

BYLAWS OF THE COLUMBIA COUNTY LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)

ARTICLE 1 - PURPOSE

The principal purposes of the Columbia County Local Emergency Planning Committee (hereto referred to as the LEPC) are to perform the following functions for the planning district:

- 1.1** In cooperation with local emergency responders, develop an emergency response plan to prepare and protect the community and emergency responders from chemical accidents. (See Attachment A)
- 1.2** Assist industry, local government, and the greater community to comply with the federal standards, Oregon and local standards as related to hazardous materials.
- 1.3** Assist industry, local governments, citizens, and emergency response agencies to prepare, plan, and manage resources for emergencies.
- 1.4** Assist members with risk management planning.
- 1.5** Work with Columbia County Emergency Management to advance county-wide emergency management and Emergency Operations Center capabilities.
- 1.6** Provide LEPC members with appropriate and meaningful educational programs.
- 1.7** Increase meeting attendance and foster awareness throughout the greater community through communication efforts with industry, government, and community members as needed.

Encourage and facilitate appropriate, applicable training and certifications for members and the greater community.

ARTICLE 2 - AUTHORITIES

The Columbia County LEPC operates under the provisions of the Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA) also known as the Superfund Amendments and Reauthorization Act (SARA) of 1986 (SARA Title III), which is a part of the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA) laws and applicable Oregon Laws, mainly found in ORS Chapter 453.

ARTICLE 3 –STRUCTURE and OFFICES

3.1 The Columbia County LEPC exists as a permanent, self-governing workgroup which retains its own independent bylaws and membership lists. The LEPC works autonomously from, but in cooperation with, the Columbia County Department of Emergency Management which voluntarily provides administrative, staffing, and office support to the LEPC.

3.2 The emergency notification phone number for the LEPC shall be:

**Columbia 911 Non-Emergency
(503) 397-1521 or 911**

Other contact information can be found on the Oregon State Fire Marshall's (OSFM) LEPC website.

**The official mailing address for the Columbia County LEPC is:
Columbia County Office of Emergency Management
Attention: Columbia County LEPC
230 Strand Street
St Helens, OR 97051**

**The official email address for the Columbia County LEPC is:
colcolepc@gmail.com**

Note: More information on official notifications can be found in attachment B.

3.3 The physical address of the LEPC shall be located in St. Helens at the Columbia County Emergency Operations Center (address listed below), or at other locations as the LEPC designates or recognizes. Do not send mail to this address.

**Columbia County Office of Emergency Management
58577 McNulty Way
Saint Helens OR 97051**

ARTICLE 4 - MEMBERSHIP

4.1 LEPC membership shall be open to the public. Prospective members must complete a State of Oregon LEPC member application which will be registered with the State of Oregon Fire Marshal's Office.

4.2 LEPC members shall be drawn from the following disciplines: (EPCRA Section 301(c))

- Elected County and City Government Officials
- Law Enforcement
- Emergency Management (Civil Defense)
- Fire/Emergency Medical Services
- Public Health
- OSU Extension/Watershed Councils (Local Environmental Groups)

- Hospitals and Healthcare Organizations
- Transportation
- Broadcast and Print Media
- American Red Cross (Community Groups)
- Facility Owners/Operators

Membership on the LEPC may also include other interested parties, such as:

- 9-1-1/Dispatch
- School Districts, Community College, and Educational Service District
- Utilities
- Public

ARTICLE 5 – OFFICERS AND APPOINTED POSITION

5.1 LEPC Executive Committee: LEPC Executive Committee shall be elected from and by the LEPC membership and consist of the following elected officer positions:

- Chair
- Vice-Chair
- Information Coordinator

No two Executive Committee members can serve at the same time that represent entities that are either economic beneficiaries or competitors of each other.

5.2 Appointed Position: The LEPC Emergency Management (EM) Liaison shall be appointed by and serve at the discretion of the Director of Emergency Management. The EM Liaison will hold a non-voting ex-officio position on the Executive Committee.

