

BY-LAWS

OF

LOCAL EMERGENCY PLANNING COMMITTEE OF YORK COUNTY

I. Establishment and Functions of the Local Emergency Planning Committee, (LEPC).

A. Establishment of Committee

1. This Committee is established in accordance with the requirements of Title III of the Superfund Amendments and Reauthorization Act of 1986 (SARA).
2. This Committee will consist of at least one representative from each of the groups listed below, per ACT 165, Sect. 203, (b).

York County Commissioners - 3

Local Elected Official

York County Haz-Mat Team Representative

County Emergency Medical Services Representative

County Emergency Management Agency Representative

County Fire Representative

County Agriculture Agency Representative

County Police Representative

News Media Representative

County Planning Commission Representative

County Manufacturers Association Representative

York Area Chamber of Commerce Representative'

County Communications Center Representative

Citizens-at--Large - 2

Industry- 3

Eight members shall constitute a quorum. Each prospective member shall be nominated by the Administrative Committee and officially appointed by the Pennsylvania State Emergency Response Commission (SERC), for a term of two (2) years. Nominations/elections shall take place in December of each even numbered year and the newly elected officers shall assume their offices in February of each odd numbered year.

3. The Committee will select a Chairperson, a Vice-Chairperson, and a Public Information Officer.

4. The Committee will be divided into three sub-committees:
  - a. Administrative Committee - has the responsibility for establishing By-Laws, nominating Committee members, establishing operational cost, providing public announcements of meetings, and providing a place where all the information gathered on a facility can be maintained and available to the public.
  - b. Planning Committee has the responsibility to review all facility plans and make sure that they are in accordance with existing State and Local Plans. Make sure that all key points from the Pennsylvania Emergency Management Planning Guidance are met by working with the facility representative in the development of these plans.
  - c. Public Information Committee - has the responsibility to reply to all written requests from the public concerning comments and/or requests for information about local facilities. They will process all requests within five (5) days or sooner and reply in writing as well as notify the requestor of any cost associated with the request.

B. Purpose of the Local Emergency Planning Committee

1. The purpose and duty of this Committee is to fulfill the requirements and functions specified for local emergency planning committees under SARA Title III. These duties include:
  - a. Preparing, approving, and reviewing (on an annual basis) an emergency response plan for each qualifying SARA, Title III facility within York County.
  - b. Submitting initial copies of each Emergency Response Plan to the Pennsylvania Emergency Management Agency Response Commission for review.
  - c. Publishing an annual notice of its public information procedures for use by the general public.
  - d. Establishing procedures to receive, store and retrieve material safety data sheets, chemical inventory forms, and all other applicable documents.
  - e. Establishing procedures to respond to public requests for information.

### C. Duties of Officers

1. Chairperson- The Chairperson is responsible for conducting the regular Local Emergency Planning Committee meetings, executing all documents and other instruments on the behalf of the committee, doing other things required of this office by these By-Laws and applicable laws of the Commonwealth of Pennsylvania and the United States of America, and other things authorized by the Committee membership, and serving as chairperson of the Administrative Subcommittee.
2. Vice Chairperson- The Vice Chairperson shall be chairperson of the Planning Subcommittee. The Vice Chairperson shall serve as Chairperson during the absence of the Chairperson.
3. Public Information Officer- This person will serve as chairperson of the Public Information subcommittee. In this capacity as Chairperson of this committee, he/she will coordinate any replies to all written requests from the public concerning comments and/or requests for information about local facilities. He/she will process all requests within five (5) days or sooner and reply in writing as well as notify the requestor of any cost associated with the request.

The Public Information Officer will deal with press releases and other public meetings as deemed necessary. In the absence of the Chairperson and the Vice Chairperson he/she will conduct the committee meetings.

## II. Public Meetings and Information

### A. Meetings

1. The LEPC will schedule meetings, open to the public, on the 3<sup>rd</sup> Tuesday of every even numbered month in the County Emergency Services Building, 120 Davies Dr., York, PA at 10:00 a.m.
2. Notice of meetings will be in accordance with the state's "Sunshine Laws".
3. A Special or Emergency meeting may be called by the Chairperson to deal with a specific problem or emergency situation.
4. **In the event of inclement weather resulting in unsafe travel conditions, any meeting can be canceled or postponed and rescheduled at the discretion of the Chairperson.**

### B. Public Meetings to Discuss Emergency Response Plans and Public Comments

1. Members of the general public are welcome to attend meetings of the LEPC Committee.
  2. During the course of each meeting, time will be allocated for public comments.
  3. Any public comments, concerning the preparation, review, or exercise of an emergency response plan that requires committee action, will be responded to, in writing, by the Public Information Committee.
- C. Procedures for Receiving and Processing Other Public Information Requests.
1. The LEPC will abide by the current versions of the Pennsylvania Right-to-Know Law (65 P.S. §67.101 et seq.) and any applicable federal laws (such as the federal Freedom of Information Act, 5 U.S.C. 552). Requests made under the Pennsylvania Right-to-Know will be considered requests of the County of York, Pennsylvania, and will be processed pursuant to the policy in place at the time of the request.

ATTEST

By:   
Title: Chief Clerk

York County Local Emergency Planning Committee

By:   
Title: LEPC Chairperson

By:   
Title: President Commissioner

Reviewed and updated 02/17/2015