

Welcome to
Henry County, MO



Local Emergency Planning Committee

LEPC Agenda

- **Missouri Emergency Response Commission (MERC)**
- **What is LEPC?**
- **Roles of the LEPC?**
- **LEPC Membership**
- **LEPC Meetings**
- **TIER II Reports**
- **LEPC Funding & Training**
- **Hazardous Materials Emergency Preparedness Grants (HMEP)**
- **Chemical Emergency Preparedness Funds (CEPF)**
- **LEPC Election & Review of LEPC By-Laws**



Missouri Emergency Response Commission

The Missouri Emergency Response Commission's (MERC) mission is to protect public health and the environment by assisting communities with chemical incident prevention, preparedness, response, and recovery.

MERC Revenues

- ▶ Hazmat Planning and Training
- ▶ Tier II Funds
 - ▶ 10% to State Fire Marshall's Office
 - ▶ 65% to counties respectively
 - ▶ 25% retained by the MERC

MERC Target Audience

- ▶ Hazmat Team Members
- ▶ Firefighters
- ▶ EMS Personnel
- ▶ Law Enforcement



LEPC ?

A Local Emergency Planning Committee (LEPC) exists to be a forum for emergency management agencies, first responders, industry and the public to work together to evaluate, understand, train about, coordinate and communicate chemical hazards in the community and develop hazardous materials emergency plans.

Under the Emergency Planning and Community Right-to-Know Act (EPCRA), Local Emergency Planning Committees (LEPCs) must develop an emergency response plan, review the plan at least annually, and provide information about chemicals in the community to citizens.

The role of the Henry County, MO LEPC is to form a partnership with local governments and industries as a resource for enhancing hazardous materials preparedness. Local governments are responsible for the integration of hazmat planning and response within their jurisdiction. This includes ensuring the local hazard analysis adequately addresses hazmat incidents; incorporating planning for hazmat incidents into the local emergency management plan and annexes; assessing capabilities and developing hazmat response capability using local resources, mutual aid and contractors; training responders; and exercising the plan.

Roles of the LEPC

- Local officials need to know the type and locations where chemicals are stored in their community
- EPCRA requires facilities with reportable quantities of hazardous chemicals to report the identity and quantity on hand to the MERC, local fire department and LEPC
- Receive emergency release and chemical inventory information submitted by local facilities (Tier II Reports)
- Develop and maintain an Emergency Response Plan for chemical emergencies (Henry Co MO LEOP Annex H – HAZMAT)
- Establish and publicize procedures for the public to receive chemical hazard information
- Educate the public concerning chemical risks, information and discussions about hazardous chemical planning, health and environmental risks; Work with facilities to minimize chemical risks to the community through safety awareness
- LEPC are Not First Responders in their LEPC capacity



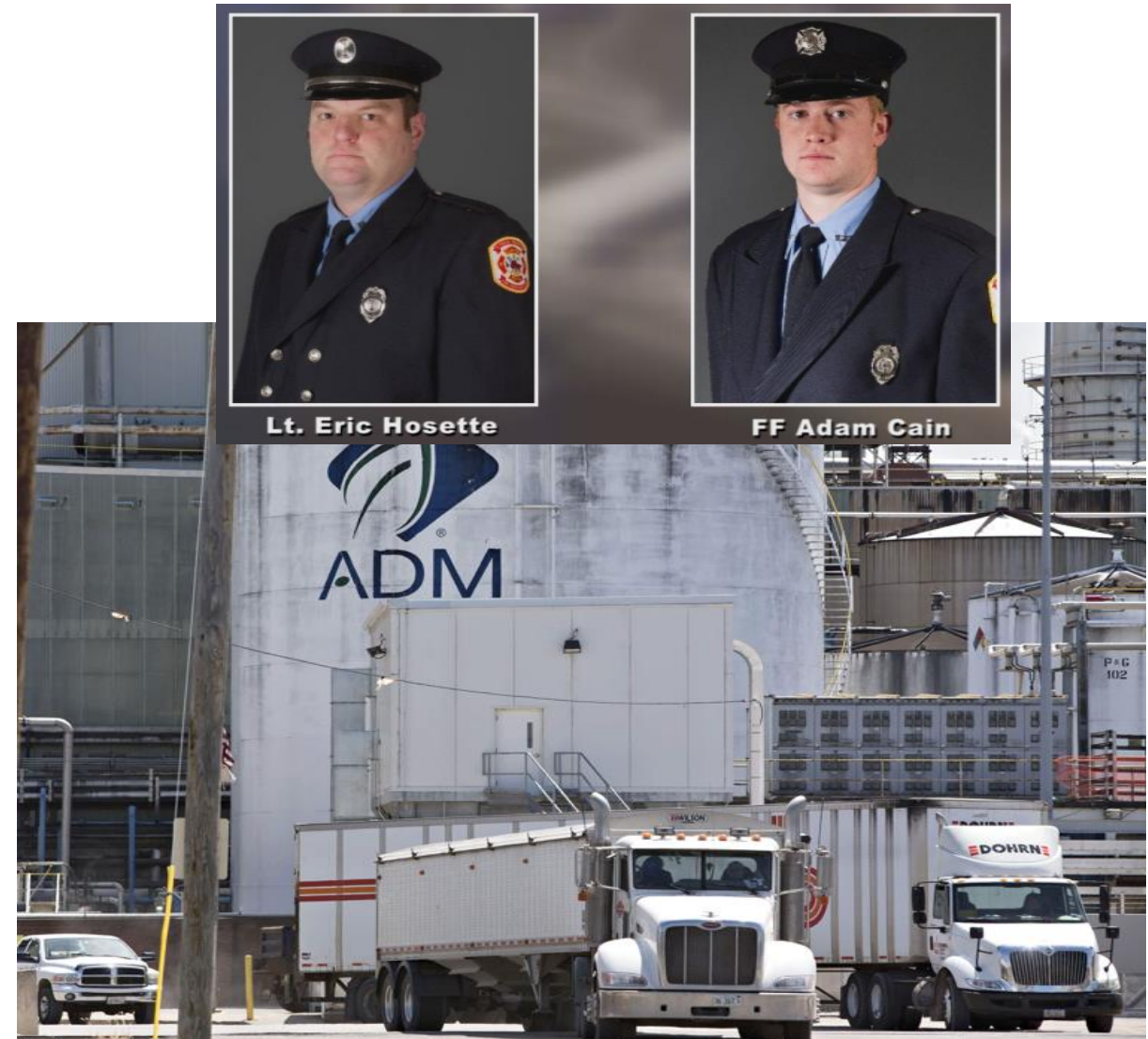
Iowa Community Mourns Firefighter Killed in Explosion; Injured Firefighter Improving. Jan 7, 2019

