

CAYUGA COUNTY
Local Emergency Planning Committee

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Article One Name of the Organization

The name of this organization shall be the Cayuga County Local Emergency Planning Committee, here-in after referred to as the LEPC.

Article Two Purpose of the Organization

The Cayuga County LEPC as initially established pursuant to Section 301 (c) of Public Law 99-499, "The Emergency Planning and Community Right to Know Act of 1986", 100 Stat 1738-58, October 17, 1986, was charged with the responsibility to develop an emergency response plan for Cayuga County, and to review the plan annually.

The LEPC is charged under the law to identify hazardous materials locations, both fixed sites and in transit, which may pose a danger or cause concern to the public. In addition, to identify major concerns or problems that may arise at those locations, and to determine the response necessary.

As technology has improved, and mitigation measures have been enhanced, the mission of the LEPC has not changed. The foundation under the LEPC is hazardous materials oriented.

Over the years since its inception, the Cayuga County LEPC has seen the need to expand the fundamental purpose and to re-direct energy to include embracing the "All Hazards" approach to the planning.

To that end, the Cayuga County LEPC's purpose shall be expanded to provide a forum and a "think tank" of organizations and individuals to address the "All Hazards" planning needs in Cayuga County.

The LEPC will continue the charge as indicated in the law for hazardous materials monitoring and planning, and shall now and forward include, but shall not be limited to the Cayuga County Comprehensive Emergency Management Plan and all annexes, local planning initiatives and event planning initiatives as determined appropriate and necessary by the Cayuga County Office of Emergency Services, as the Cayuga County Office of Emergency Services is charged by the Cayuga County Legislature to ensure and enhance the County's all hazards planning and preparedness.

Article Three Membership

Membership of the Cayuga County LEPC shall be made up of organizations and individuals that have invested themselves in being partners in emergency preparedness, response, mitigation and recovery.

The Cayuga County LEPC, though rooted in Hazardous Materials response planning, has taken on an "All Hazards" approach to planning and preparedness in Cayuga County. The membership shall exemplify this change and be dynamic and flexible, based upon the needs of Cayuga County.

Membership in the Cayuga County LEPC shall be based on three classifications of membership as follows:

- LEPC Organizational Member and Alternates
- LEPC Citizen Members

Adopted By-Laws, November 2010

- **LEPC Associate Members**

LEPC Organizational Member

The LEPC Organizational Member shall be an individual, identified to represent their organization. The LEPC Organizational Member shall be one who is identified as having the authority to speak on and/or be a “decision maker” on behalf of their organization.

The Organizations that, by history of the Cayuga County LEPC, shall be here-in identified as organizational members and appoint a representative as outlined above shall include, but shall not be limited to the following:

Cayuga County Agencies & Organizations

- **The Cayuga County Legislature - two representatives / one alternate**
- **The Cayuga County Office of Emergency Services – four representatives from any of the following organizations and 2 alternates:**
 - **The Cayuga County Bureau of Fire**
 - **The Cayuga County Bureau of Emergency Medical Services**
 - **The Cayuga County Hazardous Materials Team**
 - **The Cayuga County Fire Advisory Board**
 - **The Cayuga County Emergency Medical Advisory Board**
 - **The Cayuga County RACES Team**
 - **The Cayuga County Technical Rescue Team**
 - **The Cayuga County Auxiliary Police Unit**
 - **The Cayuga County Critical Incident Stress Management Team**
- **The Cayuga County Health & Human Services Department – four representatives from any of the following organizations and two alternates:**
 - **Cayuga County Public Health**
 - **Cayuga County Environmental Health**
 - **Cayuga County Human Services**
 - **Cayuga County Mental Health**
- **The Cayuga County Planning Department – one representative / one alternate**
- **The Cayuga County Soil & Water Conservation District – one representative / one alternate**
- **The Cayuga County Sheriff’s Office – one representative / one alternate**
- **The Cayuga County Highway Department – one representative / one alternate**
- **The Cayuga County Office for the Aging – one representative / one alternate**
- **The Cayuga County Coroner’s Office – one representative / one alternate**
- **The Cayuga County Emergency 911 Center – one representative / one alternate**
- **The Cayuga County Information Technology Department – one representative / one alternate**
- **The Cayuga County Industrial Development Agency – one representative / one alternate**
- **The Cayuga County Association of Funeral Directors – one representative / one alternate**

Cayuga County Village & Town Organizations

Adopted By-Laws, November 2010

- **The Cayuga County Association of Village Mayors** – one representative / one alternate
- **The Cayuga County Town Supervisors Association** – one representative / one alternate
- **The Cayuga County Town & Village Highway Superintendants Association** – one representative / one alternate

