

McKinley County
Office of Emergency Management

Local Emergency Planning Committee

LEPC Charter

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Section 1: Introduction

The McKinley County Local Emergency Planning Committee (LEPC) was established in _____ through Resolution adopting McKinley County LEPC Bylaws. These By-Laws further identifies membership qualifications, vacancies, disqualification, terms, member alternates, classes of membership, and the roles and responsibilities of the Executive Committee.

Section 2: Purpose

The LEPC was formed to minimize damage and loss of life resulting from natural or man-made disasters through careful planning and identification of natural hazards and hazardous materials, to provide the public with information regarding hazardous chemicals within the McKinley County and to assist local emergency management.

The LEPC purpose is to:

- To participate in carrying out for McKinley County, those responsibilities required by the LEPC pursuant to Public Law 99-499, Superfund Amendment and Reauthorization Act (SARA) of 1986, SARA Title III, and related regulations. Those responsibilities include but are not limited to:
 - Assist the McKinley County Office of Emergency Management in the development, implementation, evaluation, and updating of the McKinley County All Hazards Emergency Operations Plan (hereinafter referred to as the EOP);
 - Promote planning, training, education, and professional development of its members in order to enhance programs which encourage the safety and health of the residents of McKinley County to include conducting educational programs to help the public understand safety risks and community rights;
 - Develop procedures for regulated facilities to provide notification to LEPC in accordance with SARA Title III;
 - Develop procedures for receiving and processing requests from the public under the community right-to-know provisions of SARA Title III;
 - Provide public notification of Committee activities as necessary;
 - For the purpose of the plan modification and revision, acting as an evaluation committee after incidents and exercises.

- To implement such other and further related activities as may hereafter be legally required by the Federal Government, the State Emergency Response Commission (SERC), or McKinley County.

The LEPC provides a forum for each public safety and public service organization, municipality, city, county, tribe, state, federal, or private agency to discuss related hazard planning initiatives that may or may not impact the work of this committee. This helps ensure individual projects have an opportunity to align with the County EOP, the State EOP, and the State Hazard Mitigation Plan.

Section 3: Authority

The SARA of 1986 was enacted by Congress into law on October 17, 1986, and contains SARA Title III: The Emergency Planning and Community Right-to-Know Act of 1986.

Pursuant to SARA Title III, the New Mexico State Emergency Response Commission (SERC) designated McKinley County a local emergency planning district and has appointed a Local Emergency Planning Committee for McKinley County composed of elected officials, emergency management, fire, paramedics, law enforcement, communications, public health professionals, environmental, hospital, and transportation officials, representatives of facilities subject to the emergency planning requirement, community groups, school districts, and the media.

The task of the LEPC is to establish rules, notify the public of its activities, establish procedures for handling public request for information, and assist in the development and subsequent maintenance of the McKinley County All-Hazards Emergency Operations Plan.

On _____, _____, _____, the McKinley County Board of Commission adopted Resolution _____; Adopting McKinley County Local Emergency Planning Committee Bylaws. The resolution provides for the creation of the McKinley County LEPC, the adoption of governing by-laws dictating the organizational structure, function and duties to further strengthen the integrity and authority of the McKinley County LEPC.

Section 4: Outcomes

The desired outcomes of the LEPC are listed below:

1. Foster partnerships among local, state, federal, tribal, and private entities to promote exchange of knowledge and resources among members of the response community.
2. Lead efforts in concert with appropriate agencies in the continued maintenance of the McKinley County All Hazards EOP, and the development of the McKinley County All Hazard Mitigation Plan.

3. Assist the local emergency management organization in development, training, and evaluation of the Emergency Operations Center Standard Operating Guidelines (EOC SOP) for McKinley County.
4. Provide stakeholder input to organizations addressing hazards and planning within McKinley County.
5. Identify issues and articulate a unified approach to the development of standards in response.
6. Serve as the McKinley County liaison to local, tribal, municipal, state, and federal government.

