

**EMERALD COAST
LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)**



MEMBERSHIP INFORMATION PACKAGE

General: Local Emergency Planning Committees (LEPC's) were created under provisions of the **Emergency Planning and Community Right-To-Know (EPCRA)** Act of 1986, also known as Title III of the Superfund Amendments and Reauthorization Act (SARA). EPCRA is a hazardous materials law. Its purpose is to gather information from fixed locations storing certain types and/or amounts of hazardous materials and to facilitate planning for response to emergencies and exposure to these substances. The goal of the Emerald Coast LEPC is to implement EPCRA in Florida's western seven counties. This includes plan development, providing training and exercising opportunities for responders, and to supply information to the public about chemicals located within their community and what to do in an emergency.

Primary Membership: Persons interested in becoming members of the LEPC are encouraged to first become active attendees of quarterly meetings and subcommittees. LEPC meetings are usually held on the third Wednesday of January, April, July and October each year. Subcommittee meetings are held at many different times, and include planning, training, and public awareness functions. Members cannot miss more than three meetings in a row. Removal is automatic. Membership terms run for two years in even numbered years from July 1 to June 30. All memberships expire on June 30 of even number years and reapplication must be made by staff to continue membership. All aspects of the Sunshine Law and Code of Ethics must be followed since this is a public committee position.

Alternate Membership: LEPC members do not have to have an alternate. However, the LEPC recommends that each member designate an alternate. Since three consecutive absences require automatic removal of a member, alternate members serve the purpose of officially representing a member and counting towards attendance. Alternates may also vote in the absence of the member. *When nominating an alternate, use the appropriate form in this package and provide a letter addressed to the Chairman of the LEPC confirming the nomination.*

Application Process: Applications are taken from prospective members at any time during the year. The process of membership includes consideration and a formal motion of nomination at an LEPC meeting, and approval by the State Emergency Response Commission (SERC) at its next meeting following the LEPC meeting.

Applications can be submitted by:

Email: lepc@ecrc.org

or send via mail to:

Emerald Coast LEPC

Emerald Coast Regional Council

PO Box 11399

Pensacola, FL 32524-1399

Tel 850-332-7876

FAX: 850-637-1923

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PRIMARY MEMBER APPLICATION

Please complete each line

Application type: **PRIMARY MEMBER** Date of Application: _____

Nominee's Name (Applicant): _____

I. Occupational Information

Place of Employment: _____

Job Title: _____

Work Phone: _____ Fax: _____ Cell: _____

Business Address: _____

City _____ Zip _____

Email Address: _____

II. Personal Information:

Phone (Home): _____ Cell/Pager/Other: _____

Home Address: _____

City _____ Zip _____

III. Emergency Contact:

List someone who could be called if an emergency should arise:

Name _____ Relationship _____

Phone _____ Cell _____

IV. Select the Occupational Category for which you are applying:

- | | | |
|---|---|--|
| <input type="checkbox"/> Elected State & Local Official | <input type="checkbox"/> Emergency Management | <input type="checkbox"/> Firefighting |
| <input type="checkbox"/> Hospital | <input type="checkbox"/> Health | <input type="checkbox"/> Law Enforcement |
| <input type="checkbox"/> Local Environmental | <input type="checkbox"/> Hospital | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Broadcast & Print Media | <input type="checkbox"/> "Community Groups | <input type="checkbox"/> Facility Owner/Operator |
| <input type="checkbox"/> Non Elected Local Official | <input type="checkbox"/> Interested Citizen | <input type="checkbox"/> Water Management District |

V. Describe your Relevant Experience (resume may be attached):

VI. Brief statement of your interest in serving on the LEPC:

VII. Alternate Member Selection

Have you selected an Alternate Member? _____ Yes _____ No

If, so provide Alternate Member's application and **submit a letter** to LEPC Chairman, Richard Delp, stating your desire to nominate the individual as your alternate member.

