

WORCESTER COUNTY
LOCAL EMERGENCY PLANNING COMMITTEE
MISSION STATEMENT AND BY-LAWS



Worcester County L.E.P.C.

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Background: What is the L.E.P.C

The L.E.P.C. is a committee that brings together private industry, local government, and private citizens for the handling of hazardous materials incidents in the best interest of the community.

Mission Statement

The Worcester County L.E.P.C shall plan for those areas relating to the safe storage, transportation, and utilization of hazardous materials as they apply to the public safety. L.E.P.C. activities shall emphasize but not be limited to:

- ❖ The prevention of accidents.**
- ❖ Forming a timely response method.**
- ❖ Recovery and protection of life, property and the environment from the spilling or other release of hazardous materials.**

Authority and Functions

The Worcester County Local Emergency Planning Committee is administered under Title III of the Superfund Amendment and Reauthorization act of 1986 (SARA).

FUNCTIONS:

- **Maintains an active presence in accordance with Federal, State and Local requirements.**
- **Maintains an awareness of the use, storage and transportation of hazardous materials through Worcester County.**
- **Maintains site specific information for use by local personnel in the event of a release.**
- **Responds to inquiries from citizens regarding site specific information pertaining to hazardous materials.**
- **Review, in conjunction with County Fire Marshal's Office, emergency response plans and training programs pertaining to hazardous materials.**
- **Participate in annual drills and exercises to test the effectiveness of emergency response plans.**

ACTION PLAN:

- **Revise membership and formally adopt by-laws**
- **Mail out site-map forms to farmers and compile emergency information concerning locations of farm building, pesticide/chemical storage, electrical shut-offs, fuel storage etc. for emergency responders.**
- **Maintain site specific information for all participating facilities. Also participate in drills and exercises that test emergency plans.**
- **Assess planning and training needs with funding from SARA grants**

By-laws

COMMITTEE STRUCTURE:

The Worcester County Local Emergency Planning Committee (LEPC) will consist of voting members from the following:

**Emergency Management
Health Department
Fire Service
HAZMAT Team
Emergency Medical Services
Schools/Transportation
Public Works
County Extension Office
Local Media
Local Hospital
Government Elected Officials
 State
 County
 Municipal
Private Industry
Planning & Zoning
Law Enforcement**

Representatives from other agencies may be called upon to participate in meetings as needed.

The membership shall be responsible for making decision regarding LEPC business that promotes good, ethical business practices and assures that business is conducted in a responsible, efficient and timely manor.

SELECTION PROCESS:

Members will be appointed by the Worcester County Commissioners. The appointments will be in conjunction with guidelines set forth in Title III of the Superfund Amendment and Reauthorization Act of 1986 (SARA).

Terms of the members will be on a staggered 24-month basis and consistent with the Worcester County Government fiscal year beginning July 1. *The exception to this will be for State, County and Local elected officials who's term will run concurrent with their elected terms of office. Members of the L.E.P.C shall notify the Chairman and Secretary of one (1) designated alternate to act in their behalf on matters requiring a vote.

The following groups will be up for re-appointment as follows:

**Group One Emergency Management
 Elected Officials*
 Public Works
 Fire Service
 Emergency Medical Services
 Private Industry
 Health Department**

**Group Two Local Media
 County Extension Office
 Planning & Zoning
 Schools/Transportation
 Law Enforcement
 Red Cross
 Local Hospitals**

VOTING:

The Chairman shall determine when a vote from the membership is required. Designated alternates may participate in the voting process in the absence of the appointed voting member.

By-laws

SUB-COMMITTEES:

The L.E.P.C shall establish sub-committees for the purpose of conducting business. The committees shall include, but are not limited to:

**Executive Committee
Plan Development/Exercise Planning
Public Education/Public Information
Hazards Identification/Vulnerability Analysis
Medical Coordination
Mutual Aid Coordination
By-laws Review
Recruitment & Retention**

The L.E.P.C. Chairman, or an Executive Committee member, will attend sub-committee meetings when possible.

Sub-committees are expected to report on their activity at each L.E.P.C meeting.

