**LARIMER COUNTY LOCAL EMERGENCY PLANNING COMMITTEE**

**(LC-LEPC)**

**BY-LAWS**

ARTICLE 1 – AUTHORITY AND DUTIES

Section 1. The Larimer County Local Emergency Planning Committee (LC-LEPC) is authorized by the Emergency Planning and Community Right-to-Act, (EPCRA) 42 U.S.C. § 11001, et. Seq., and 24 – 33.5-1504, C.R.S.

Section 2. The duties of the Committee are:

LOCAL EMERGENCY PLANNING COMMITTEE DUTIES

A. Appoint Chair and establish rules for process, public notice, public meetings, response to public comments, and distribution of information.

B. Establish procedures for handling information requests (received pursuant to Sections 312 and 324 of EPCRA).

C. Consult and advise the Larimer County Office of Emergency Management and Sheriff’s Office on all- hazard planning documents.

E. Receive from the State the Tier II (EPCRA chemical inventory form) information and communicate with local fire agencies to be sure they have accessed the same data.

F. Otherwise perform the duties of an LEPC pursuant to EPCRA.

ARTICLE II – MEMBERSHIP

Section 1. Membership on the LEPC is subject to designation and approval by the Colorado Emergency Planning Committee (CEPC). Nominations made to the CEPC shall be in accordance with the Larimer County Code Part 1, Chapter 18, Article 2, Division 2.

Section 2. Members will be designated by name, but may designate others to attend on their behalf, as voting members. The sign in sheet will act as the primary method of recording attendance. The members of the LEPC or their designees serve without compensation.

Section 3. The Larimer County Attorney’s Office has been authorized by the Larimer County Board of County Commissioners to act as Legal Advisor to the LEPC.

Section 4. The LEPC Chair will submit an annual roster to the CEPC by email at least once a year.

ARTICLE III – EXECUTIVE COMMITTEE

Section 1. The following officers and persons shall be the Officers of the LEPC and serve as its Executive Committee:

 Chairman and/or Co-Chairs

 Vice Chairman

 Secretary

Section 2. The Executive Committee shall be responsible for preparing the policy guidance for a discussion and vote by the LEPC membership.

Section 3. Duties of Officers:

A. Chairman and/or Co-Chairs

1. Is responsible for the proper performance of the Executive Committee and presides as Chairman of all regular and special sessions of the LEPC.

2. Support the objectives and duties for which the LEPC was formed and conduct all functions in a professional manner.

B. Vice-Chairman

 1. Act as second in charge and serves as Chairman in the absence of the Chairman.

2. Assumes the duties and responsibilities of the Chairman in the event the latter resigns, is removed, or becomes incapacitated.

C. Secretary

1. Records and completes the Minutes of all meetings, to include scheduled Executive Committee Sessions.

2. Responsible for insuring that all records and files are maintained in good condition at the designated administrative address for the LEPC.

3. Assists, when possible in mailing the Minutes and Agenda with enough lead time to insure tasking is timely.

4. Work with the designated County Administrative contact to post the meeting time of the LEPC.

ARTICLE IV – MEETINGS

Section 1. Meetings will be held at a frequency and location determined by the Chairman or Co-Chairs.

Section 2. An election meeting will be held annually at the last meeting of the year.

Section 3. Minutes will be taken at all meetings of the LEPC. All meetings will be open to the public with a conspicuous posting at the Larimer County Office of Emergency Management, Larimer County Courthouse, Fort Collins, Colorado at least twenty-four (24) hours in advance.

ARTICLE V – VOTING

Section 1. A quorum shall consist of eight (8) members. With a quorum present, only a vote of the majority of those present shall be necessary to take action. If there are not eight (8) members present, a vote may be taken electronically through the LEPC email.

ARTICLE VI – ASSIGNMENTS

Section 1. Assignments

A. Sub-Committees will exist until their tasks are complete. Minutes will be taken at Sub-Committee meetings, with an Agenda posted. Briefings of Sub-Committee meetings shall be made to the LEPC and a written report shall be prepared upon completion of the assigned task.

B. Administrative Focal Point.

 1. All requests for information from the public will be handled by the Larimer County Office of Emergency Management with queries being responded to in writing within thirty (30) days. Queries will be in writing and directed to the following address:

Larimer County Office of Emergency Management

200 West Oak

Fort Collins, Colorado 80521

Coordination with the LEPC Chairman or Co-Chairs will be made immediately upon receipt of a query.

 2.

C. All members serving on a Sub-Committee shall serve until the task is completed or the individual requests, in writing to be relieved.

D. The Officers will review Committee involvement and achievement for possible nominations for an annual award, to be voted on by the LEPC during the last meeting of the year.

ARTICLE VIII – AVAILABILITY OF BY-LAWS

The Chairman or Co-Chairs, Vice-Chairman and Secretary shall maintain a copy of the By-Laws. A copy will always be available at the LEPC meetings and online at https://www.larimer.org/emergency/prepare/lepc

ARTICLE IX – GRANTS – EXPENSES

Section 1. GRANTS – The LEPC is eligible to apply for and to receive grant monies from a variety of sources, to include Federal Emergency Management Agency (FEMA), the Environmental Protection Agency (EPA), and the Department of Transportation (DOT). Any grants to be applied for shall be reviewed by the Executive Committee, with recommendations to the LEPC for final approval.

As a minimum, records shall be kept for auditing purposes and will be on file for the Larimer County Board of County Commissioner’s access. Progress Reports to the CEPC, if required, will be handled by the Officers.

Section 2. EXPENSES – Daily administrative operating expenses for the LEPC will be handled by and be the responsibility of the Larimer County Office of Emergency Management, from budget line item. Payment of bills and budgeting will be in accordance with County Policy.