CLINTON, Iowa ([KCRG](#)) - A firefighter who was severely injured during a Saturday blast in Clinton, IA is improving, authorities said Sunday.

In an update to media outlets, city officials said Adam Cain is awake, alert and now breathing on his own. Cain had been listed in critical condition at University of Iowa Hospitals and Clinics following a fire at an ADM corn processing facility in Clinton, IA.

Cain and fellow firefighter Lt. Eric Hosette had been working snuff out flames that had started in a silo storage bin when they were injured by an explosion.

Fire Lt. Hosette was rushed to an area hospital, but attempts to revive him were unsuccessful.



LEPC Membership

- Elected Local Officials
- Fire Department
- Law Enforcement
- Citizens
- Industry/Facility Reps
- Emergency Medical Services
- Health Department & Hospitals
- Emergency Management
- Transportation
- Media
- Utilities
- Education / Schools



Chemical spill in Illinois sends 37 people to the hospital, including 7 in critical condition

2:25 PM, Apr 25, 2019

A preliminary investigation found that the containers, which held anhydrous ammonia, were being towed by a tractor on Green Bay Road in Beach Park, a village north of Chicago, Sgt. Christopher Covelli of the Lake County Sheriff's Office said.

Anhydrous ammonia, a colorless gas with pungent fumes, can cause unconsciousness and even death when inhaled. The chemical is commonly used by farmers as an agricultural fertilizer, according to the Centers for Disease Control and Prevention.

The spill created a plume of chemical smoke, Covelli said. Those transported to hospitals had inhalation issues, the Lake County Sheriff's Office said on its Twitter account. While some have been released, seven were in critical condition, including a firefighter, Covelli said.

A sheriff's sergeant, sheriff's deputy, a Zion Police officer and 11 firefighters who responded to the scene and breathed in the fumes are among those in the hospital, the Lake County Sheriff's Office said.





This photo provided by the Franklin County Sheriff's Department shows firefighters battling a blaze from a shake-and-bake meth lab explosion at a house in Union, Missouri.

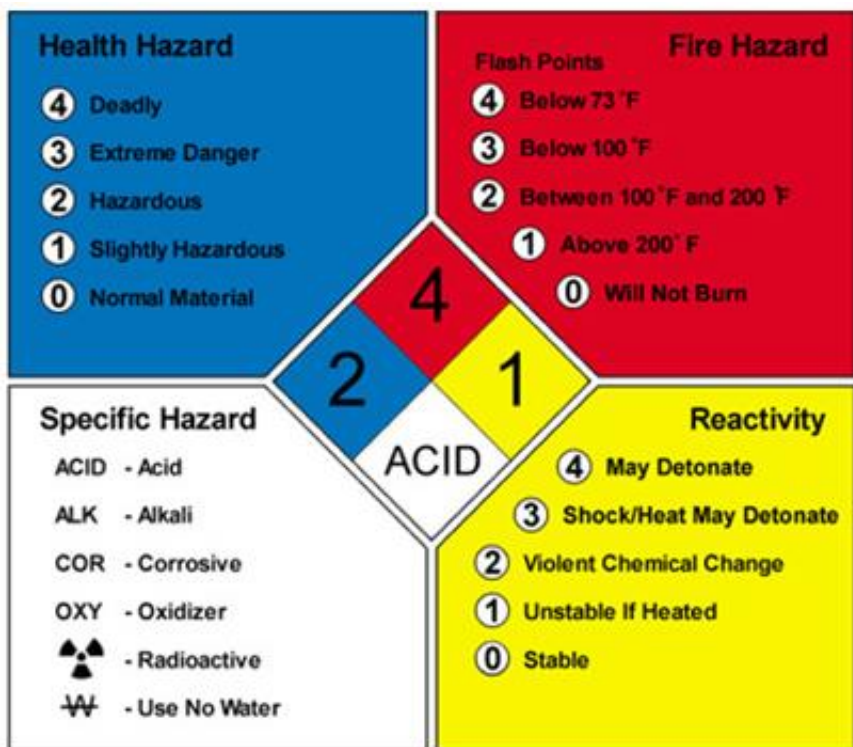
LEPC Meetings

An educational component must be an integral part of the LEPC meeting agendas. Examples include a slide presentation or video viewing of a recent emergency response event. Discussing response events generates creative ideas which renew the motivation in the LEPC as a team. Participants visualize their roles in these events and simulate new assignments at the local level. State emergency agencies routinely schedule exercises for LEPC members. At the local level, tabletop drills are also practical ways to evaluate success and challenge their committees.