Primary Member's Signature: _____

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ALTERNATE MEMBER APPLICATION

Please complete each line

Application type: ALTERNATE MEMBER Date of Application: _____

Nominee's Name (Applicant): _____

Primary Member's Name: _____

Are you replacing a currently named alternate member? ____ Yes ____ No

If yes, what is that person's name? _____

I. Occupational Information

Place of Employment: _____

Job Title: _____

Work Phone: _____ Fax: _____ Cell: _____

Business Address: _____

City _____ Zip _____

Email Address: _____

II. Personal Information:

Phone (Home): _____ Cell/Pager/Other: _____

Home Address: _____

City _____ Zip _____

III. Emergency Contact:

List someone who could be called if an emergency should arise:

Name _____ Relationship _____

Phone _____ Cell _____

IV. Describe your Relevant Experience (resume may be attached):

Alternate Member's Signature _____

NOTE: The Primary Member *must* include a letter addressed to the LEPC chairman along with this form certifying the nomination of the alternate member named above. SERC policies require this letter.

Is Letter of Recommendation Attached: ____ Yes ____ No



FLORIDA STATE EMERGENCY RESPONSE COMMISSION POLICIES FOR LOCAL EMERGENCY PLANNING COMMITTEES

(Revised 04/16)

I. APPOINTMENT

A. Local Emergency Planning Committees (LEPCs) must have representatives from the following occupational categories, as required in Section 301 (c) of the Emergency Planning and Community Right-To-Know Act (EPCRA):

1. elected state and local officials
2. law enforcement;
3. emergency management
4. firefighting;
5. first aid;
6. health;
7. local environmental;
8. hospital;
9. transportation personnel;
10. broadcast and print media
11. community groups;
12. facility owners and operators
13. interested citizens;
14. non-elected local officials; and
15. water management district representatives.
16. local option
17. education

There should be a continued good faith effort on behalf of the LEPC chairperson to ensure that all of the occupational categories are represented on the LEPC.

B. For the purpose of appointment, the State Emergency Response Commission (SERC) has defined "Interested Citizen" as "a person who resides in the emergency planning district for which appointment is sought to the LEPC, and who is interested in the emergency planning process, but who does not otherwise represent those groups or organizations designated by state and federal law."

C. For the purpose of appointment, Water Management District (WMD) representatives can be staff or board members of the five established WMDs. Membership in this category is limited to one member. An effort should be made to encourage a separate representative for each LEPC.

D. Two types of appointments will be considered for the LEPCs:

1. Regular Appointments – Recommendations for appointments of members and alternate members to an LEPC must be directed to the Compliance Planning Section from the LEPC chairperson. These recommendations must be made in writing and/or submitted via electronic mail. LEPC nominations will be considered at the next scheduled SERC meeting. **All appointments must be approved by the SERC.**
2. Fast-Track Appointments – The SERC chairperson, or alternate chairperson, may fill vacancies on an “interim basis” until the SERC has an opportunity to review and approve the recommendations. However, this appointment method shall only be used when extenuating circumstances warrant. The recommendations can be made by telephone, but will require written follow-up and/or may be submitted electronically. The SERC chairperson, or alternate chairperson, shall respond within ten days of receiving an oral or written request for recommendation.

E. LEPC members and alternates shall be appointed for a two-year term.

1. SERC will re-appoint all existing LEPC memberships for additional two-year terms each July of all even-numbered years.
2. In the event the SERC does not act on biennial appointments prior to July 1, all appointments will remain in effect until the SERC takes official action.
3. All members may be re-nominated and re-appointed through the SERC’s biennial appointment process.

F. A member may recommend an individual to serve as his/her alternate. With the exception of the elected state or local officials category, the alternate must represent the same occupational category as the primary member. A member in the elected state or local officials category may recommend his/her aide or a district staff member to serve as his/her alternate. The member’s recommendation must be made in the form of a letter to the LEPC chairperson. An LEPC chairperson shall recommend alternate nominations to the SERC in the same manner as regular appointments. All alternate nominations shall be accompanied by the primary member’s initial written request. The SERC shall review and consider recommendations for alternates at its next scheduled SERC meeting.

