

**Latah County
Local Emergency Planning Committee (LEPC)**

By-Laws

ARTICLE I

Members: As a minimum, the LEPC shall consist of representatives from each of the following groups or organizations: elected officials; law enforcement; emergency management; fire response; emergency medical services; environmental; public works; hospital; transportation; volunteer organizations; media; University of Idaho; community groups; owners and operators of facilities subject to reporting under the Emergency Planning and Community Right-to-Know Act (EPCRA); and the general public. The LEPC shall function as an All-Hazard Planning Group in the four phases of emergency management. That being Mitigation, Preparedness, Response and Recovery.

ARTICLE II

Officers: Officers of the LEPC shall be the Chairman, Vice-Chairman and Secretary. The Chairman will be appointed by the Latah Board of County Commissioners and will serve an indefinite term at their discretion. The Vice-Chairman will be elected from within the LEPC membership and will serve until replaced by the membership. The Secretary will be the Secretary of the Department of Disaster Services. The budget and bill paying functions will be handled by the Department of Disaster Services. Elections will be conducted and appointments will be made as soon as possible after vacancies occur.

ARTICLE III

Meetings: Meetings are open to the public and shall be held on a regularly scheduled basis. Notice of all meetings shall be mailed to the regular membership and posted on the Latah County Courthouse meeting notice bulletin board.

ARTICLE IV

Public Availability: The Latah County LEPC shall annually publish a notice in the Moscow/Pullman Daily News during the month of April or May, advising that the Hazardous Materials Response Plan Annex, Material Safety Data Sheets (MSDS) or chemical inventory lists, and follow-up emergency notices are available for public review; consistent with Section 322 of the Emergency Planning and Community Right-to-Know Act (EPCRA). The public notice shall also state that follow-up emergency notices may be issued.

The public may review these documents, during normal office hours, at the official office of the Latah County Department of Disaster Services in room 1-B of the Latah County Courthouse at 522 South Adams, Moscow, Idaho 83843.

ARTICLE V

Public Request for Information: Any person may submit a written request for information under Sections 311, 312, and 324 of EPCRA. Requests shall be addressed to the Latah County LEPC, P.O. Box 8068, Moscow, ID 83843. The LEPC shall respond to requests for information no later than 45 days from the receipt of request. The Coordinator for the Department of Disaster Services shall serve as the Coordinator of Information and the official office for repository of records.

ARTICLE VI

Public Comment: Public comments concerning the Hazardous Materials Incident Response Plan (Annex N), or LEPC activities in general are welcome. Annex N will be open for discussion at every LEPC meeting. Comments or questions directed to the LEPC will be answered in writing within 14 working days.

ARTICLE VII

Distribution of the Hazardous Materials Response Plan Annex: Routine distribution of the Hazardous Materials Incident Response Plan will be in accordance with operational needs. Copies of the most recent published plan will be available for public review in the Latah County LEPC Office, Room 1-B of the Latah County Courthouse, 522 South Adams, Moscow, Idaho 83843, during normal office hours.

ARTICLE VIII

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