

BOARD OF SUPERVISORS

Madison County, Mississippi

E-911 Administration Office

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Date: February 26, 2014

To: Madison County Board of Supervisors

From: Butch Hammack



Re: Request of Acknowledgement
Madison County LEPC Bylaws

Through the recommendation of MEMA, the bylaws of all county LEPC (Local Emergency Planning Committee) should be filed with their county as a document of public record.

Although no action is required, we ask the Board to acknowledge through board minutes that the Bylaws of Madison County's LEPC will be filed with the Chancery Clerk's office for public viewing.

Attached is a copy of the bylaws for your viewing.

BYLAWS
OF
MADISON COUNTY LOCAL EMERGENCY PLANNING COMMITTEE

ARTICLE I

Section 1. The name of this organization shall be the Madison County Local Emergency Planning Committee, hereafter referred to as the "LEPC".

Section 2. The purpose of the LEPC are those set out in SARA Title III/EPCRA and any other lawful purposes assigned to it or permitted by the County. All activities of the committee will be conducted in a manner encouraging input and participation from all segments of the community.

The LEPC will develop a chemical emergency response and preparedness plan for the county and will establish procedures for conducting its public information and educational responsibilities.

The plan will be reviewed and updated as needed on at least an annual basis.

All meetings of the LEPC, including committee, sub-committee, and ad hoc committees will be open to the public and will establish procedures for notifying the public of such meetings.

The LEPC will make assessments of necessary resources for plan implementation and make recommendations to persons, organizations, agencies, etc. regarding suggested resource needs.

The LEPC shall be instrumental in fulfilling the purpose of the Community Right-To- Know laws and to increase protection of the community from chemical emergencies at both fixed sites and transportation corridors.

ARTICLES II

MEMBERSHIP

Section 1. Membership shall include representatives of the groups listed in Section 301 of SARA Title III. This group will include elected officials, firefighting personnel, law enforcement personnel, emergency management personnel, EMS personnel, hospital personnel,

transportation personnel, school personnel, local industry personnel, and broadcast and print media personnel.

Section 2. Officers shall be elected to conduct meetings appoint sub-committees and keep minutes. Officers will be elected on an annual basis and officers may succeed themselves in office. The term of office will be one year and be concurrent with the County fiscal year. A Chairperson, Vice-Chairperson, and Secretary-Treasurer shall be elected at the first meeting of the fiscal year.

Section 3. Meetings will be held at least twice a year. The Chairperson may call a special meeting at a time and place he or she determines when the need arises. At least one week notice must be given for a special called meeting unless emergency conditions dictate otherwise.

Section 4. A simple majority of the members present shall constitute a quorum.

Section 5. Any member may request the chairperson to place an item on the agenda.

Section 6. Public notice of the regular semi-annual meetings will be published in a newspaper with regular circulation in Madison County. The purpose of the meeting will be stated in the required notice. Notices for special called meetings shall be posted in public places as determined by Madison County Board Secretary.

Section 7. The LEPC will appoint an Information Coordinator. The Information Coordinator will assist in the processing of requests from the public and may assist the Secretary-Treasurer in records management.

ARTICLE III

RULES

Section 1. The LEPC shall establish rules to provide for public notification of public meetings, committee activities, public comment, and response to public comment.

Section 2. Public access to information

- A.** All information obtained from an owner or operator pursuant to EPCRA and any requested Tier II form or MSDS in the possession of the LEPC shall be made available to persons submitting a request under this section. Costs for copying such information will be at the expense of the person making the request. Costs will be consistent with those costs established by the Madison County Board secretary.

- B. Public requests should be presented in writing to the LEPC Chairperson. The LEPC shall have 10 working days to fulfill the request.
- C. If a request for information is received for a facility that does not have information on file with the LEPC, the LEPC shall make a request to the facility for information that is the subject of that request.
- D. All information submitted to the LEPC by facilities pursuant to EPCRA shall be public information. Section 312 and Section 214(A) do however provide for trade secret protection in certain instances. The claim of confidentiality or trade secret status must be submitted with the initial filing of reports from the facility in order for the LEPC to provide such confidentiality.

February 14, 2014

By-laws adopted

Thomas Larin

Chairperson

2-14-14

Date

Jason Hamrack
EMA Director

2-14-14

Date