



Mobile County Local Emergency Planning Committee

Operating Rules (By-Laws)

I. PURPOSE

The Mobile County Local Emergency Planning Committee (LEPC) was created in compliance with Public Law 99-499, The Superfund Amendment and Reauthorization Act of 1986 (SARA), Alabama Executive Order No. 4 that established the Alabama Emergency Response Commission (AERC), and the Mobile County Resolution dated June 8, 1987, designating the Mobile County Emergency Management Agency to serve as office of record for the LEPC whose mission is to:

Enhance and create plans directing the response to hazardous materials incidents, increase compliance with hazardous materials reporting requirements, and to offer access to information on the storage of such materials for the benefit of Mobile County's residents, businesses, and industries.

Any applicable Federal or State laws promulgated after adoption of these Operating Rules by the Mobile County LEPC shall supersede these rules.

II. GOALS AND OBJECTIVES

1. Identify potential hazards, associated risks, and vulnerabilities related to hazardous materials or other serious events in Mobile County Alabama.
2. Analyze present capabilities for response to identified hazards and recommend improvements where deficiencies are found.
3. Reduce the risks to public safety and health from hazardous materials or other serious events.
4. Develop mutual aid response and emergency service cooperation between industry, governmental entities, and emergency response agencies in preplanning response to all potential emergencies involving hazardous materials or other serious events.
5. Coordinate the development, review, revision, and exercising of the portions of the local emergency Operations Plan (EOP) concerning hazardous material identification and response.

6. Assist in the development of emergency response plans in municipalities of Mobile County.
7. Ensure an on-going safe and adequate response to hazardous material emergencies through a continual review program to identify additional requirements.

III. **MEMBERSHIP and VOTING**

SARA 1986, Subtitle A – Emergency Planning and Notification, Section 301 (c), states that the committee shall include at a minimum, representatives from each of the following groups or organizations: elected State and Local officials, law enforcement, civil defense, firefighting, [Emergency Medical Services], health/hospital, local environmental, transportation personnel, broadcast and print media, community groups, and owners and operators of facilities subject to the requirements of this subtitle.

1. Participating Industries must provide names, addresses, and contact numbers for their representative(s) and alternate(s) with changes in membership or representation communicated to the LEPC in a timely manner.
2. The LEPC membership list will be annually reviewed by the MCEMA Director, and an annual activities briefing made to the President of the Mobile County Commission by the LEPC Chair or the MCEMA Director.
3. The LEPC Board may levy special assessments in accordance with applicable Federal, State, and Local regulations to financially support ongoing goals of the organization.
4. Each organization present will be allowed one vote on each issue coming before the LEPC.

IV. **LEPC BOARD**

Membership of the LEPC Board shall consist of:

- **Chair**
- **Vice Chair**
- **Secretary**
- **Treasurer**
- **Community Emergency Coordinator** (the MCEMA Director, acting Director, or the Director's designee, whose responsibility is to maintain a current knowledge of the LEPC activities and plans, and ensure said plans are congruous to those of Mobile County.
- **Member(s)-at-large** (representatives from the primary ESFs)

- **Community Representative(s)** (a representative from North, Central, and South Mobile County and appointed after the election)
- **Industry/Plant Manager(s) or designee**

The LEPC’s election process will begin at the third quarterly meeting with the Chair appointing a *Nominating Committee* followed by general elections at the fourth quarterly meeting. Elected LEPC Board members shall serve for a term of twelve (12) months beginning January.

Office	Elected Officer Duties
Chair	<ul style="list-style-type: none"> • Preside at all regular and special meetings of the LEPC and LEPC Board, • Represent the LEPC at other organizational meetings and on occasions where official LEPC representation is required/desired, • Appoint subcommittees or task teams as necessary to accomplish the goals and objectives of the LEPC, and • Review all LEPC Minutes prior to the Secretary publishing.
Vice Chair	<ul style="list-style-type: none"> • In the Chair’s absence, officiate all regular or special meetings, • Represent the LEPC at other group and organization meetings, and • Perform other duties as assigned.
Secretary	<ul style="list-style-type: none"> • Prepare minutes of all LEPC regular, special, or public meetings to include date, attendees, old business, new business, and other items of interest, • Seek approval from the Chair prior to distribution of the minutes, • Submit Chair-approved LEPC meeting minutes to the MCEMA Director and members within ten (10) business days, and • Perform other duties as assigned.
Treasurer	<ul style="list-style-type: none"> • Maintain the financial accounts for the LEPC and handle all funds, • Provide an accounting of the organization’s financial accounts at all regular, special, and public meetings, and • Manage and oversee all aspects of Section