City of Auburn Agencies & Organizations

- **The City of Auburn City Council** – one representative / one alternate
- **The City of Auburn Fire Department / Hazardous Materials Response Team** – two representatives / one alternate
- **The City of Auburn Police Department** – one representative / one alternate
- **The City of Auburn Department of Public Works** – one representative / one alternate
- **The City of Auburn Planning Department** – one representative / one alternate
- **The City of Auburn Industrial Development Agency** – one representative / one alternate

Private Institutions & Educational Institutions

- **Auburn Memorial Hospital** – one representative / one alternate
- **Cayuga / Onondaga BOCES** – one representative / one alternate
- **Auburn Enlarged School District** – one representative / one alternate
- **Cayuga Community College** – one representative / one alternate
- **Wells College** – one representative / one alternate
- **American Red Cross** – one representative / one alternate
- **Salvation Army** – one representative / one alternate

Local Industrial & Business Representatives

- **NYSEG / RGE** – one representative / one alternate
- **Verizon** – one representative / one alternate
- **Time Warner Cable** – one representative / one alternate
- **Buckeye Pipeline** – one representative / one alternate
- **CENTRO MTA** – one representative / one alternate
- **NUCOR Steel** – one representative / one alternate
- **McQuay** – one representative / one alternate
- **Staffkings** – one representative / one alternate
- **Rural Metro Medical Services** – one representative / one alternate
- **TLC Auburn City Ambulance** – one representative / one alternate

Organizational Member representative's shall be appointed by their agency and shall be voting members of the Cayuga County LEPC. Each representative shall have one vote in any LEPC business or motion.

Each **organizational member** shall, if they so choose also appoint one alternate representative, to attend meetings and conduct organizational business on behalf of their organization with the LEPC. The alternate representative shall not be a recorded vote except in the absence of the organization representative.

LEPC Citizen Members

The LEPC Citizen Member shall be an individual, who has shown a vested interest in the local emergency planning in Cayuga County.

There shall be no minimum number of Citizen Members, as the Cayuga County Legislature, the City of Auburn Government, Town and Village Governments are elected to serve their citizens and constituents, and shall represent the Citizen Members if there is an absence of interest.

There shall be no more than five individual Citizen Members at any given time. In the event that there is a more than five citizens interested in membership, a waiting list shall be generated and maintained by the Secretary of the Cayuga County LEPC, and as opportunities arise for new citizen members they will be contacted.

The Citizen Members (up to five) shall each have one vote in any LEPC business or motion.

LEPC Associate Members

The LEPC Associate Membership shall be made up of State and Federal Agency and Organization Liaisons that are active in assisting Cayuga County with local emergency planning, preparedness, response and mitigation.

LEPC Associate Members shall be non voting members of the Cayuga County LEPC.

New York State Agencies

- **New York State Emergency Management Office**
- **New York State Office of Fire Prevention and Control**
- **New York State Police**
- **New York State Office of Homeland Security**
- **New York State Department of Corrections**
- **New York State Department of Environmental Conservation**
- **New York State Department of Health**
- **New York State Department of Transportation**

Federal Agencies

- **National Weather Service(Binghamton & Buffalo)**
- **Federal Emergency Management Agency**
- **Federal Department of Homeland Security**

The membership of the Cayuga County Local Emergency Planning Committee must remain dynamic based upon needs analysis and threat assessments. To that end this list of members shall not be inclusive.

Any organization, agency or individual who requests or is solicited for membership based on needs or threat assessment, shall be brought before the LEPC Members by the Nominating Committee for approval for membership by the LEPC voting body.

The membership list shall be presented / submitted to the Chairman of the Cayuga County Legislature by the Director of Emergency Services annually. The Chairman of the Legislature shall present the membership list to the Cayuga County Legislature for approval.

The Legislatively approved membership list shall be submitted to the New York State Emergency Response Commission as designated by the New York State Governor in PL99-499 upon request or as required.

Article Four Officers

Adopted By-Laws, November 2010

The LEPC shall, at the first meeting of the calendar year; elect by majority vote of the quorum, a Chairperson, a Vice Chairperson, and a Secretary. The elected Officers shall serve for a period of two years, and may serve if re-elected, one additional term of two years. No Officer shall serve more than four years consecutively in any one board position.

The Cayuga County Director of Emergency Services shall serve as a liaison to all agencies as well as the Cayuga County Legislature and therefore be a nonvoting member of the Cayuga County LEPC Executive Board of Officers.

Article Five Duties of Officers

Chairperson – The powers and duties of the Chairperson of the Cayuga County LEPC shall include:

- To preside over meetings of the LEPC
- To serve as ex-officio member of all committees when necessary
- To appoint Committees of the LEPC
- To appoint Special Committees as determined necessary by the Board or the LEPC
- To serve as the spokesperson (non-exclusive) of the LEPC
- Other duties as determined necessary by the LEPC membership
- Request or require special meetings of the LEPC be called as needed.