5.3 Elected Officer Duties:

- **Chair -** The Chair shall:
 - Be the principal executive officer of the Executive Committee;
 - Supervise and oversee all affairs of the Executive Committee;
 - Establish procedures for receiving and processing requests from the public for information listed under EPCRA Section 324, including Tier II information collected under Section 312.
 - Receive information on the presence and releases of extremely hazardous substances, releases of hazardous substances listed under CERCLA, follow-up written reports of any chemical releases as required by EPCRA, and the inventory of hazardous chemicals by facilities in Columbia County.
 - Perform all duties of the Chair's office and such other duties as may be prescribed by the membership;

- When present, preside over all Executive Committee meetings, General membership meetings, and appropriate workgroup meetings;
- Sign any document that the membership has authorized to be executed.

Vice-Chair - The Vice-Chair shall:

- Perform the duties of the Chair in the event of the absence, death, or inability of the Chair, and when so acting, shall have all the powers, limitations, and restrictions of the Chairperson;
- If necessary, sign any instrument that the Committee has authorized to be executed.

• **Information Coordinator** - The Information Coordinator shall:

- Assist the Chair with receiving and processing requests from the public for information.
- Coordinate information dissemination to the membership and the public at large.
- Work with the Columbia County Department of Emergency Management to provide adequate public notice of LEPC meetings.
- Cause the minutes of the meetings of the membership to be kept and disseminated;
- Maintain a current membership list with contact information.
- Perform all duties as may be assigned by the Chair;
- Sign any document that the membership has authorized to be executed.

If an Executive Committee representative receives an inquiry regarding substantive LEPC issues, then that inquiry will be shared with the entire LEPC executive committee in a timely fashion.

5.4 Appointed Position Duties:

• **Emergency Management Liaison** - The EM Liaison shall:

- See that all notices are given in accordance with these Bylaws and as required by law;
- Receive and distribute as appropriate, all LEPC correspondence.
- Provide for general financial and grant administration.
- Be custodian of any administrative records;
- Sign any financial document that the membership has authorized to be executed.

5.5 General Powers: The Executive Committee shall have reasonable authority to execute and manage the business and operational affairs of the LEPC, subject to general LEPC membership notification and approval.

- Material decisions shall be presented at the next general meeting.

5.6 Executive Committee Quorum:

- All members of the Executive Committee shall be present to transact Executive Committee business.

- In the case of an extended absence, or incapacity of a member of the executive committee, the Director of Columbia County Emergency Management will make a temporary appointment to re-establish a quorum for the Executive Committee.

5.7 Election and Term: An election to fill any vacancy or expiring term of a position in the Executive Committee will be held at the Annual meeting.

- **Chair:** will serve for a period of two years, and will be elected on even years.
- **Vice-Chair:** will serve for a period of two years, and will be elected on odd years.
- **Information Coordinator:** will serve for a period of two years, and will be elected on even years.
- Newly elected officer(s) will take office at the next meeting following the election at the Annual meeting, or such time as an election is conducted for an Executive Committee position vacated before the normal period of appointment.
- Nominations for Executive Committee member positions will be accepted at the July meeting and by email to the official LEPC email account up to two weeks prior to the October meeting.

5.8 Removal: Any elected member of the Executive Committee may be removed from that position, at a regularly scheduled meeting, by an affirmative vote of a quorum, represented by 70% of the voting members present.

5.9 Vacancies: The term of any Executive Committee Officer elected or appointed to fill any vacancy shall be the unexpired portion of the term of his/her predecessor.

ARTICLE 6 - MEETINGS

6.1 Membership Meeting Quorum: A quorum of the Annual membership meeting, regular membership meetings, or special membership meetings shall exist when nine (9) voting members are present, of which one (1) shall be from the Executive Committee.

6.2 Annual Membership Meeting: The Annual membership meeting shall be held during the fourth quarter of the calendar year. The purpose of the Annual meeting is to elect Executive Committee officers, as needed, and to conduct the annual review of the LEPC emergency response plan. If the Executive Committee officer election is not conducted during the annual meeting, a special meeting may be set, or a vote may be conducted at a regular meeting or by alternative methods.