V. SUB-COMMITTEES

Sub-committees can be convened on an ad-hoc basis as determined by the LEPC Chair or as often as necessary to accomplish their assigned tasks and responsibilities. The sub-committees will address and report to the LEPC Board issues that include but are not limited to:

1. Emergency Preparedness
2. Hazard analysis
3. Training and Exercise

4. Community Awareness

VI. MEETINGS

1. Public LEPC Meetings – The full membership of the LEPC will meet quarterly at a time and place determined by the LEPC Chair with the date, time, and location made known to members and the public via the MCEMA website and social media sites at least thirty (30) days prior. All LEPC meetings will be conducted in accordance with Robert’s Rules of Order, using an agenda that includes a call to order, welcome of guests and the public, approval of previous minutes, and old and new business.
2. Board Meetings – The Board shall meet in-person or virtually between Public Meetings as needed to address areas of concern presented by the committee, discuss and plan for training needs, and/or make recommendations for upcoming meeting agendas.
The time, date, and platform for Board Meetings shall be determined by the Chair with notices written, emailed, or phoned.

VII. FINANCES

1. All monies received by the LEPC shall be deposited in the LEPC checking account. All cash contributions will be receipted at the time of receipt.
2. All funds spent shall be either to fulfill the legal mandate of operating the LEPC or for projects directly related to improving community safety through public education, training, and exercising.
3. All expenditures up to \$500.00 shall be approved by the LEPC Chair and one other Board Member.
4. All expenditures over \$500.00 shall be approved by a majority vote of the Board. Voting can be accomplished during formal meetings, by mail, fax, or email.
5. All written checks shall require two signatures:
 - a. One will be the Treasurer of the LEPC, and
 - b. The other signature will be the Chair or Vice Chair.

VIII. PUBLIC NOTICE and RESPONSE TO PUBLIC INQUIRY

1. In compliance with Public Law 99-499, Sec. 324 (b) and the AERC Implementation Guide, the LEPC shall issue an annual public notice on the MCEMA website and social media sites announcing the public may request to view and/or receive copies of the Mobile County Emergency Operations Plan and LEPC chemical related documents in accordance with applicable State and/or Federal regulations by contacting MCEMA during normal working hours.

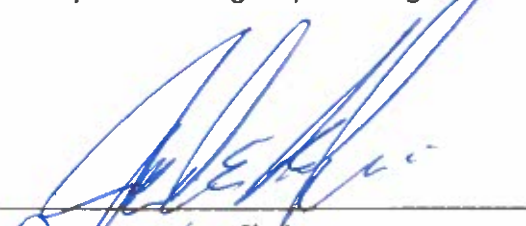
2. Approved document copy requests or responses to requests shall be delivered to the requestor within 45 days of request form receipt and applicable fees.
3. Public requests for information and/or document copies are processed in accordance with the established LEPC *Request for Hazardous Material and Emergency Planning Information* procedures.

IX. AMENDMENTS

1. Amendments to the LEPC Operating Rules require a yes vote by three-fourths (3/4) of the Board members assembled at any scheduled or special session meeting. Proposed amendments must be circulated by mail, email, or hand delivered to all members at least fifteen (15) days prior to the vote by membership.
2. Amendments to the Operating Rules shall become effective immediately upon adoption.

Adopted this 26th day of October, ~~2024~~ ²⁰²³ by the Board of the Mobile County Local Emergency Planning Committee (LEPC).

2023 of 7 amended/corrected 4/11/2024



Chair



Plant Manager Representative (North)



Vice Chair



Plant Manager Representative (South)



Treasurer



Community Representative



Community Emergency Coordinator



Community Representative

ATTEST:



Secretary