-To provide a planned coordinated response to hazardous materials releases in a way that minimizes the impact on the community and it's citizens

-To develop and manage the emergency response plans dealing with accidental releases from facilities

-To distribute HAZMAT information to the general public



Truck carrying chemical explodes on Arkansas highway, kills one

A massive crater was created in the road

By: Associated Press

Posted: Mar 27, 2019 10:51 AM CDT Updated: Mar 27, 2019 01:14 PM CDT

CAMDEN, Ark. - Latest: (AP) A commercial truck hauling ammonium nitrate exploded Wednesday morning on a highway in Arkansas, killing the driver and creating a massive crater in the road, authorities said.

The explosion happened west of the city of Camden, or about 100 miles (160 kilometers) south of Little Rock. According to Arkansas State Police, the driver had called 911 early Wednesday to report that his brakes had caught fire.

The driver, 63-year-old Randall McDougal, attempted to extinguish the blaze but was killed when the truck exploded, authorities said.

(AP) Authorities say a commercial truck carrying an unknown chemical has exploded on a highway in south Arkansas, killing one person and creating a massive crater in the road.

The Arkansas Department of Emergency Management says one person was killed in the explosion Wednesday morning west of Camden, or about 100 miles (160 kilometers) south of Little Rock. Arkansas State Police spokesman Bill Sadler says no other vehicles are believed to be involved other than the truck. He says some residents of nearby homes reported that their windows were blown out by the blast.

Sadler says authorities are looking for documentation in the vehicle to determine what kind of chemical was on board.

The Arkansas Department of Transportation says the blast created a 15-foot (4.5 meter) crater in the road.





Tier II Process



The requirement applies to owners and operators of manufacturing facilities that have 500 pounds or more of an Extremely Hazardous Substance (EHS) chemical, 10,000 pounds or more of a hazardous chemical or a quantity necessary referenced by the Threshold Planning Quantity of the chemical through the EPA List of Lists.

- MERC distributes Tier IIs to county when Facility selects Optional Distribution
- MERC retains copies of all Tier IIs
- Counties receive CEPF funds from Facility filers only from those within their county
- County MUST file a CEPF application annually in order to receive funding
- Counties are encouraged to file for previous missed years
- MERC can assist counties with CEPF application

Police Officers treated after growing ill from meth lab chemicals

Sept 9, 2013



KANSAS CITY, Mo. -- A call about a dead man led police to a meth lab. Several Kansas City, Mo., police officers who responded ended up sick from the fumes.

"It has a very distinctive odor. Some people say it smells like cat urine," Tama Sawyer, managing director of Poison Control Center at the University of Kansas Hospital, said. If there's a meth lab nearby Sawyer, says your body will let you know.

"It could be irritating to the eyes, irritating to the nose; it could be irritating to the lungs," she said. "You could get a cough from it, and if in a real heavy concentration of it, get dizziness and vomiting."

The officers didn't know about the lab until it was too late. They were responding to a call of a possible body in an apartment near 31st and Grand. When several started to show symptoms, they were taken to the hospital. Once the officers fell ill, the entire building was evacuated and a haz-mat team handled the clean up. Depending on the type of lab and how long it was operational, the suspect apartment could be a problem.

Tier II Reports are due January 1 - March 1, 2019

Missouri Emergency Response Commission - Department of Public Safety - PO Box 3133 Jefferson City, MO 65102		Received By/Date		Page 1 of 2
TIER TWO - Emergency and Hazardous Chemical Inventory (General Information)				
Important: Please read all instructions before completing form Report period from January 1 to December 31, 1999 [] Check if information below is identical to the information submitted last year				
Facility Identification (2a) - Facility Location Facility Name: XYZ Company Street Address: 123 Progress Lane City: Jefferson City State: MO Zip: 65101 Phone: 555-555-5555 Fax: 555-555-5556 E-Mail: ceo@xyzcompany.com County: Cole		Owner/Operator Information (2b) Name: John Smith Mail Address: 1300 Superior Drive City: Jefferson City State: MO Zip: 65109 Phone: 555-444-3333 Fax: 555-444-3332 E-Mail: jsmith@xyzcompany.com		
Mailing Address: Name: XYZ Company Mail Address: P.O. Box 654 City: Jefferson City State: MO Zip: 65101		Regulatory point of Contact Information (2c) Name: Walter Jonez Mail Address: 123 Progress Lane City: Jefferson City State: MO Zip: 65101 Phone: 555-555-5555 Fax: 555-555-5556 E-Mail: wjonez@xyzcompany.com		
SIC Code: 3210 Dun & Bradstreet Number: 789456123 NAICS Code: 12345 TRI Number: 9876543210987 Latitude: D: 111 M: 40 S: 40 Longitude: D: 32 M: 25 S: 32		Emergency Contact Information (2d) Name: John Smith Title: President Phone: 555-444-3333 24 hr. Phone: 555-444-3333 Name: Donald Ray Title: Emergency Coordinator Phone: 555-555-5555 24 hr. Phone: 555-556-5455		
Fire Department with Jurisdiction: Jefferson City Fire Department #2 Are Any Explosive Listed? No Land Owner: Other		Submission for Reporting Year: <input checked="" type="radio"/> Initial <input type="radio"/> Update		
Certification (Read and sign after completing all sections) I certify under penalty of law that I have personally examined and am familiar with the information submitted in pages one through 2, and that based on my inquiry of those individuals responsible for obtaining the information, I believe that the submitted information is true, accurate, and complete.				
Optional Attachments <input type="checkbox"/> I have attached a site plan <input type="checkbox"/> I have attached a list of site coordinate abbreviations <input type="checkbox"/> I have attached a description of dikes and other safeguard measures				
Name and official title of owner/operator OR owner/operator's authorized representative Name <u>John Smith</u> Title <u>Owner</u> Signature _____ Date Signed <u>10/10/2000</u>				

