

**BY-LAWS
OF THE
LOCAL EMERGENCY PLANNING COMMITTEE OF BEAVER COUNTY**

I. Establishment and Functions of Local Emergency Planning Committee

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, Title III).
2. As per Pennsylvania Act 1990-165:
 - a) This Committee shall be composed of the County Emergency Management Coordinator, at least one County Commissioner, and at least one person selected from each of the following groups:
 - 1) Group 1: Elected officials representing local government within the County.
 - 2) Group 2: Law enforcement, first aid, health, local environmental, hospital and transportation personnel.
 - 3) Group 3: Firefighting personnel.
 - 4) Group 4: Civil defense and emergency management personnel.
 - 5) Group 5: Broadcast and print media.
 - 6) Group 6: Community groups not affiliated with emergency service groups.
 - 7) Group 7: Owners and operators of facilities subject to the requirements of SARA Title III.
 - b) The County Emergency Management Coordinator, as supervised by the county commissioners, shall have the lead responsibility for ensuring that the plans and activities of the local committee comply with SARA, Title III, Act 165, and other applicable statutes and laws.
3. Members will be nominated by the committee at the discretion of the County Emergency Management Coordinator, and members will be appointed by the Pennsylvania Emergency Management Council.
 - a) The membership roster will be approved annually by the Board of County Commissioners before being submitted to the Pennsylvania Emergency Management Council through the Pennsylvania Emergency Management Agency.
 - b) Vacancies shall be filled by the committee as soon as is realistic, and new members shall be appointed in the manner noted above.
4. The committee will elect a Chairperson, a Vice-Chairperson and a Secretary annually. The County PIO will serve as the committee's PIO unless otherwise determined by the Committee.

B. Purpose of 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) Reviewing and approving, on an annual basis, an emergency response plan for each qualifying SARA Title III facility within Beaver County.
 - b) Submitting initial copies of each emergency response plan to the Pennsylvania Emergency Management Agency for review.
 - c) Publishing an annual notice of its public information procedures.
 - 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.
 - f) Review deposits to and expenditures from the County Hazardous Materials Emergency Response Account.
 - g) Engage in planning, preparedness, and advisory activities, in conjunction with Beaver County Emergency Services, and as appropriate under SARA Title III and Pennsylvania Act 1990-165.

II. Public Meetings and Information Distribution

A. Meetings

1. The LEPC shall meet at the call of the chairperson.
2. Notice of public meetings will be in accordance with the state's "Sunshine Laws."
3. A majority of the members of the committee shall constitute a quorum. Appointed members of the committee may select proxies to fulfill the quorum requirement as necessary. The vote of the majority present shall constitute a rule.
4. The committee may elect to establish subcommittees.

B. Public Meetings and Comments

1. Members of the general public are welcome to attend meetings of the 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.

C. Information Distribution

1. The Committee shall distribute copies of the emergency plan to the groups and organizations

that are on the approved distribution list for the plan.

2. Each emergency response plan, material safety data sheet, list of chemicals, chemical inventory forms, toxic chemical release form, or follow-up emergency notice will be made available to the general public for review during normal working hours at the Beaver County Emergency Services Center, address below.
3. Upon receiving a written request for a copy of a plan, material safety data sheet, list of chemicals, chemical inventory forms, toxic chemical release form, or follow-up emergency notice, and under the procedures of the county's Open Records Policy, a response will be issued to the requestor within 5 days of receiving the written request. The official mailing address of the LEPC will be:

Chairman, LEPC

c/o Beaver County Emergency Management Coordinator

250 East End Avenue

Beaver, PA 15009

Phone Number: 724-775-1700

4. Costs associated with copying and mailing any of the above mentioned information will be paid in advance by the requestor and in accordance with the county's Open Records Policy.

Attest:

Wesley W. Hill, LEPC Chairman

Date