6.3 Regular Membership Meetings:

- The LEPC will hold quarterly meetings on the second Tuesday, of the first month of each quarter. Each meeting will have a separate primary function as follows:
January - By Laws review, and LEPC Annual Report on Previous year's business.
April – Review EHS Facility Emergency Response Plans
July –Review EHS surveys and accept Executive Committee member nominations.
October – Annual Meeting (see above)

- In no case shall meetings be held less frequently than one per quarter.
- Participation by the public at a regular LEPC meeting will take place during the time on the agenda for public comment. Written testimony or comments can be received by the LEPC at any time and be presented at the next general meeting.
- The Chair has the authority and responsibility to limit public comment in the interest of the good of the order.

6.4 Special Membership Meetings:

- Special Membership Meetings may be called by the Executive Committee to carry out the business of the LEPC. The Executive Committee shall inform the membership of the special meeting not less than one week prior to its scheduled date, by email.

6.5 Committee and Workgroup Meetings: The Leader of any of the committees, and workgroups established for the benefit of the LEPC, including the Executive Committee, may establish, the meeting place, date, and time for said meetings with a reasonable attempt to choose dates, times and places that accommodate a majority of the group members.

6.6 Public Meetings and Records Law: The LEPC will comply with all applicable laws regarding public meetings and records retention.

6.7 Special Meeting of the Executive Committee: Special meetings of the Executive Committee may be held at any place or time, with proper public notification, whenever called by any officer to carry out the business of the committee, except that, any business requiring a decision and vote by the LEPC membership will be presented by the Executive Committee to the membership at the next Annual meeting, regular meeting, or special meeting of the membership.

6.8 Notice of Meetings: LEPC members and guests will be provided reasonable notice of not less than 2 weeks, of the time and place of the Annual meeting and regular meetings. Public notice of meetings will be made by the EM Liaison in accordance with Oregon Public Meetings Law (ORS 192.610 to 192.690).

ARTICLE 7 - COMMITTEE AND WORKGROUPS

7.1 Committee and Workgroups: The LEPC shall have the following committee and workgroups. The workgroups shall meet on a regularly scheduled basis, as determined by the Executive Committee, or the workgroup Leader.

- **Executive Committee** - The Executive Committee shall consist of the Chair, Vice-Chair, and Information Coordinator. The Executive Committee may only exercise those powers granted by these By-Laws and the LEPC membership.
- **Emergency Plan Review Workgroup** - This is a required function of the LEPC. The workgroup shall consist of a workgroup Leader and as many other workgroup members as determined by the workgroup Leader. The workgroup shall follow all statutory requirements and federal and state guidance to form and review emergency plans, including the nine planning elements (see attachment A).

- **Public Outreach Workgroup** - This is a required function of the LEPC. The workgroup shall consist of as many workgroup members as determined by the workgroup Leader.
- **Other Workgroups** - The Executive Committee may designate or appoint additional workgroups.
 - Each workgroup will consist of at least three members, one of which is the Workgroup Leader.
 - The Executive Committee may delegate powers to workgroups as it sees fit, subject to any conditions prescribed by the membership and by any applicable laws.
 - Delegating authority to any workgroup does not relieve the LEPC of any responsibility imposed by law.

7.2 Reports: All workgroups shall take notes of their meetings and report out at the next membership meeting.

ARTICLE 8 - ADMINISTRATIVE AND FINANCIAL PROVISIONS

8.1 LEPC Records:

- The Executive Committee shall maintain current and complete books and records of accounts and minutes of all meetings of the Executive Committee and all workgroups.
- Books and records of the LEPC shall be subject to the applicable laws regarding records, public reports, and meetings.

8.2 Bylaws Amendments: These Bylaws may be altered, amended, or repealed by the LEPC membership at any duly constituted Annual, regular, or special meeting of the membership. The Executive Committee shall provide notice of any membership meetings at which an amendment is to be approved.

8.3 Rules of Procedure: The rules of procedure at meetings of the Executive Committee shall be governed generally by the form of the agenda and common form of public meeting process so far as applicable and when not inconsistent with these Bylaws, resolutions of the Executive Committee, or laws of the State of Oregon.