1. It will be the responsibility of the LEPC Coordinators to inform the alternates of meeting dates, and to provide them with pertinent meeting materials.
 2. If both the member and the alternate are present at a meeting, the member has one vote; the alternate has no vote.
 3. If the primary resigns and is not immediately replaced, the alternate becomes the primary member. If the state or local official resigns and they have chosen their aide as their alternate, the aide is automatically removed with the primary.
 4. An alternate member may not serve as an officer of the LEPC.
- G. The LEPC chairpersons and vice-chairpersons shall serve a two-year term and be elected in accordance with “Roberts Rules of Order.” New LEPC chairpersons and vice-chairpersons shall be elected at the first organizational meeting following biennial appointments. The former chairperson shall serve as interim chairperson until said meeting is held and elections can be conducted.
- In the event that a chairperson resigns or is removed from the LEPC, the vice-chairperson shall preside until a new chairperson can be elected.
- H. The maximum size of the LEPC and the maximum size of the occupation category is up to the discretion of the LEPC.
- I. LEPCs can establish “Technical Advisory Workgroups” consisting of volunteers that will provide assistance to the LEPC in a variety of areas (i.e., planning, public outreach). Non-appointed workgroup members do not have LEPC voting privileges.
- J. Nine members constitute a quorum count.
- K. There should be a continued good faith effort on behalf of the LEPC chairperson to ensure district wide representation on the LEPC.
- L. When an LEPC member changes occupational categories, he/she must notify the LEPC chairperson. Upon doing so, the LEPC member’s appointment will be reviewed. The LEPC chairperson may then recommend to the SERC chairperson that the member be appointed to another occupational category, if appropriate.

II. RESIGNATION AND TERMINATION PROCESS

- A. When an LEPC member provides written notice of resignation to the LEPC chairperson, or to the SERC, that member will be removed by the SERC.
- B. In the event written confirmation of a resignation is unobtainable, a verbal confirmation from the member or the chairperson of an LEPC to the SERC will be acceptable.
- C. Attendance policies are at the discretion of the LEPC.
- D. If a member is recommended for removal from an LEPC by the above process, or for any other reason, the SERC will send a letter to that LEPC member identifying the reasons for removal.

III. CODE OF CONDUCT

- A. All members of the LEPCs shall be advised of the provisions of the Florida Code of Ethics for Public Officers and Employees (Sections 112.311 et seq., Florida Statutes) and provided written information regarding their responsibilities thereunder:
 - 1. to avoid conflicts of interest;
 - 2. to avoid using Committee membership for private gain;
 - 3. other requirements of the Code of Ethics.
- B. All members of the LEPCs shall be expected to adhere to the provisions of the Florida Code of Ethics for Public Officers and Employees.
- C. All members of the LEPCs shall to adhere to Florida Statute 286 Sunshine Law and Florida Statute 119 Public Meetings.
- D. All members of the LEPCs shall to conduct themselves in the relationship to the Committee, in a manner so as to not disrupt any meeting, operation, or proceeding, and so as not to improperly interfere with the fulfillment of the mission and responsibilities of the Committee.
- E. Violations of the provisions of the Code of Ethics shall be handled in the manner provided in Chapter 112, Part III, Florida Statutes. Non-ethical violations of the LEPC Membership Code of Conduct shall be referred to the SERC utilizing the following procedures:
 - 1. Any complaint regarding a non-ethical violation of the LEPC Membership Code of Conduct shall be expressed in a petition

endorsed by a minimum of three members of the pertinent LEPC. The petition shall be in writing, addressed to the LEPC chairperson shall set forth in detail the facts which indicate a need for removal of a Committee member (the affected member) and be signed by all petitioners.

2. Following the receipt of the petition, the LEPC chairperson shall schedule the item at the next regularly scheduled LEPC meeting to consider the petition. On or before scheduling said meeting, the chairperson shall provide a copy of the petition to the affected member and each member of the Committee, with a notice regarding said special meeting or session, and advising the affected member and the petitioners to appear to discuss the charges set forth in the petition.
3. The LEPC shall act on the petition and forward its recommendation to the SERC chairperson. A recommendation for removal of the Committee member must pass by a majority vote of those LEPC members present.
4. The affected member may submit a written response to the SERC chairperson, which shall be distributed to the SERC membership.
5. At the SERC meeting at which the petition is considered, SERC staff shall present the position of the petitioners. Any questions by members of the SERC shall be referred to the petitioners, answered by the affected member or by SERC staff. The affected member may then present a response to the petition and answer any questions by members of the Committee. Both the representative of the petitioners and the affected member may ask questions of one another.
6. Should the affected member of the petitioners refuse or fail to appear, the SERC may consider the available evidence and reach a decision.
7. The SERC shall decide the matter of removal following its review and consideration of all the evidence presented to it, on motion duly seconded, made by the representative of the petitioners. If said motion is not made or seconded, the proceedings shall terminate without further action. The motion to recommend removal must pass by the affirmative vote of $\frac{3}{4}$ or more of those SERC members present.