

# HUMBOLDT COUNTY LOCAL EMERGENCY PLANNING COMMITTEE BYLAWS

## PURPOSE

The federal "Emergency Planning and Community Right-to-Know Act of 1986" (SARA Title III) established requirements for federal, state and local governments and industry regarding emergency planning and reporting on hazardous and toxic chemicals. Title III required the Governor of each State to designate a State Emergency Response Commission (SERC) and each County to designate a Local Emergency Planning Committee (LEPC).

## SECTION 1 - DUTIES AND RESPONSIBILITIES

1. Develop a county wide emergency response plan.
2. Maintain the emergency response plan.
3. Implement the emergency response plan through training exercises.

## SECTION 2 - MEMBERSHIP

1. LEPC members are appointed by the Humboldt County Board of Commissioners and the current Humboldt County Emergency Manager.
2. The following members shall serve through December 31, 2025:
  1. Local/State Transportation (2 representatives)
  2. Media Representative (2 representatives)
  3. Utility Representative (2 representatives)
  4. Ag Chemical Industry Representative
  5. Mining Representative
  6. Disaster Services (American Red Cross)
3. The following members shall serve through December 31, 2026:
  1. Public Works (2 representatives)
  2. Law Enforcement (3 representatives)
  3. Firefighting (2 representatives)
  4. Hospital/Ambulance Representative
  5. Chemical Producer Representative
  6. School District
4. The following members shall have terms that run concurrent with their elected or appointed term of office:
  1. Humboldt County Commissioner
  2. Winnemucca City Councilman
  3. Humboldt County Sheriff
  4. Humboldt County Emergency Manager

### SECTION 3 - OFFICERS

1. The Humboldt County Emergency Manager, or his/her designee, shall serve as Chairman of the LEPC Committee concurrent with his/her term.
2. The Vice Chairman shall be elected by the LEPC Committee at the first meeting in January each year or at the discretion of the chairman.
3. Should the chairman be unable to function as chairman, the vice chairman shall assume those duties.

### SECTION 4 - MEETINGS

1. Meetings shall be held the last Thursday in the first month of each quarter (January, April, July, and October).
2. Special meetings may be called by the chairman or at the request of any five (5) of the members.
3. Notices of all meetings shall be emailed, mailed or hand delivered to each member at least two days (48 Hours) in advance of the meeting date.
4. Meetings shall be open to the public and subject to Nevada's Open Meeting Law.
5. A copy of the public notice will be posted at the following locations at least 3 working days prior to the meeting:
  - a. Humboldt County Annex
  - b. Humboldt General Hospital
  - c. Humboldt County Courthouse outside the Commissioner's Meeting Room
  - d. Humboldt County Library
  - e. Winnemucca Post Office
6. A majority of total membership shall constitute a quorum, one (1) full member agency over 1/2 of the total member agencies, for the transaction of ordinary business.

### SECTION 5 - MEMBERS

1. Members absent from two (2) consecutive special or regular meetings without contacting the committee will be considered to have resigned their position and the chairman may fill these spots at the next scheduled meeting.
2. Any replacement shall serve out the unexpired term of the original member.
3. An active member may select an alternate designee to serve in his capacity with full voting authority.

### SECTION 6-INTERESTED PARTIES/OTHER ORGANIZATIONS

1. These are community organizations that could offer resources when called upon.
  - a. NV Energy
  - b. SW Gas
  - c. Media - Other
  - d. Weather Service
  - e. Volunteer Organizations
  - f. Private Businesses

SECTION 7- PUBLIC REQUEST FOR INFORMATION

1. Any person may submit a written request for information under Section 311, 312, and 324 of EPCRA. Requests shall be addressed to the Humboldt County LEPC (33 West Fourth St, Winnemucca, NV 89445). The LEPC shall respond to requests for information no later than 45 days from the receipt of request. The LEPC Chairman shall serve as the Coordinator of Information.

SECTION 8- DISTRIBUTION of the HAZARDOUS MATERIALS RESPONSE PLAN ANNEX

1. Routine distribution of the Response Plan will be in accordance with operational needs. Copies of the most recent published plan will be available for public review in the Emergency Manager's office (33 West Fourth St, Winnemucca, NV 89445) during normal office hours.

SECTION 9- FUNDING & FUND DISTRIBUTION

1. In the event that the Humboldt County LEPC is dissolved or becomes inactive as determined by the Humboldt County Board of Commissioners; all equipment and LEPC responsibilities shall revert to the Humboldt County Board of Commissioners.

SECTION 10- FUNDING & FUND DISTRIBUTION

1. Funds for the LEPC are obtained from grants applied for and administered by The State of Nevada Emergency Response Commission and/or other sources.
2. The Emergency Response Commission notifies the LEPC when grant funds are available. If the deadline for a grant submission is before a regularly scheduled LEPC meeting, the chairman has the authority to apply for the grant without membership approval.
3. Grant applications shall be approved by the Humboldt County Commissioners.
4. The chairman has the authority to sign payment vouchers between meetings.
5. Financial statements shall be reviewed by members at regularly scheduled quarterly meetings.
6. Expenditure reports shall be filed quarterly with the State Emergency Response Commission (SERC).

SECTION 11 -AMENDMENTS

1. The bylaws may be amended as needed at any scheduled meeting by a majority vote.

  
Chairman

1-7-25  
Date