Tier II Tutorial - First Time Filer



Missouri Emergency Response Commission - Department of Public Safety - PO Box 3133 Jefferson City, MO 65102				Page 2 of 2
TIER TWO - Emergency and Hazardous Chemical Inventory (Chemical Specifics)				
Facility Name: XYZ Company City: Jefferson City State: MO Zip: 65101			Emergency Contact Name: John Smith 24 hr. Phone: 555-444-3333	
Chemical Description (3) [] Check if info is same as last year. CAS: 123456-12-1 Trade Secret: <input type="checkbox"/> Chemical Name: TopSecret Check all that apply: <input type="checkbox"/> Pure <input checked="" type="checkbox"/> Mix <input type="checkbox"/> Solid <input type="checkbox"/> Liquid <input checked="" type="checkbox"/> Gas <input checked="" type="checkbox"/> EHS EHS Name: Top Secret Chemical		Physical and Health Hazards (4) Check all that apply: <input checked="" type="checkbox"/> Fire <input checked="" type="checkbox"/> Sudden Release of Pressure <input type="checkbox"/> Reactivity <input checked="" type="checkbox"/> Immediate (Acute) <input checked="" type="checkbox"/> Delayed (Chronic)		Inventory (5) Max Daily Amount Code: 4 Avg. Daily Amount Code: 4 No. of Days on Site Per Year: 365 <input type="checkbox"/> Optional Report
Storage Codes and Locations (6) (Note: This information is Not Confidential) Code: L 2 5 Container Pressure Temperature Storage Location: Warehouse Containment Room, Building Basement, 10 Ft. From NW Wall				
Chemical Description (3) [] Check if info is same as last year. CAS: 123456-12-2 Trade Secret: <input checked="" type="checkbox"/> Chemical Name: XYZ Special Liquid Check all that apply: <input type="checkbox"/> Pure <input checked="" type="checkbox"/> Mix <input type="checkbox"/> Solid <input checked="" type="checkbox"/> Liquid <input type="checkbox"/> Gas <input checked="" type="checkbox"/> EHS EHS Name: Top Secret Liquid		Physical and Health Hazards (4) Check all that apply: <input checked="" type="checkbox"/> Fire <input checked="" type="checkbox"/> Sudden Release of Pressure <input checked="" type="checkbox"/> Reactivity <input checked="" type="checkbox"/> Immediate (Acute) <input type="checkbox"/> Delayed (Chronic)		Inventory (5) Max Daily Amount: 4 Avg. Daily Amount: 3 No. of Days on Site Per Year: 250 <input type="checkbox"/> Optional Report
Storage Codes and Locations (6) (Note: This information is Not Confidential) Code: D 3 7 Container Pressure Temperature Storage Location: Warehouse Containment Room, Building Basement				
Certification (Read and sign after completing all sections) I certify under penalty of law that I have personally examined and am familiar with the information submitted in pages one through 2, and that based on my inquiry of those individuals responsible for obtaining the information, I believe that the submitted information is true, accurate, and complete.				
Name and official title of owner/operator OR owner/operator's authorized representative Name <u>John Smith</u> Title <u>Owner</u> Signature _____ Date Signed <u>10/10/2000</u>				

Tier II Tutorial - Return Filer



Chemical spill leads to evacuation of Central City building April 29, 2019

CENTRAL CITY, Ky. — Firefighters evacuated a Muhlenberg County, Ky., building Monday after a reported chemical spill sent some people to the hospital. About 50 people were evacuated from Central City Convention Center after a chlorine spill, according to Central City Fire Department.

Twenty-four people went to Owensboro Health-Muhlenberg Community Hospital in Greenville, Ky., for treatment, said Owensboro Health spokesman Brian Hamby.

The spill reportedly happened in the pool area of the Convention Center, located on Golden Tide Avenue in Central City. Emergency responders were called there about 11 a.m. and some firefighters were still there ventilating the building around 12:15 p.m.