Vice Chairperson – The powers and duties of the Vice Chairperson of the Cayuga County LEPC shall include:

- To preside over meetings of the LEPC in the absence of the Chairperson
- To carry out other duties as directed by the Chairperson
- To serve in duties of the chairperson in the event the chairperson is unwilling or unable to do so.

Secretary – The powers and duties of the Secretary of the Cayuga County LEPC shall include:

- To take, transcribe and distribute LEPC meeting minutes
- To collect any correspondence or communications sent to the LEPC
- To share any communications or correspondence with the LEPC Chairperson and the LEPC membership
- To prepare any and all correspondence as directed by the LEPC Chairperson and the LEPC Membership
- To carry out other duties as directed by the Chairperson

Cayuga County Director of Emergency Services – The powers and duties of the Cayuga County Director of Emergency Services for the LEPC shall include:

- Facilitate the preparation and submittal the annual application for the Hazardous Materials Emergency Preparedness (HMEP) Grant.
- Facilitate asset management of LEPC owned equipment.
- Facilitate purchasing and management of the HMEP Grant.
- Assure completing of Sara title 3 revisions

Article Six Voting Body

The Local Emergency Planning Committee must have a quorum present to conduct LEPC business. A Quorum shall be defined as the presence of $\frac{1}{4}$ or 25% of the total Organizational Members and/or alternates.

Each organizational member shall have one vote on any motion presented to the membership for action. The alternate to the organizational members vote shall not be counted except in the absence of the organizational representatives' absence. Decisions shall be determined by simple majority vote, of those present and voting. A 50% plus one shall constitute majority vote.

Article Seven Meetings

Regular Cayuga County LEPC Meetings:

Regular Meetings of the Cayuga County LEPC shall be held no less than quarterly each year on the second Tuesday of the appropriate month as follows:

As directed.

Meetings shall begin at such time designated by the Chairperson or his delegate.

By motion at a regular meeting, and if the need arises, the body may request if additional meetings are necessary for the conduct of business per direction of the executive committee.

The Cayuga County LEPC shall not conduct business in the absence of a quorum as defined in Article Six of these by-laws.

The Cayuga County LEPC shall be deemed a "public body" of the County of Cayuga, within the meaning of the New York State Open Meetings Law and Freedom of Information statutes, except as those statutes may be superseded by application of Federal Law.

All meetings of the Cayuga County LEPC shall be conducted in accordance with Roberts' Rules of Order and professional decorum shall be maintained at all times.

Special Meetings

At times, the Cayuga County LEPC membership and/or Board of Officers may identify the need for additional "special meetings".

By motion at a regular meeting, the body may request to and set a date for a special meeting for the conduct of business. The date and time for any special meeting called for by the membership shall not occur less than 3 days after determined necessary, and notice of the special meeting shall be provided to the membership by the Secretary.

If it is determined by the Board Officers that a "special meeting" is necessary, it shall be scheduled by the secretary and President, and shall not occur without at least 3 days of notice to the membership. Notification of the special meeting and agenda shall be provided by the secretary.

Standing / Special Committee Meetings:

Committee meetings for the Cayuga County LEPC Standing or Special Committees shall be scheduled as directed by the LEPC Chairperson, or as required by the Committee Chairperson.

Notice of Standing or Special Committee meetings shall be provided by the Committee Chair to the members of the Committee, the LEPC Secretary, and the LEPC Chairperson no less than seven days prior to the date and time of the meeting.

Standing and/or Special Committee meetings shall have minutes recorded and those minutes shall be forwarded to the LEPC Secretary at the earliest possible time following the meeting.

All Standing and Special Committee meetings of the Cayuga County LEPC shall be conducted in accordance with Roberts' Rules of Order and professional decorum shall be maintained at all times.

Article Eight Committee's

The Cayuga County Local Emergency Planning Committee shall have the following Standing Committees'

- Membership / By-Law Committee
- Nominating Committee
- Training & Education Committee

Special Committees' shall be established by the Chairperson of the LEPC when necessary and prudent for the conduct of LEPC business, and may include but is not limited to, the following:

- Planning Committee
- Media Relations Committee
- Tier Two Review Committee

Article Nine Amendments

The Cayuga County LEPC By-Laws may be altered, amended, added to, or repealed by a two-thirds (2/3) vote of quorum and voting at any regular or special meeting of the membership, provided that notice of such special meeting and the proposed action to the By-Laws has been sent to the Voting Body at least seven days prior to the meeting. All voting must be done in person and shall not be done via proxy, telephone, text, or email.