

SECTION

8

RENO, SPARKS AND WASHOE COUNTY  
LOCAL EMERGENCY PLANNING COMMITTEE

---

Regional Hazardous Materials Emergency Plan

Bylaws

Approved by LEPC  
1 March 2006

Section 8: Reno, Sparks and Washoe County Local  
Emergency Planning Committee (LEPC)  
2006 Bylaws

**Table of Contents**

<b>LETTER OF PROMULGATION</b>	<b>8-1</b>
<b>BYLAWS</b>	<b>8-2</b>
<b>Article I. Purpose</b>	<b>8-2</b>
<b>Article II: Membership</b>	<b>8-2</b>
<b>Article III. Officers</b>	<b>8-3</b>
<b>Article IV. Executive Committee</b>	<b>8-5</b>
<b>Article V. Subcommittees</b>	<b>8-6</b>
<b>Article VI. LEPC Responsibilities</b>	<b>8-6</b>

**Sections Overview**

---

---

<b>HAZARDOUS MATERIALS EMERGENCY PLAN</b> _____	<b>SECTION 1</b>	
<b>HAZMAT PLAN MEDICAL ANNEX</b> _____	<b>SECTION 2</b>	
<b>WEAPONS OF MASS DESTRUCTION TERRORISM RESPONSE AND MANAGEMENT ANNEX (*UPON REQUEST)</b> _____	<b>SECTION 3</b>	
<b>HAZARD AND RISK ANALYSIS</b> _____	<b>SECTION 4</b>	
<b>FIXED AND EXTREMELY HAZARDOUS FACILITIES</b> _____	<b>(*UPON REQUEST)</b>	<b>SECT</b>
<b>RESOURCE LIST</b> _____	<b>SECTION 6</b>	
<b>MAPS AND SENSITIVE FACILITIES INDEX / FIXED FACILITIES INDEX</b> _____	<b>(*UPON REQUEST)</b>	<b>SECT</b>
<b>BYLAWS</b> _____	<b>SECTION 8</b>	

---

---

---

\* Request these sections from the Washoe County Emergency Manager

## LETTER OF PROMULGATION

To the Citizens of Washoe County,

Hazardous materials, when properly controlled, are important in everyday life. Uncontrolled, they may cause injury, death, destruction, and lingering effects that may last for many years. To meet the risk, a concerted effort must be made to identify, locate, quantify, and have some knowledge of the hazardous materials in Washoe County. The routes and modes transportation of these chemicals must also be known in order to assess the overall possible danger posed by these materials.



of

Emergency planning for hazardous materials releases cannot be solved successfully by any one organization or group, but must be accomplished through the cooperative efforts of local, State, and Federal authorities working in cooperation with the private sector.

Title III of the Superfund Amendments and Reauthorization Act of 1986 (Public Law 99-499) mandates that local jurisdictions develop a plan for the emergency response to accidental releases of hazardous materials.

The results of this local planning effort are set forth in this Washoe County Response Plan. The Plan will include the study of the problem itself, the resources available to handle the problem, and the emergency procedures that would be used in the case of a release.

This plan provides a starting point for Hazardous Materials Incident preparedness and response efforts. In order to achieve an optimal reasonable level of preparedness for potential Hazardous Materials Incidents, all emergency response agencies need to become familiar with its contents, train their personnel to meet these situations and develop an agency specific plan to reinforce and amplify the operational area plan. Like all emergency plans, this is a living document that will be revised and refined as we gain more knowledge about incidents and as new capabilities are developed to manage and mitigate the consequences. On-going efforts to build and enhance preparedness must include regular drills and exercises involving all agencies that will be involved in an actual response. These drills and exercises together with after-actions reports from actual Haz-Mat incidents will be evaluated to provide a basis for future updates of this plan.

Russell Pedersen

Chairman, Local Emergency Planning Committee

Plan Date:

March 19, 2007

# **RENO, SPARKS AND WASHOE COUNTY LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)**

## **2006 BYLAWS**



## **BYLAWS**

### **ARTICLE I. PURPOSE**

The State Emergency Response Commission (SERC) has established Local Emergency Planning Committees (LEPC) in each of Nevada's counties. The purpose of the LEPC is to:

- A. Facilitate and accomplish comprehensive emergency response planning For hazardous material incidents, accidents, or releases.
- B. Involve state and local governments and private industry in developing and exercising emergency plans.
- C. Work with the State of Nevada to maintain a database on the Highway Patrol's mainframe computer in Carson City, called the Hazardous Material/Substance Tracking System (HAMSTERS).
- D. Provide local residents with access to information concerning hazardous materials under the "community right to know" portion of the law.
- E. Improve public safety capabilities to respond to and deal with the impact of hazardous material incidents, accidents, or releases on our activities and the environment.

### **ARTICLE II: MEMBERSHIP**

- A. The Local Emergency Planning Committee shall consist of voting members from the following categories:
  - Elected state and local officials
  - Law enforcement
  - Civil defense/Emergency management

- Firefighters
- District Health Department, Emergency Medical Services, hospitals and first aid
- Transportation personnel
- Broadcast and print media
- Community groups and other public agencies
- Owners and operators of facilities subject to the requirements of SARA Title III

The committee shall consist of a minimum of one voting member from each of the designated categories. The Executive Committee may, in its discretion, establish additional categories of representation as the need arises.