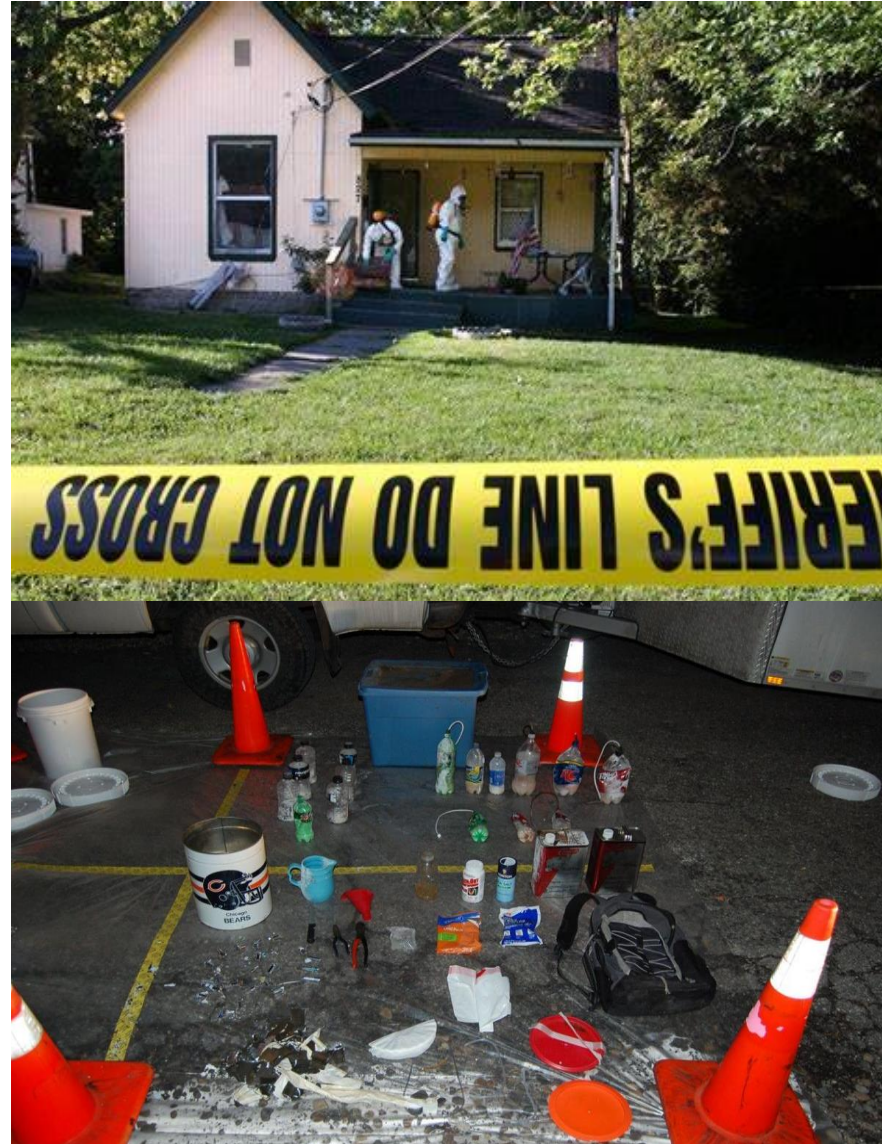
Three fire departments and emergency medical responders from multiple counties responded to the Convention Center.



LEPC FUNDING & TRAINING

Hazardous Materials Emergency Preparedness Grants (HMEP)

- Funded by U.S. Department of Transportation, Pipeline & Hazardous Materials Safety Administration
- Program funded by fees collected from HAZMAT shippers and carriers
- Intended to support public sector planning & training to deal with hazardous material emergencies, particularly those involving transportation



Chemical Emergency Preparedness Funds (CEPF)

- Funded by collection of Tier II fees from facilities storing HAZMAT
- 65% of funding is returned to the county
- Intended to support the training of local first responders to HAZMAT incidents; provide planning & prevention assistance to LEPCs

Hazardous Materials Emergency Preparedness Grants (HMEP)

Hazardous Materials Incident Response: Awareness

Hazardous Materials Incident Response: Operations

Hazmat IQ

Hazardous Materials Incident Response: Technician

Chemical Suicide for the Emergency Responder

Handling LP Gas Emergencies

Pipeline Emergencies Illicit Labs: Safe Response for Public Service Personnel

Railway Based Courses

Ignitable Liquids-Ethanol Blended Fuels Class B Foam

Air Monitoring for Fire Dept Ops.

Hazmat Basic Life Saver Provider

Hazmat Advanced Life Saver Provider



Chemical Emergency Preparedness Funds (CEPF)

1. CONTINGENCY PLANNING FOR CHEMICAL RELEASES

- Purchase a PC and software to support planning for hazardous material releases and responses (e.g. CAMEO)
- Pay for expenses associated with developing, reviewing and updating hazardous materials emergency response plans and procedures (e.g. meeting expenses, professional consulting fees)

2. EXERCISING, EVALUATING AND DISTRIBUTING PLANS

- Expenses to conduct emergency response drills and exercises associated with the plan
- Mailing expenses
- Fees for a professional instructor
- Expenses to conduct specialized exercises (focusing on a specific issue, i.e. in- place protection, etc.)

3. PROVIDING TRAINING RELATED TO CHEMICAL EMERGENCY PREPAREDNESS AND PREVENTION OF CHEMICAL ACCIDENTS

- Expenses to participate in appropriate state, regional, or federal training courses (travel, course expenses, etc.)

Appropriate courses may relate to planning, response, inspections, compliance, personnel safety, safety audits, etc.

- Expense of printing and mailing training materials
- Rental of a facility or equipment needed for training purposes
- Fee for a special instructor (as required)
- Purchase of training programs and/or materials to be used to support local training

4. IDENTIFYING FACILITIES REQUIRED TO REPORT

- Expenses related to printing and mailing notices to facilities potentially required to report
- Expenses for contracted clerical personnel to create and maintain a paper file and/or electronic database of reported facilities

Chemistry Building at University of Maryland College Park Evacuated Due to Lab Fire, 1 May 2019

A chemistry building at University of Maryland College Park was evacuated Wednesday morning after an experiment caused a classroom fire, leading 17 people to be taken to a hospital for evaluation, authorities said.

