

Elko County Local Emergency Planning Committee Bylaws

Article I – Authority

Public Law 99-499 States: were directed to establish a State Emergency Response Commission and Local Emergency Planning Committees. The State of Nevada directed the establishments of Local Emergency Planning Committees (LEPC) to be a function of County Government. Elko County has had an active LEPC since 1992.

Article II- Purpose

The purpose of the Local Emergency Planning Committee (herein after known as LEPC) is to provide oversight and management of all provisions of the Superfund Amendments and Re-authorization Act (SARA Title III), and Emergency Preparedness and Community Right-to-know Act of 1986. It is to provide inter-agency and organizational planning for the emergency response to hazardous materials.

Article III- Duties

The duties of the committee in fulfilling its purpose shall include the following:

1. Shall maintain a Hazardous Materials Emergency Response Plan.
2. Shall coordinate hazardous materials response training with other organizations represented by the committee.
3. Shall meet to conduct business on a minimum of a quarterly basis.
4. Shall keep the County Commissioners up to date on LEPC's activities.
5. Shall seek funding through grants and other sources to provide resources for emergency responders.

Article IV- Membership

Membership is by appointment by the County Commissioners, with a maximum of 30 members. The committee's intent is to provide as much diversity as possible, with representation of the 14 groups or organizations: elected state and local officials; law enforcement; civil defense/emergency management; firefighter; first aid; health; local environmental; hospital; transportation; broadcast and print media; community/VOAD groups; and owners and operators of facilities subject to the requirements of the Emergency Planning and Right to Know Act (EPCRA).

The LEPC Committee will consist of one representative from each of the 14 groups or organizations, and one alternate to transact business. The LEPC Committee will conduct business with a quorum of the committee.

Membership will be by the organization or agency, with at large memberships available for private citizens. Groups, organizations, or persons wishing membership shall request membership in writing to the committee.

Groups or organizations shall assign a primary representative and list other alternates. If members on the quorum of the committee miss three meetings in a row or more than 50% of the meetings in one calendar year, that organization shall be asked to assign a different representative or remove themselves from the quorum of the board. A group or organization can have as many people attend meetings as they wish. However, during voting, only the quorum of the board or the alternate will have a vote. The groups or organizations can change their representatives at any time by written notice to the committee.

Article V – Officers

Section I- Officers

The committee shall be made up of the following officers

- Chairman
- Vice Chairman
- Secretary

Section II- Duties of Officers

The duties of the officers include but are not restricted to the following:

Chairman

- Conduct meetings
- Assign persons to report on or lead discussion on agenda items.
- Provide leadership for all the affairs of the committee.
- Report activities to the County Commissioners.
- Instigate all actions needed for ratification by the County Commissioners.
- Represent the LEPC at the SERC meetings.
- Be an at large member on all sub-committees.
- Assist with the preparing of the Agenda.

Vice Chairman

- Assume all the chairman's duties in the absence of the chairman.
- Maintain membership roster and conduct all business dealing with members.
- Be responsible for bylaw changes.
- Assist with the preparing of the Agenda

Secretary

- See that minutes are kept at all meetings.
- Prepare agendas for meetings.
- Mail out agendas to members.
- Keep records of all finances and grants the committee deals with.
- Work with County Comptroller on quarterly reports for grants.

Section II - Election of Officers

Officers will be approved by the County Commissioners. The Commissioners shall take into account the recommendation of the committee. Votes for officers will take place at the last meeting of the year and the recommendation will be passed onto the County Commissioners. If an officer quits before the year is completed then an election for that position will be held at the next meeting.

Article VI – Meetings

Meetings will be noticed and conducted as per Nevada's open meeting laws. All business will be conducted through motions and majority votes of the quorum of the board.

Minutes shall be kept of all meetings with main topics of discussion and all motions.

Article VII- Committees

There shall be two standing committees - Grants, and Planning

Grants Committee

The Grants Committee shall check all grant requests before regularly scheduled meeting and present their findings to the LEPC committee.

- The LEPC Board shall request permission from the Elko County Commission to apply for grant funding prior to applying for any/all grants; upon notification of a grant award, the LEPC Board shall notify the Elko County Commission and request permission to accept the award.
- All grant requests must be approved by the LEPC Committee.
- All agencies wishing to apply for a grant through LEPC must complete the entire application including quotes.
- All agencies receiving grant funding; must report progress and status to the LEPC Committee and to the Elko County Financial Offices.

Planning Committee

The Planning Committee shall review the Hazardous Materials Emergency Response Plan on a yearly basis and make suggestions for change. This committee shall also address any long-term planning needs as requested by the LEPC.

The LEPC Chairman shall appoint the chairman of each committee. Other committees shall be established as needed by the LEPC

Article VIII- Grants

LEPC applies for several grants yearly. Any group or organization can make a request for the grant funds. Requests will include the item requested, a written quote for price, and a written justification for the request. The grant committee will determine the appropriateness of each request and prioritize each request, with priority being determined by the greatest overall benefit to the County.

Equipment received by a grant will be under the control of the group or organization receiving the equipment. It is expected that the equipment will be maintained and made available to any other organization within the County in an emergency. The equipment will not be disposed of without permission of the chairman and will follow all grant guidelines for de-commission, disposal, transfer and/or removal of equipment.

Article IX-Bylaw Changes

Changes in the bylaws shall require; review by Elko Counties legal representative; and a majority vote of the committee after one reading; approval by the County Commissioners.

LEPC Chairperson

Date

Elko County Commission Chair

Date