Section 5: Scope

The LEPC will address several areas related to or impacted by issues facing hazard mitigation and planning in McKinley County:

A. Government

The committee will:

1. Work toward identifying initiatives that improve the County EOP.
2. Ensure that County initiatives address the various initiatives of its partners in municipal, local, tribal, state, and federal government creating a seamless response.

B. Level

The LEPC will ensure that the needs at all levels (Executive, Emergency Operations Centers, Dispatch/Communications Centers, Incident Command, and Tactical Operations) of emergency response are addressed.

C. Function

The LEPC will address technical, operational, and training issues. Technical means equipment procurement and network design. Operational means authorizations, Standard Operating Procedures (SOPs), and Incident Command. Training will include classroom, exercise, and evaluation.

Section 6: Operating Principles

The LEPC will use the following guidelines regarding how the membership will interact and the ground rules for meetings and standards for member accountability.

OVERARCHING PRINCIPLES

Community preparedness remains at the forefront of all incidents and events, planned and unplanned.

- The LEPC exists to serve all public safety and public service responders, local, state, federal, tribal, and private partners of McKinley County, New Mexico.
- Speak with one voice when reporting externally to stakeholders, presenting a unified front.

PLANNING AND MANAGEMENT PRINCIPLES

The LEPC will hold the following principles:

- Work toward the vision of the McKinley County Government in protecting the health, safety, welfare, and environment of its citizens.
- Establish training recommendations in support of the EOP.
- Continual re-evaluation of the EOP on an annual basis as it relates to federal guidelines and standards.
- Assist in the development of training, exercises, projects, plans, policies, standards, priorities, and guidelines for response if requested.
- Support alignment of McKinley County EOC SOP with the State EOC and future plans.
- Ensure cross discipline coordination and encourage cooperation.
- Support on-going training and exercise programs. 0

Section 7: Membership

The LEPC will be composed of professionals with knowledge and interest in the field of emergency response, training, exercise and evaluation, planning and mitigation. All members will be designated as either Active Membership or Association Membership as per the LEPC By-laws, Article III, Section I.

Active Membership: Those members, organizations or their designees who, by their registration status, agree to participate in no less than 75% of all meetings and shall have voting privileges.

Associate Membership: Those members, organizations, or their designees who, by their registration status, choose to participate in all meetings on an at-will basis and hold no voting privileges.

The Executive Committee will consist of one Chairperson, one Vice-Chairperson, one Secretary/Treasurer, the County Emergency Manager, the County Emergency Coordinator and the McKinley County Attorney who will act as legal representation for the LEPC, when needed, as per Article III, Section II of the LEPC By-laws.

Members of the Executive Committee will serve for a period of two (2) years with an election being held in January of each even numbered year for the position of Vice-Chairperson and every odd numbered year for the position of Chairperson.

DUTIES

Chairperson – The Chairperson shall preside at all meetings of the LEPC.; shall serve as the Ex-officio member of all subcommittees, with the empowerment to vote in the event of a tie; and shall perform such duties and acts as necessary to accomplish the purpose of the LEPC. The Chairperson shall be empowered to create such other Ad-Hoc Committees as necessary to accomplish the goals of the LEPC.

Vice- Chairperson – Upon resignation, death or in the absence of the Chairperson, the Vice-Chairperson shall perform the duties of the Chairperson. The Vice-Chairperson shall perform such other duties as may be assigned by the Chairperson. The Vice-Chairperson shall succeed the Chairperson.

Emergency Manager – The Emergency Manager has the authority and responsibility for the implementation of the McKinley County All-Hazards Operations Plan. The Incident Command System (ICS) shall be used at all emergencies to establish command of the incident. The Emergency Manager is a non-elected Executive Committee position.

Emergency Coordinator – The Emergency Coordinator shall perform the duties of the Emergency Manager if and when the Emergency Manager is unable to attend LEPC Meetings. The Emergency Coordinator shall perform such other duties as may be assigned by Emergency Manager.

Secretary/Treasurer – The Secretary/Treasurer shall be the custodian of all the books, papers, documents, and other property of the LEPC. The Secretary/Treasurer shall keep a true record of all the proceedings of all the meeting of the LEPC. The Secretary/Treasurer shall be responsible for public notice of meetings as required in Article IV, Section III and Article VIII, Section III. Additionally, the Secretary/Treasurer shall attend to the business needs of the LEPC and shall maintain an accurate record of all monies received and expended for the use of the LEPC. This position is appointed by the Emergency Manager and shall be an employee of McKinley County.