People were conducting a lab experiment when a chemical reaction caught on fire at the Chemical & Nuclear Engineering Building, campus police said. Prince George's County Fire & EMS were called about 11 a.m.

Multiple people were transported for medical treatment, the fire department said: four students, a contractor, an employee, eight Prince George's County Fire personnel, two members of the campus Police Department and an assistant fire marshal.



Chemical Emergency Preparedness Funds (CEPF)

5. PROCESSING INFORMATION SUBMITTED BY FACILITIES; MAKE IT AVAILABLE TO THE PUBLIC

- Expenses to set up and maintain a chemical inventory reporting file system and/or information database

6. RECEIVING AND HANDLING EMERGENCY NOTIFICATIONS OF CHEMICALS RELEASES

- Expenses to set up and maintain an emergency release notification filing system and database

7. OPERATING A LOCAL EMERGENCY PLANNING COMMITTEE

- Expenses associated with printing, copying and distributing informational materials to LEPC members and other appropriate groups
- Expenses as needed for LEPC Committee meetings and other LEPC activities

8. PROVIDING PUBLIC NOTICE OF CHEMICAL PREPAREDNESS ACTIVITIES

- Advertising LEPC meetings and activities in newspapers, radio, TV, etc.

9. DEVELOPING EMERGENCY PLAN

- Improvement, and implementation of the emergency plan required under 42 U.S.C. Chapter 116 (SARA Title III)
- Enhancement of emergency plan including response procedures involving transportation of HAZMAT
- Conducting exercises that test the emergency operations

10. COMMODITY FLOW ASSESSMENT

- Assessment to determine flow patterns of hazardous goods into or within the state

Chemical Emergency Preparedness Funds (CEPF)

11. EMERGENCY RESPONSE EQUIPMENT

- The funds provided under Missouri's EPCRA are intended primarily to support the planning, training, and community right-to-know components of local emergency preparedness for chemical hazards. If a Local Emergency Planning Committee elects to use these funds for hazardous materials response equipment, the Missouri Emergency Response Commission (MERC) recommends that the following be accomplished first:

- The LEPC should have completed a hazards analysis for Extremely Hazardous Substances (EHS) and the more common hazardous chemicals present in their community

Coordination with Local Fire Department, & LEPC Tier II Reports

- The LEPC should have completed a local emergency plan following the guidelines of 40 CFR Part 311 and 29 CFR 1910.120

Henry County, MO Local Emergency Operations Plan; Annex H: Hazardous Materials Emergency Plan (HMEP)

- The personnel who will be using the equipment should have the level of training needed for their expected level of involvement with hazardous chemicals as specified in 40 CFR Part 311 and the local emergency plan; on-going training to maintain response competency and for use of the purchased equipment should also be considered.

Coordination with Local First Responders

LEPC Election

- LEPC Chairperson: Walter Krupco
- LEPC Vice-Chairperson: Fire Chief Mark Manual
- LEPC Secretary: Todd Sowerby

Elected Official: Henry County Commissioner

Law Enforcement: Henry County Sheriffs Dept, Clinton MO Police Dept

Firefighting: Clinton MO Fire Department, Henry County Volunteer Fire Depts

Emergency Management: Henry County Emergency Management

Health: Henry County Public Health Dept

Hospital: Golden Valley Hospital

Emergency Medical Service: Golden Valley Emergency Medical Services

Broadcast/Print Media: Clinton Democrat Newspaper, Radford Media Group

Transportation: Henry County Road and Bridge

Local Environmental Group:

Community/Service/Civic Group: American Red Cross, Elks Lodge, Eagles Lodge, Masonic Lodge, American Legion, VFW

Facility Owners/Operators regulated by SARA Title III:

Education:

General Public / Citizens:

LEPC By-Laws

HENRY COUNTY MISSOURI LOCAL EMERGENCY PLANNING COMMITTEE

BY LAWS

ARTICLE I - SCOPE

Section 1. NAME OF THE COMMITTEE: The names of the committee shall be the "Henry County Missouri Local Emergency Planning Committee".

Section 2. STATUS OF COMMITTEE. The Committee shall be an entity pursuant to and operate under the auspices of the Henry County Commission as a governmental entity in strict accordance with all applicable laws, regulations, guidelines and ordinances.

Section 3. MAILING ADDRESS AND TELEPHONE NUMBER. The official mailing address and telephone number of the committee for the planning effort shall be:

Henry County MO Local Emergency Planning Committee
Office of Emergency Management
220-B South Washington Street
Clinton MO 64735
Telephone: (660) 383-1061

ARTICLE II - MEMBERSHIP

Section 1. MEMBERS. As required by Title III, the members of the Committee shall consist of one (1) representative of the following groups and six (6) at large:

- (a) Elected State and Local Officials
- (b) EMA
- (c) Law Enforcement
- (d) Fire Service
- (e) Emergency Medical
- (f) Health
- (g) Local Environmental
- (h) Media
- (i) Community Groups
- (j) Owners and operators of a Facilities Subject to the Requirements of Title III
- (k) Agriculture
- (l) Public Works
- (m) Education
- (n) General Public

All members must be appointed by the voting membership of the LEPC, and approved by the County Commission and approved by the Missouri Emergency Response Commission.

Section 2. TERM OF MEMBERSHIP. All members shall serve for a one (1) year term from the date of appointment approval by the Henry County Commission and the Missouri Emergency Response Commission and may be reappointed for successive terms. Polling of the membership concerning tenure and review of appointments shall take place during the Annual Meeting.