ARTICLE 9 – EMERGENCY PLANNING AND COMMUNITY RIGHT-TO-KNOW ACT (EPCRA)

9.1 304 Reporting Requirement: A member's initial call to Columbia County 9-1-1 of a chemical release will fulfill the required notification to the Columbia County LEPC. Refer to the Columbia County LEPC Reporting Requirements (See Attachment B).

The foregoing Bylaws were adopted by the Columbia County Local Emergency Planning Committee Membership on the day of, July xx, 2024.

Michael Russell, Chair

Date

Shaun Brown, Vice-Chair

Date

Natasha Parvey, Information Coordinator

Date

ATTACHMENT A

LEPC PLAN PROVISIONS

As stated in SARA Title III, Section 303 (c)

Each emergency plan shall include (but is not limited to) each of the following:

- 1) Identification of facilities subject to the requirements of this subtitle that are within the emergency planning district, identification of routes likely to be used for the transportation of substances on the list of extremely hazardous substances referred to in section 302 (a), and identification of additional facilities contributing or subjected to additional risk due to their proximity to facilities subject to the requirements of this subtitle, such as hospitals or natural gas facilities.
- 2) Methods and procedures to be followed by facility owners and operators and local emergency and medical personnel to respond to any release of such substances.
- 3) Designation of a community emergency coordinator and facility emergency coordinators, who shall make determinations necessary to implement the plan.
- 4) Procedures providing reliable, effective, and timely notification by the facility emergency coordinators and community emergency coordinator to persons designated in the emergency plan, and to the public, that a release has occurred (consistent with the emergency notification requirements of section 304).
- 5) Methods for determining the occurrence of a release, and the area or population likely to be affected by such a release.
- 6) A description of emergency equipment and facilities in the community and at each facility in the community subject to the requirements of this subtitle, and an identification of the persons responsible for such equipment and facilities.
- 7) Evacuation plans, including provisions for a precautionary evacuation and alternative traffic routes.
- 8) Training programs, including schedules for training of local emergency response and medical personnel.
- 9) Methods and schedules for exercising the emergency plan.

ATTACHMENT B

Legal Notification Requirements Summary For Accidental Releases of CERCLA Hazardous Substances and Extremely Hazardous Substances

Legal requirement:	Requires Reporting to:	In Columbia County Accomplished by reporting to:
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Accidental Releases:

EPCRA Section 304(a)	LEPC	911 Columbia County
EPCRA Section 304(a)	SERC	OERS
EPCRA Section 304(c)	LEPC/SERC	LEPC/SERC
CERCLA Section 103	NRC	NRC
ORS 466.635	OERS	OERS

Annual EHS Inventory Reports:

EPCRA Section 311 & 312	LEPC/SERC/Local Fire Dept.	OSFM CR2K Unit
Oregon CR2K	OSFM CR2K Unit	OSFM CR2K Unit

Annual Contingency Plans:

Oregon DEQ 40 CFR 262.34	Police, Fire, EMS	Police, Fire, EMS
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Definitions from EPA:

“Participation” – EHS Facilities responding, in a timely fashion, to LEPC requests for information pertaining to emergency response planning.

“Immediately” – within 15 minutes or in logical sequence of other reporting requirements (i.e. phone log at 911 and OERS shows timely response and sequential with NRC phone log).

“As soon as practicable after release” - not more than 30 days from the date of the release.

Attachment C

Glossary of Acronyms

CERCLA	Comprehensive Environmental Response, Compensation and Liability Act (Fed)
CFR	the Code of Federal Regulations
CR2K	Oregon Community Right-to-Know (State)
DEQ	Department of Environmental Quality
EHS	Extremely Hazardous Substance
EM	Emergency Management
EMS	Emergency Medical Service
EPA	Environmental Protection Agency
EPCRA	Emergency Planning and Community Right-to-Know Act of 1986 (Federal)
Fed	Federal
i.e.	Is a shortening of the Latin expression <i>id est</i> , which translates to “that is.”
LEPC	Local Emergency Planning Committee
NRC	National Response Center
OERS	Oregon Emergency Response System
ORS	Oregon Revised Statute
OSFM	Oregon State Fire Marshall
SARA	Superfund Amendments and Reauthorization Act (Federal)
SERC	State Emergency Response Commission