Section 8: meeting information

The types of meetings conducted by the LEPC are defined further in Article IV, Section I of the By-laws.

FREQUENCY

The LEPC shall conduct one regular meeting not less than once per quarter, but may be more frequent depending on need.

Special meetings may be called as deemed necessary by the Chairperson or the Emergency Manager in order to carry out the duties of the LEPC.

Notice of time, date, place of meeting, and agenda items to be considered at each meeting shall be given in writing (either by mail, fax, or electronic means) to all members at least two weeks prior to each meeting by the staff of the McKinley County office of Emergency Management, Chairperson, or Secretary/Treasurer.

Notice will also be given to the Clerk and Board of Commissioners of McKinley County.

Public Hearings and Annual Meeting – The LEPC shall hold such public hearings as deemed necessary and desirable at such time and place as may be determined by a majority vote of the Committee. At least one such public hearing or forum shall be held each year for the purpose of discussing the McKinley County All-Hazards Emergency Operations Plan with the public, and receive and respond to public comments of the presented plan. In addition, one mandatory public meeting will be held in January of each year for the purposes of election to the Executive Committee and appointment to Standing and Ah Hoc Subcommittees.

QUORUM

As per Article IV, Section I, D., a Quorum shall be defined as a majority of Committee members, excluding those members deemed to be inactive. A quorum is required to transact business.

Section 9: Organizational Procedures

Meeting Conduct – The rules contained in Robert’s Rules of Order (Newly Revised), shall govern the committee in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

Agenda – Any member may request that the Chairperson place an item on the meeting agenda before the agenda is officially approved by the Executive Committee.

Adoption of Rule; Publication of Proposals – The LEPC may adopt Rules of general application governing the execution of its responsibilities under SARA Title III and related applicable regulations. See McKinley County LEPC By-laws Article VI, Section I for further information.

Glossary

DEFINITIONS

Emergency Operations Plan - A jurisdiction's emergency operations plan is a document that:

- Assigns responsibility to organizations and individuals for carrying out specific actions at projected times and places in an emergency that exceeds the capability or routine responsibility of any one agency, e.g., the fire department.
- Sets forth lines of authority and organizational relationships, and shows how all actions will be coordinated.
- Describes how people and property will be protected in emergencies and disasters.
- Identifies personnel, equipment, facilities, supplies, and other resources available--within the jurisdiction or by agreement with other jurisdictions--for use during response and recovery operations.

- Identifies steps to address mitigation concerns during response and recovery activities.
- As a public document, an EOP also cites its legal basis, states its objectives, and acknowledges assumptions.

Local Emergency Planning Committee - An LEPC (local emergency planning committee) is a gathering of representatives in your community that have an interest in hazardous materials safety. Members should include; fire department, law enforcement, health care, media, schools, industry, transportation, public health, VOAD and others. As a group they will identify potential risks that your community faces from hazardous chemicals stored in and/or transported around your community. The LEPC should seek ways to help minimize the risks, prevent accidents, and assist in the development of plans to deal with a chemical emergency. Another core component of an LEPC is education. Through the LEPC the public will be able to seek out information about chemicals in their community and identify safety plans within their own families.

Mitigation - Mitigation actions involve lasting, often permanent, reduction of exposure to, probability of or potential loss from hazard events.

Preparedness - While mitigation can make communities safer, it does not eliminate risk and vulnerability for all hazards. Therefore, jurisdictions must be ready to face emergency threats that have not been mitigated away. Since emergencies often evolve rapidly and become too complex for effective improvisation, a government can successfully discharge its emergency management responsibilities only by taking certain actions beforehand.

ACRONYMS

EOC	Emergency Operations Center
EOP	Emergency Operations Plan
LEPC	Local Emergency Planning Committee
SERC	State Emergency Response Commission
VOAD	Volunteers On Active Disasters