Section 3. ATTENDANCE AT MEETINGS. All members are required to attend at least fifty percent (50%) of all meetings of the committee held in any twelve (12) month period unless excused for cause by the Chairperson. A Committee Member will be excused from a meeting for good cause and upon notification to the Chairperson or Vice Chairperson.

Section 4. FILLING VACANCIES AND ADDING NEW MEMBERS. Should vacancies occur on the Committee, they may be filled by persons recommended by the LEPC to the County Commission for approval and then forwarded to the Missouri Emergency Response Commission. Vacancies which occur on the Committee do not have to be filled unless, because of the vacancy, the Committee will no longer meet any relevant local, state or federal requirements. Should it be deemed necessary to add new members to the Committee, the procedure shall be the same as for filling vacancies.

ARTICLE III - OFFICERS

Section 1. OFFICERS. The officers of the Committee shall be the Chairperson, the Vice Chairperson, and the Secretary-Treasurer.

Section 2. CHAIRPERSON. The Chairperson shall preside at all meetings of the Committee, be responsible for preserving order and decorum, and submit recommendations and information as he or she may consider proper concerning the business, affairs and policies of the Committee. Except as otherwise authorized by these bylaws or by resolution of the committee, the Chairperson shall sign or delegate to the Vice Chairperson the authority to sign, all official documents of the Committee. The Chairperson shall establish any fees collected by the Committee. The Chairperson shall also insure that an agenda of each Committee meeting is e-mailed and meeting is posted in the newspapers as provided by Article V, Section 5.

Section 3. VICE CHAIRPERSON. The Vice Chairperson shall perform the duties of Chairperson in the absence or incapacity of the Chairperson. In case of the resignation or death of the Chairperson, the Vice Chairperson shall perform such duties as are imposed on the Chairperson until such time as the Committee shall elect a new Chairperson. The Vice Chairperson shall have the authority to sign official documents of the Committee or to establish fees to be collected by the Committee pursuant to authority delegated by the Chairperson.

Section 4. SECRETARY - TREASURER. The Secretary - Treasurer shall insure that any information gathered by the Committee or submitted pursuant to requirements established by the Committee is properly stored and maintained at the address provided in Article I, Section 3. The Secretary-Treasurer shall insure that accurate summaries of the meetings and accurate summaries

of the Monies and Appropriations (Article VI Section 2) of the Committee are kept and distributed in the manner prescribed by Article V.

Section 5. ADDITIONAL DUTIES. The officers of the Committee shall perform such other duties and functions as may from time to time be required by the Committee or by the laws, bylaws, or rules and regulations governing the Committee.

Section 6. ELECTIONS. The officers shall be elected to serve for a period of one (1) year.

Section 7. VACANCIES. Should the Office of Chairperson or Vice Chairperson become vacant, the Committee shall elect a successor from the Committee membership for the unexpired portion of the term within 90 days of the occurrence of the vacancy.

Section 8. ADDITIONAL APPOINTMENTS. Additional personnel appointments for the Subcommittee positions and any other positions that may occur and are necessary for the operation of the Committee's tasks and approved by the membership shall be made by the Chairperson and approved by a majority of the members at a regular meeting of the Committee at which a quorum of the members is present. The Committee may employ such personnel as it deems necessary to exercise its powers, duties and functions as prescribed by federal, state and local laws, rules and regulation, and guidelines. The selection and compensation of such personnel shall be determined by the Committee subject to any applicable law. Compensation for personnel shall comply with Article VI – Section 2.

ARTICLE IV - SUBCOMMITTEES

Section 1. APPOINTMENT OF SUBCOMMITTEES. The Chairman may from time to time appoint subcommittees composed of members of the Committee to study and report on matters relevant to the committee.

ARTICLE V - MEETINGS

Section 1. ANNUAL MEETING. The annual meeting of the Committee shall be the first meeting held after January 1 of each year at a time and location designated in an e-mailed to and posted in the newspapers in Clinton, MO and Windsor, MO as "Notice of Annual Meeting" to each Committee Member at least seven (7) days before such meeting. Election of officers and nomination shall take place at the annual meeting and shall occur in the following order:

1. Nomination
2. Election

Those who may vote and run for office are those persons who have been nominated from the Committee membership.

Section 2. REGULAR MEETINGS. Regular meetings of the Committee shall be held at least quarterly and shall be scheduled by the Chairperson. At least fifteen (15) days notice of the meeting shall be provided to all Committee Members by e-mailing, to the e-mail address

provided to the Committee and posting **in the newspapers in Clinton, MO and Windsor, MO.** The written notice of the meeting may also be mailed or delivered with the agenda for the meeting. The news media shall be informed of meeting date, times and locations.

Section 3. *SPECIAL MEETINGS.* The Chairperson of the Committee may, when it is expedient, and shall, upon written request of at least two (2) members of the Committee transacting any business of the Committee. The purpose of the meeting shall be set forth in the call of the meeting and the call of the meeting may be mailed or delivered to each Committee Member at least five (5) business days prior to such meeting. At the special meeting no business shall be considered other than as designated in the call, however, if a quorum of the members of the Committee are present at a special meeting, any type of business may be transacted if the members of the Committee present vote unanimously to transact said business. A special meeting shall be held within thirty (30) days following a Level III incident in Henry County, and the agenda shall include a review of said incident.

Section 4. *FREQUENCY.* Regular and special meetings including the annual meeting shall be held at least quarterly, and may be scheduled more frequently when needed.

