of hazardous substances, such as inventories of hazardous chemicals on the Tier II form.
- Facilitate location(s) for the public to review industry information.
- Publish annual notice(s) that the SARA Title III information, including the emergency plan, MSDSs and inventory forms are available.
- Conduct public awareness and education programs designed to create an informed and knowledgeable public about the potential hazards impacting Thurston County.
- Provide recommendations to appropriate organizations concerning hazardous materials response and preparedness.
- Provide notifications, staff support and record keeping for all LEPC meetings.

**ARTICLE II – OFFICERS**

The following officers shall make up the Executive Committee:

- A Chairperson, elected from the members of the LEPC, who shall provide leadership, ensure the committee functions properly, and represent the LEPC.

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- A Vice-Chairperson, elected from the LEPC members, who shall have the authority to act on behalf of the Chairperson in the event of his/her absence.
- A LEPC Coordinator, appointed by the Thurston County Fire Chief's Association, who shall help facilitate the committee and coordinate with the Thurston County Fire Chief's Association and the Thurston County Emergency Management Council.
- Thurston County Emergency Management (TCEM) staff support, appointed by TCEM, who shall maintain a system for managing industry reports of hazardous substances, such as inventories of hazardous chemicals on the Tier II form. TCEM staff may also provide support in record keeping, LEPC program coordination, and plan updates.

### **ARTICLE III – REPRESENTATION**

The LEPC representation, at a minimum, shall be composed of all the required categories detailed in Public Law 99-949 Code of Federal Regulations (CFR) and Washington Administrative Code (WAC) 118.40. These categories include:

- State/Local Officials
- Local Elected Officials
- Law Enforcement
- Emergency Management
- Fire Fighting
- First Aid
- Health Profession
- Local Environmental
- Hospital
- Transportation Personnel
- Broadcast and Print Media
- Community Groups
- Owners/Operators of EPCRA Facilities

The LEPC Chairperson in coordination with the Emergency Management Council of Thurston County and the Thurston County Fire Chiefs' Association, at its discretion, may establish additional categories of representation as the need arises.

### **ARTICLE IV – MEMBERSHIP**

Each designated agency within a category shall be invited to specify a primary member.

The member shall identify one or more alternate(s), which need not be from the same unit of the designated agency.

The member and/or alternate(s) are considered to represent all units of their respective agency.

The member and/or alternate(s) shall be responsible for keeping the entire organization they represent informed about Thurston County LEPC activities.

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Each designated agency within a category shall be considered a single voting entity when determining a quorum or conducting LEPC business.

In the event of a vacancy, the Chairperson shall appoint a replacement to the LEPC. The designated replacement member must be a representative from the same category as the member being replaced. The Chairperson may consult with the affected agency in the category where the vacancy has occurred.

The Chairperson may declare the existence of a vacancy in the LEPC and request the category recommend a replacement member whenever:

A member resigns or fails to attend three consecutive regularly scheduled meetings.

The actions of a member or alternate, as determined by the Chairperson and a majority of the LEPC, are consistently unproductive or contrary to the goals of the LEPC.

### **ARTICLE V – MEETINGS AND QUORUM**

The Executive Committee shall schedule meetings which conform to Washington Open Meeting Law requirements and be conducted in accordance with the most recent edition of Roberts Rules of Order.

The LEPC shall meet semi-annually. Meeting agendas locations will be posted on the Thurston County website at [www.co.thurston.wa.us/em/LEPC](http://www.co.thurston.wa.us/em/LEPC). Meetings may be added or canceled as necessary.

The Chairperson, or in the Chairperson's absence, the Vice-Chairperson, may call special meetings.

For purposes of voting, a quorum is defined as a minimum of four LEPC members present at any LEPC meeting.

When available the meetings may be attended by conference calls.

### **ARTICLE VI – SUB-COMMITTEES**

Ad-Hoc Sub-Committees may be established by the Chairperson or by the membership for the purpose of carrying out the LEPC's duties and assuring the work effort is equitably distributed among the membership.

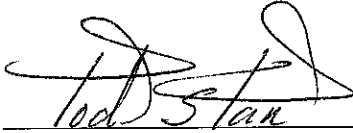
Individuals with particular expertise, who are affiliated with a member organization, can participate in sub-committee activities as technical advisors regardless of LEPC membership. They would not, however, have voting rights if not an LEPC member.

## Thurston County LEPC Bylaws

### ARTICLE VII – BYLAWS

Bylaws may be amended through a process by which the proposed changes are distributed in writing to LEPC members at least ten days prior to the next scheduled meeting and then adopted at the meeting by a favorable vote of a quorum or a majority of the members present, whichever is greater.

**APPROVED AND ADOPTED BY THE THURSTON COUNTY LOCAL EMERGENCY  
PLANNING COMMITTEE** Aug 22, 2019.  
(Month/Day)



CHAIRPERSON

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