

Warren County

Local Emergency Planning Committee (LEPC)

By-Laws

I. NAME

This committee shall be known as the Local Emergency Planning Committee of Warren County (hereafter referred to as the LEPC), and is established as provided for in the Superfund Amendments and Reauthorization Act of 1988, Title III. Due to the similar nature and committee memberships, Warren County has decided to merge the LEPC and the Emergency Preparedness and Response (EPR) Committee into one larger committee with various emergency response issues.

II. PURPOSE

- A. To formulate, distribute and exercise plans for response by local agencies, (i.e., police, fire, EMS, public works, public health) to emergencies caused by a release of hazardous materials.
- B. To collect information from local industries using and/or storing hazardous materials within the County.
  1. Amounts and locations of hazardous materials.
  2. Transportation routes used to transport materials to and from the locations.
  3. Existing plans and implements on site that would be used to contain spills or releases, and to protect workers and the general public.
- C. To inform the general public of hazardous materials in the vicinity of their homes, schools, churches and businesses and to make them aware of the plan.
- D. To evaluate the need for resources to implement the plan, and to develop means for obtaining them quickly, whether they are local resources or those obtained from other sources.
- E. To respond to public requests for information regarding the plan, and to make the public aware that such information exists.

III. COMMITTEE MEMBERSHIP

- A. The members of the LEPC shall be appointed by the New York State Disaster Preparedness Commission, which has been designated by the Governor as the State Emergency Response Commission pursuant to Section 01(a) of Public Law 99-499, upon nomination by the Warren County Office of Emergency Services. These members will include, but not be limited to:
  - Emergency Management
  - Law Enforcement
  - Firefighting
  - EMS

- Public Health/Mental Health
- Hospital/Medical Professionals
- Transportation
- Media
- Community Organizations
- Facility Owners or Operators
- Elected Officials
- Other Interested Parties

#### IV. APPOINTED OFFICERS

- A. The LEPC Coordinator (who is appointed by the Warren County Board of Supervisors) appointed the Emergency Services Coordinator to handle any related grants, give an update on LEPC issues at meetings of the committee, appoint standing and special subcommittees as shall be necessary to conduct the business of the LEPC, serve as spokesperson for the LEPC, act as the coordinating official with the State Emergency Response Commission.
- B. The LEPC Coordinator shall handle the above responsibilities in the absence of the Emergency Services Coordinator.
- C. The EPR Chairperson (who is appointed by the Public Health Director) will conduct the EPR/LEPC meetings.
- D. The Assistant Director of the Public Health Division or Emergency Services Coordinator of the Office of Emergency Services shall run meetings of the EPR/LEPC in the absence of the EPR Chairperson, and to carry out such others duties as may be deemed necessary.
- E. The EPR Secretary (who is appointed by the Public Health Director) shall take the minutes and distribute correspondence of the committee and other duties as deemed necessary for the LEPC.

#### V. MEETINGS

- A. Meetings shall be held as often as necessary to conduct business, but at least once annually.
- B. The EPR/LEPC shall be deemed to be a public body of the County of Warren, subject to the New York State Open Meetings and Freedom of Information statutes except as those statutes may be superseded by applicable Federal law.

#### VI. PUBLIC INPUT AND ACCESS TO INFORMATION

- A. Public participation and input in the work of the LEPC is encouraged, through attendance at meetings, correspondence or other methods of communication.
- B. Notice of meetings of the LEPC shall be provided to the public via the Warren County LEPC website.

- C. In response to FOIL requests, if deemed legitimate and applicable, will be handled in the following manner:
  - 1. All FOIL requests will be reviewed by the Warren County Attorney
  - 2. E-Plan accounts will NOT be approved for media or general public
  - 3. The Office of Emergency Services or Public Health Division will provide the specific information requested by a FOIL request from the appropriate source
  - 4. Requests will be handled in accordance with regulations set forth by the NYS Committee on Open Government

VII. UTILIZING E-PLAN FOR ELECTRONIC FILING OF TIER II FORMS

- A. Authorizing Authorities of E-Plan for Warren County shall consist of members of the Office of Emergency Services
- B. Response/LEPC agencies that would like to view Tier II information submitted on E-Plan, for planning and response purposes, are required to sign up as a user, on the E-Plan system web page.
- C. Any requests for a user account to view E-Plan information must be reviewed and approved by one of the above Authorizing Authorities. Users are those that NEED to access the information for planning and emergency response purposes only. Upon accessing the E-Plan account the user will be prompted by the system to enter the name of their Authoring Authority.
- D. Warren County LEPC has decided to accept and encourage the use of E-Plan, an electronic online submission of Tier II chemical inventory information, as the primary means for companies operating within Warren County to comply with federal chemical inventory reporting requirements.
  - 1. This completes the County LEPC filing requirement.
  - 2. A hard copy shall be mailed to the local fire department.
  - 3. E-Plan website is <https://erplan.net/eplan/login.htm>