Each designated agency/entity within a category will be asked to specify a primary and a maximum of two alternative representatives. Each agency/entity is entitled to no more than one vote per category. If the primary representative is unable to attend, one alternate representative will be permitted to vote. If all designated representatives of an agency/entity are unable to attend, the primary representative may submit a written proxy for purposes of voting.

- B. The total membership of the LEPC shall not exceed fifty (50) members. A quorum of 25% of the total membership is required for policy or fiscal decisions.
- C. Members will receive no personal compensation for their service on the LEPC, including the Executive Committee and all subcommittees.

### **ARTICLE III. OFFICERS**

- A. All officers are elected annually by a simple majority of a quorum of the members of the LEPC, except for the Chairperson. The elected officers will serve for a period of one year commencing October 1st of each year.

- 1. CHAIRPERSON.

The Chairperson shall serve a one year term commencing on October 1st of each calendar year, having assumed the position after having been duly elected and serving one year as the vice chairperson.

The Chairperson shall:

- a. Be responsible for conducting the regularly scheduled meetings, special meetings as required and the executive committee meetings.
- b. Be responsible for conducting the annual review of the LEPC plan.
- c. Appoint the subcommittee chairpersons.
- d. Submit program reports to the LEPC, SERC, and the Nevada Homeland Security Committee (HSC) regarding grant money allocations and expenditures.
- e. Attend SERC and HSC meetings or provide a designated replacement to attend.
- f. Act as liaison between the LEPC, and the SERC and HSC Chairpersons and Executive Boards.

2. VICE CHAIRPERSON.

The Vice Chairperson shall serve a one year term commencing on October 1st of each calendar year and then assume the position and duties of Chairperson for an additional one year term.

The Vice Chairperson shall:

- a. Perform all the duties of the Chairperson in his/her absence.
  - b. Succeed to the chairmanship of the LEPC upon the expiration of the Chairperson's term. In the event the chair becomes vacant during the one year term, the Vice Chairperson shall assume the duties for the remainder of the Chairperson's term before succeeding to his/her own term as Chairperson.

3. TREASURER.

The Treasurer shall serve a one year term commencing on October 1st of each calendar year.

The Treasurer shall:

- a. Prepare and provide financial reports at all meetings.
  - b. Monitor and track the distribution of all equipment.
  - c. Process and approve grant expenditures and provide quarterly reports to granting agencies.

4. SECRETARY.

The Secretary shall serve a one year term commencing on September 1<sup>st</sup> of each calendar year.

The Secretary shall:

- D. Keep or cause to be kept all minutes of meetings, including subcommittee meetings.
  - a.Keep an attendance roster of each meeting and past meeting notices.
  - b.Notice each meeting in compliance with the Open Meeting Law.
  - c.Keep a current listing of all committee members.
- B. Officers will receive no personal compensation for the performance of their duties or services.
- C. Nominations for, and election of officers, occur during the third quarter of the calendar year, as designated by the executive committee.

#### **ARTICLE IV. EXECUTIVE COMMITTEE**

- A. The Executive Committee shall consist of the LEPC Officers and Chairpersons of the subcommittees.
- B. The Executive Committee is responsible for directing the LEPC in its activities to assure compliance with its mandate and the state law establishing the local emergency planning committee.
- C. Executive Committee meetings are open to the general membership and members will be notified.
- D. The Chairperson may convene meetings as needed.
- E. The Executive Committee shall approve by a simple majority vote all agencies/entities granted membership in the LEPC with the intent to maintain balanced representation. Membership that is denied by the Executive Committee may be appealed to the general membership.
- F. The Executive Committee has the authority to terminate voting membership of any agency/entity for whom a designated representative does not attend a minimum of two consecutive quarterly meetings. If a member agency/entity is terminated for non-attendance, the Executive Committee shall solicit another member from the terminated member's category.

## **ARTICLE V. SUBCOMMITTEES**

- A. The LEPC Standing Subcommittees are:
  - 1. Planning and Training Subcommittee.
  - 2. Grants and Finance Subcommittee.
- B. Subcommittee Chairpersons will be appointed by the LEPC Chairperson.
- C. Subcommittee Chairpersons will submit written quarterly reports to the LEPC Chairperson.
- D. The LEPC may establish additional subcommittees as needed.

## **ARTICLE VI. LEPC RESPONSIBILITIES**

- A. Conduct regular meetings, monthly as needed, but in any event no less than one meeting per quarter.
- B. Post meeting agendas in accordance with the Nevada Open Meeting Law.
- C. Maintain minutes approved by the membership of the LEPC and provide Copies as needed to the SERC, HSC, LEPC members and other interested Parties.
- D. Update the Regional Hazardous Material Emergency Plan annually and submit it to the SERC.
- E. Plan, execute and prepare post incident reports on training exercises at least annually.
- F. Review and make recommendations on all grant requests.
- G. As required, maintain an inventory of equipment items purchased with grant dollars.
- H. Monitor grant expenditures and provide quarterly reports to the granting agencies.
- I. Approve grant amendment requests and forward to the appropriate granting agencies for approval.
- J. Develop and revise bylaws as needed.
- K. Submit membership list to SERC annually for approval.

These By-laws were approved by a unanimous vote of the membership of the LEPC present at a meeting held on the 19th day of September, 2002

---

Chairperson