

Setting up a Local Emergency Planning Committee



Getting Started



- **Membership**

- The process of forming a LEPC begins with membership.
- Membership categories include:
 - ✦ Elected State/Local Official(s)
 - ✦ Law Enforcement
 - ✦ Emergency Medical Services
 - ✦ Emergency Management
 - ✦ Firefighting
 - ✦ Health
 - ✦ Hospital
 - ✦ Broadcast Media
 - ✦ Transportation
 - ✦ Local Environmental Group
 - ✦ Community Group
 - ✦ Facility Owners/Operators

Membership Representation



- An individual can represent more than one category in membership
- For example, the Fire Department may also operate the community ambulance service
 - One individual could represent both Firefighting and Emergency Medical Services categories
- Send an invite letter to potential members informing them of the importance of the committee

Membership Approval



- LEPC members shall be nominated by the County Commissioners and will be approved by the CEPR
- KDEM maintains the official LEPC membership database on behalf of the CEPR
- LEPC membership rosters should be current and sent to KDEM on an annual basis using:
 - Membership Form on KDEM website or
 - Formal letter that must include, at a minimum:
 - ✦ County name
 - ✦ Address for LEPC correspondence
 - ✦ Name of Chairperson, email address, membership category
 - ✦ LEPC members names and their membership category

Meetings



- Once potential members have been identified, a meeting should be convened based upon the availability of the membership.
- Some LEPCs find meeting during the workday is best for them, while others find meeting in the evenings more accommodating for their members.
- While all schedules can't always be accommodated, it is best to find a timeframe that works for the majority of the membership, as quorum may often be required.
- Bylaws shall be developed to assist in the administration of the LEPC.

LEPC Subcommittees



- Establishing subcommittees who focus on specific topics can reduce the number of full committee meetings.
- The subcommittee structure allows members to focus their energies on topics in which they have an interest.
- Subcommittees generally meet separately from the full committee meetings, and report back the work accomplished to the full committee.

Frequency of Meetings



- Start up requires at least one meeting
- Schedule at least two—four meetings a year
- There is no limit to how often meetings are held
- The need to meet is generally predicated on the amount of work that the committee has to accomplish, as well as the amount of time the committee members are willing to give.
- The decision on when to meet is best decided by the membership.
- However, the most successful LEPCs find that meeting regularly helps maintain interest in the committee.

Agenda



- Meeting agendas should reflect the name of the committee, the time, date, and location of the meeting, as well as topics that must be discussed and perhaps voted on during the meeting.
- Meetings should be a useful time for the membership.
- The agenda should be carefully crafted as a crowded agenda with limited time could result in topics not receiving enough attention, or a meeting that runs long—both of which could be a source of frustration to members.

First LEPC Meeting Agenda



- An agenda for the first LEPC meeting could include:
 - A discussion of the reason for the meeting
 - How to organize the committee
 - Selection of a Chairperson
 - Possible formation of subcommittees
 - How often to meet
 - Time and day of week for meeting times
 - A review of the training status of members
 - Review of the local emergency operations plan
 - Many LEPCs have invited guest speakers from functioning/successful LEPCs to learn how they managed to overcome growing pains while going through the process

Full Committee Agenda Topics



- Focus on the review and update of the Local Emergency Operations Plan (LEOP)
- Plan an exercise (usually a tabletop) to test the elements of the plan
- Identifying how to maintain the LEOP
- Establish training and exercise goals
- Increase community awareness

Conducting the Meeting



- All attendees should be asked to sign an attendance roster to determine and document that attendance requirements are met for the meeting
- Keep on record the attendance roster, agenda, and meeting minutes as part of your documentation.

Length of Meeting



- There is no steadfast rule about length of meetings
- Most meetings tend to last between one and two hours
- In the development stages of the committee, meetings may be longer in duration as are a number of tasks that may need to be accomplished.

Meeting Minutes



- It is recommended that meeting minutes be taken
- The person taking the minutes may use whatever format with which he or she is comfortable
- The minutes should be kept as part of your documentation of the meeting—along with the agenda, the meeting announcement, and attendance roster
 - Minutes should be sent to the CEPR on an annual basis or they can be posted on a county website as long as the CEPR has been notified of their location

LEPC Records



- LEPCs are responsible for a variety of records, such as meeting minutes, agendas, attendance rosters, and public notices.
- Responsible for maintaining annual Tier II report submissions from facilities located within the LEPCs jurisdiction
- For information on the maintenance of records, see the LEPC Handbook, page 19.

Tier II Reports



- **Tier II Reports are:**
 - The foundation to the EPCRA philosophy of the EPCRA legislation
 - Quantify the hazardous materials that facilities within the community may store on site, utilize and/or transport.
 - Typically stored either by facility name or by address
 - Useful source of information for community emergency management planners
 - Useful source of information for investigators both in epidemiological and environmental studies.
- **Most LEPCs typically keep a file for each facility or address**
- **Must be retained for two years**

LEPC Bylaws



- LEPCs must develop bylaws to help them operate under the legal authority of the provision of EPCRA
- The primary mission of the LEPC is to be an effective community network for planning for emergency management of all-hazards
- Any modification and/or deletions of the bylaws should be voted on by the LEPC for approval
- Copies of the bylaws should be made available on request
- A copy of the bylaws should be sent to the CEPR whenever they are updated
- Bylaws should be revisited by members at least every 5 years

LEPC Compliance Certification Form



- The Compliance Certification Form details what must be met by LEPCs as requirements for compliance with federal and State laws and regulations and CEPR policies and procedures.
- This Compliance Certification Form must be completed, signed, and returned annually by **December 31**, even if the LEPC is not a recipient of grant funds.
- Form can be found in LEPC Handbook or on the KDEM website at:
<http://www.kansastag.gov/KDEM.asp?PageID=177>

LEPC Roles and Responsibilities



- Visit the LEPC page on the KDEM website at <http://www.kansastag.gov/KDEM.asp?PageID=177> for resources and guidance.