The L.E.P.C. Chairperson reserves the right to appoint Special sub-committees as deemed necessary

COMMITTEE DUTIES:

- **Executive Committee:** This group will be comprised primarily of State/County/Municipal officials familiar with government regulations. This group will work to ensure continuity of operations of the overall L.E.P.C organization.
- **Plan Development/Exercise Planning:** Will work toward planning and development of yearly exercises (tabletop or functional). This may be done in conjunction with adjoining county L.E.P.C's from counties holding mutual aid agreements with Worcester County.
- **Public Education/Public Information:** Will work with emphasis on educating the business community and general public with regards to hazards identified within the community, hazards within individual homes and workplaces, and pre-planning for emergencies involving those hazards.
- **Hazards Identification/Vulnerability Analysis:** Working in conjunction with the Worcester County Fire Marshal's Office, Worcester County Department of Emergency Services, Worcester County Development, Review and Permitting, Maryland Department of the Environment, Maryland Emergency Management Agency, and any group sub-contracted by any of the above mentioned agencies, this group will help to identify hazardous sites within Worcester County. The group will also analyze sites for vulnerability of accident, sabotage, or attack.
- **Medical Coordination:** Will strive to provide necessary medical resources, trained personnel and equipment lists available within Worcester County to deal with any Hazardous Materials incident.
- **Mutual Aid Coordination:** Will coordinate with surrounding counties, other government agencies or private industry for the purpose of providing any added resources needed in the event of an incident that may exhaust existing resources within the county.
- **By-laws:** Will accept at any time recommended changes to the L.E.P.C. by-laws. Annually, in June, the sub-committee will meet and review all proposed changes, put them in proper written form and distribute the proposed changes to all voting members. All proposed by-law changes will be read at the

July meeting and will require a 2/3 majority vote of members or alternates for passage.

- **Recruitment and Retention: This sub-committee will be responsible for the recruitment of new participants in the L.E.P.C. This may include, but is not limited to, representatives from new and existing businesses and industries in the county. In addition the group will make suggestions to the Executive Committee as to speakers of interest to retain groups and personnel on the L.E.P.C.**

MEETINGS:

The Worcester County L.E.P.C will meet on the fourth (4th) Thursday of January, April, July and October of each year. Meetings will be held at the Worcester County Emergency Operations Center beginning at 9 AM. The meeting location and time may be changed by a quorum vote of the committee with not less than 90-days notice given to the general membership. All changes shall also be published in at least one weekly Worcester County newspaper. Notice shall include the time and location change.

The L.E.P.C. will require a quorum of fifty-percent (50%) of the appointed members, or their alternates, for the purpose of conducting business. Meetings held with less than a quorum shall be considered for the purpose of presenting information only.

Appointed L.E.P.C members should make arrangements to send their designated alternate if they are unable to attend the meeting. The Chairman and Secretary shall be notified as to the identity of the designated alternate for each member within 30-days of the Commissioners appointment.

FUNDING:

The L.E.P.C may utilize funds from public and private sources. Utilization of such funds shall be maintained in accordance with normal Worcester County practices.

A financial report shall be reported at the July meeting.

Public Inquiries to the L.E.P.C.

Inquiries to the L.E.P.C will be forwarded to the L.E.P.C Information Coordinator.

Inquiries may be made verbally, but must be followed up in writing by mail or by fax within five (5) business days of the verbal request. The inquiries should be mailed to “L.E.P.C Information Coordinator, 1 W. Market St., Room 1002, Snow Hill, Maryland 21863.

Inquiries will be followed up on as prescribed under Title III of the Superfund Amendment and Reauthorization Act of 1986 (SARA) with responses within forty-five (45) days of the written request.

Plans and Review

The L.E.P.C shall review and adopt plans in accordance with Title III of the SARA regulations.

The L.E.P.C. shall establish a policy of the maintenance of the Hazardous Materials Plan annex of the Worcester County Emergency Operations Plan (EOP)

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L.E.P.C Administrative Members

Chairman	James Hamilton
Secretary	Fred Webster
Treasurer	
Information Coordinator	Fred Webster

L.E.P.C Voting Members

Each group listed will have a member appointed by the Worcester County Commissioners. It shall be the responsibility of each group to also have a designated alternate for the purpose of voting in the absence of the Commissioner appointed member.

Emergency Management	Fred Webster
Emergency Management	James Hamilton
Health Department	Edward Potez
Alternate	
Fire Service	Tim Jerscheid-Stockton
Alternate	
Emergency Medical Services	David Collins-Bishopville
Alternate	
Hazardous Materials Team	Jeff McMahon
Alternate	
Law Enforcement	Doug Dods-Sheriff's Office
Board of Education	Steve Price
Alternate	

**Public Works
Alternate**

**John Tustin-Co DPW
John Ross-Co DPW**

**Planning & Zoning
Alternate**

**Ed Tudor-
Kelly Henry**

**Extension Service
Alternate**

Eddie Johnson

**Media
Alternate**

Charlene Sharpe

**Area Hospital
Alternate**

**Laurie Gutberlet-AGH
Harvey Booth-AGH**

**Local Government
State
County
Local**

**James Mathias
Joe Mitrecic
Laura Allen**

**Private Industry

Alternate**

**David Redinger
(Tyson Foods)**

**Private Industry

Alternate**

**Jim Smith
(Delmarva Power)**

**Sheltering
Alternate**

**Pete Buesgens-DSS
John Brenner-ARC**