Section 5. *AGENDA FOR COMMITTEE MEETINGS.* An Agenda of each Committee Meeting shall be maintained and submitted at each meeting by the Secretary-Treasurer e-mailed and posted **in the newspapers in Clinton, MO and Windsor, MO** to each Committee Member prior to each Committee Meeting, unless a vote is taken in accordance with Article V, Section 9 to eliminate this requirement. Should this requirement be eliminated, it can be reinstated by a vote of the Committee in accordance with Article V, Section 9. The Agenda for the entity whose name and address are found on the mailing list of Committee Members to whom notice is required. The e-mail mailing list to whom notice is required shall be maintained for the Committee and updated as needed by the Secretary-Treasurer.

Section 6. *ORDER OF BUSINESS.* At meetings of the Committee the following shall be the order of business:

1. Roll call
2. Approval of minutes of the previous meeting
3. Unfinished business
4. New business
5. Adjournment

Section 7. *MANNER OF CONDUCTING MEETINGS.* No standard rules of procedure shall be required unless adopted by the Committee in accordance with Article V, Section 9. The meetings shall be conducted with order and decorum. The Committee shall follow the procedure which may include the following:

1. No person shall speak unless first recognized by the Chairperson.
2. Debate on a matter shall be closed by a motion and second to bring the matter to a vote.
3. Any member of the Committee may make or second a motion.

Section 8. SUMMARIES OF COMMITTEE MEETINGS. Accurate summaries of all of the meetings of the Committee shall be taken and maintained by the Vice Chairman. Accurate summaries shall include, but not limited to, a record of all votes of the Committee, a record of attendance at the Committee Meetings and a summary of Committee discussions. The summaries of each meeting shall be **on file in the Henry County OEM and available on written request.**

Section 9. QUORUM. The powers of the committee shall be vested in the Committee. Thirty percent (30%) of the total membership of the Committee shall constitute a quorum for the purpose of opening a Committee meeting. At a meeting action may be taken pursuant to an affirmative vote of the majority of all those present, unless a majority of those present is less than the number required for a quorum. A minimum of thirty percent (30%) of all committee members must vote affirmative for action to be taken.

Section 10. MANNER OF VOTING. The voting on all questions coming before the Committee shall be a "yea" or "nea" or by a show of hands, unless action is taken for a roll-call vote on a particular matter. If a roll call is approved, the "yeas" and "nays" shall be recorded in the minutes of such meeting.

Section 11. PARTICIPATION BY MEMBERS OF THE PUBLIC. Members of the public are encouraged to attend all Regular, Special and Annual Meetings at the Committee. An opportunity will be provided at each meeting for members of the public to address the Committee on matters related to local hazardous material or other emergency preparedness. A member of the public who desires to address the Committee may mail a written notice on intent to appear to the Chairperson at the address found in Article I, Section 3, and when signed in with the Vice Chairperson at the time and place of the meeting before the meeting begins. Members of the public who appear at the meeting and wish to address the Committee will be allowed to do so without prior written notice of intent to appear, however, they will be required to wait until after any members of the public who have provided written notice have spoken. Members of the public are also encouraged to provide written opinions and information to the committee at the address found in Article I, Section 3. Members of the public include, but are not limited to, citizens, industry representatives, expert witnesses and government entity representatives.

ARTICLE VI - ADMINISTRATION

Section 1. ANNUAL BUDGET. An annual budget shall be prepared and submitted by the Budget Committee for adoption and approval by the Committee.

Section 2. MONIES AND APPROPRIATIONS. The Henry County Commission may receive and disburse public and private funds for the purpose of implementing the Emergency Planning and Community Right-To-Know act of 1986, and other local, state or federal legislation pertaining to emergency planning, in the plan service area of Henry County. Such monies shall be deposited with the Henry County Treasurer and managed by the Local Emergency Planning Committee (LEPC) in accordance with standard procedures of the Local Emergency Planning Committee (LEPC) of Henry County, established by ordinance by the Henry County Commission. All disbursements require prior authorization by the Local Emergency Planning Committee

Executive Board (LEPCEB) by category or specific item. Periodic financial reports will be made to the Committee as required by law or requested by the Committee or Committee Chairperson.

Section 3. FEES. Reasonable fees may be collected for information provided or services rendered by the Committee. The fees collected shall be as established or recommended by local, state or federal law, regulation, guideline, or ordinance. In the absence of a recommended or required fee, the fee shall be determined by the Local Emergency Planning Committee (LEPC) based on the cost of provided the service or data.

ARTICLE VII - AMENDMENTS

Section 1. AMENDMENTS TO BYLAWS. The bylaws of the Committee may be amended by an affirmative vote of three fourths (3/4) of everyone present if quorum is achieved. No vote shall be taken to amend the bylaws until the proposed amendment has been reduced to writing and distributed with the agenda for the meeting at which the amendment is to be voted on.

Section 2. FILING OF BYLAWS AND AMENDMENTS. A copy of the bylaws and any amendments to the bylaws shall be provided to the parent organization, the Henry County Commission, and are subject to the acceptance and approval of that body. The Henry County Commission may provide copies to any public entity or private citizen upon request and any required fee.

ADOPTED BY
HENRY COUNTY MISSOURI
LOCAL EMERGENCY PLANNING COMMITTEE,
THIS 7th DAY OF MAY, 2019

CHAIRPERSON

VICE-CHAIRPERSON

SECRETARY-TREASURER

APPROVED BY

HENRY COUNTY COMMISSION

DATE: _____

PRESIDING COMMISSIONER NORTH COMMISSIONER SOUTH COMMISSIONER



Closing Comments