

Lincoln County Local Emergency Planning Committee

By-Laws

ARTICLE I – NAME

This committee is established jointly by the Lincoln County Board of County Commissioners (BOCC) and by Lincolnton City Council (LCC) and shall be known as the Lincoln County Local Emergency Planning Committee and will be referenced in this document as LCLEPC.

ARTICLE II – PURPOSE

The purpose of the LCLEPC shall be to conduct an ongoing assessment of the integrated planning effort for local emergency operations related to disasters and significant events as part of a comprehensive effort to ensure community readiness. The scope of the Committee shall be to review and make recommendations to the County staff, Board of County Commissioners and Lincolnton City Council concerning the following:

1. The Lincoln County Emergency Operations Plan (*All Hazards*).
2. The Standard Operating Guidelines (SOG) in Support of the McGuire Nuclear Plant.
3. The Regional Hazard Mitigation Plan for Cleveland, Gaston and Lincoln Counties. This includes reviewing preventive measures to reduce or eliminate life safety issues and reduce the potential for property damage in an emergency.
4. The emergency management program and functions. This includes determining the readiness of our community to respond to, recover from, and mitigate the effects of a disaster or emergency condition including predictable hazards (i.e., hurricanes, ice storms) as well as significant/catastrophic events (i.e., acts of terrorism, the utilization of weapons of mass destruction). This review will include preparedness, training, exercises, drills, mitigation, and planning.

5. Review documentation regarding Hazardous Waste Materials to ensure compliance with requirements outlined in the Superfund Amendments and Reauthorization Act (commonly referred to as SARA – Title III).

ARTICLE III – MEMBERSHIP

The LCLEPC shall have representation from the private and public sectors and shall include all critical functional areas for emergency management in our county. Government services, health care systems, critical infrastructure operations, business, industry (including the chemical segment) and volunteer agencies/organizations will be represented.

Membership in the LCLEPC shall consist of representatives from the following departments/agencies of local government, other governmental entities, and other private sector and volunteer agencies listed below, but additional representatives may be added by vote of the LCLEPC:

Lincoln County

County Manager's Office
County Commissioners
Communications Center
Lincoln County Emergency Services
Emergency Management
Fire Marshal's Office
Emergency Medical Services
Lincoln County Sheriff's Office
Public Works Department
Health Department
Environmental Health
Planning and Inspections Department
Social Services Department

Recreation Department

City of Lincolnton

City Manager's Office

Police Department

Lincolnton Fire Department

Public Works

Utilities

Other Government Entities

Department of Transportation

Lincoln County – Lincolnton Airport

Lincoln County Fire & Rescue Association Representative

Lincoln County Fire Departments

North Carolina State Highway Patrol

North Carolina Division of Emergency Management

Lincoln County Schools

Lincoln County Cooperative Extension Service

Elected Officials

Lincoln County Community Emergency Response Team

Lincoln County Volunteer Communication-RACES

Private Sector and Volunteer Agencies

Atrium Health

American Red Cross – Lincoln County Chapter
United Way of the Carolinas – Lincoln County
AT & T
Duke Energy/Power Company
Rutherford Electric Coop
Piedmont Natural Gas Company
Gaston Community College
Chemical Industry and/or Chemical Association
Lincolnton-Lincoln Chamber of Commerce – Business and
Industry Section
Citizen Representation

Representation from the organizations listed above shall be designated by the department or agency. For government entities and wherever possible, representation should be designated by job title, not by individual name. This action ensures appropriate, adequate attendance for the committee to conduct business. The Lincoln County Office of Emergency Management shall maintain an active list of representatives. The Chairman shall nominate a citizen representative who must then be approved by the LCLEPC.

Working groups, standing committees or special committees of the LCLEPC may be formed by the Chairman or a vote of the LCLEPC. Due to the size of the group, it is anticipated that working groups and subcommittees will carry out the detailed reviews and report back to the full LCLEPC. Special committees may be established from time-to-time to work on a specific need.

For any department or agency of the City or County not listed above, the Director of Lincoln County's Emergency Management Office can provide representation.

ARTICLE IV – OFFICERS

1. Officers shall be defined as Chairperson, and Vice Chairperson.
 - The Chairperson shall be elected by committee membership to serve a two-year term.
 - The Vice Chairperson shall be elected by committee membership to serve a two-year term.
2. The Chairperson and Vice Chairperson shall not be from the same organizations.
3. Election of officers shall be by majority vote at the first meeting of every other year. In case of resignation by the Chairperson, the Vice Chairperson shall assume the duties of the Chairperson. Election of the Vice Chairperson shall be conducted at the next scheduled meeting.
4. Should both the Chairperson and Vice Chairperson be unavailable at a scheduled meeting, the meeting shall be led by the most senior representative of the Lincoln County Emergency Management Office in attendance.
5. A Recording Secretary shall be appointed by the Chairman from the general membership of the LEPC or the Emergency Management staff. The secretary will be responsible for recording attendance at all meetings, documenting and distributing the minutes of all meetings, and sending notices of non-attendance as described in Article VII.

ARTICLE V – DISBURSEMENTS

If any funds are allocated to the committee, they shall be managed and disbursed by Lincoln County in accordance with the standards of the fiscal officer. Funds shall be allocated in a manner that is consistent with sound fiscal policy and based on recommendations of committee membership. Projects and project costs shall be submitted to the chairperson and vice chairperson, discussed among committee members, and voted on to determine any funds allocated and manner of disbursement.

ARTICLE VI – MEETINGS

The LCLEPC shall meet at least two times per year upon call of the Chairman after giving 10 days notice to all Members; or upon similar call of 1/3 of the Members of the LCLEPC.

ARTICLE VII – ATTENDANCE

Each LCLEPC members shall provide a point of contact to receive meeting notices, meeting cancellations, copy of minutes, and committee or subcommittee reports.

LCLEPC members shall be required to attend at least 50 percent of all scheduled meetings. The committee members present at meetings constitutes a quorum with a minimum of eight members required to conduct the business of the LCLEPC. Any agency that fails to provide representation from their respective organization for 50 percent of the scheduled meetings in one year will be notified of attendance failure and corrective action (i.e., removal from the committee or modification of representative) will be discussed with the agency.

By June 30th of each year the LCLEPC chairperson shall submit to the Board of County Commissioners and Lincoln City Council annual report that shows the attendance for the previous year of all organizational representatives, departments, agencies, and key business executives.

ARTICLE VIII – POWERS- GENERAL

The LCLEPC shall have no powers, except as stated in the committee's by laws or as granted by the Lincoln City Council or Lincoln County Board of County Commissioners.

The LCLEPC is an advisory board and shall not have any power to impose fees or fines, or make collect revenues or make expenditures unless approved by Lincoln County.

The LCLEPC shall review and submit recommendations for changes to the plans and operations in writing as applicable to Lincoln County Emergency Management, the Board of County Commissioners, or the Lincoln City Council. Any recommendations for change must meet state and federal guidelines. Recommended changes, where possible may be incorporated by Lincoln County staff.

The LCLEPC may also provide advisory reports as necessary to the Lincoln County Board of Commissioners and the Lincolnton City Council.

By July 31st of each year an annual report of the previous year's activities of the LCLEPC to include any recommendations made for improving Lincoln County's emergency management capabilities shall be submitted to the Lincoln County Board of Commissioners and the Lincolnton City Council.