



LEPC SUBCOMMITTEE DESCRIPTIONS SOURCE: 2013 BY-LAWS



General: The LEPC Sub-Committees are seven (7) in number and are identified below. Subcommittees shall be created by vote of the LEPC whenever necessary. For each term cycle, or the creation of a new subcommittee, the Chairperson shall appoint each subcommittee chairperson and give objectives for the subcommittee within thirty (30) days. Ad-hoc committees may be formed at any time for special purposes or assignments. Ad-hoc subcommittees shall cease to function when their specific task is completed. (Article IV)

Service: Full Voting Representatives of each Mandated and Member Agency shall select at least one LEPC sub-committee to serve. If a sub-committee is not selected by the representative, then they shall be assigned to a sub-committee. Associate Representatives shall serve on the same subcommittee and act in the absence of the Full Voting Representative. (Article III, Section 5)

Meetings: Subcommittees shall meet by any method at least bi-monthly on alternate months from the regular meetings. Additional meetings may be scheduled by the subcommittee Chairperson as necessary to complete projects. (Article VI, Section 3)

Executive Subcommittee: Comprised of the Chairperson, Vice-Chairperson, Secretary and Treasurer. Each member must be a Full Voting Representative and in good standing. Due to fiscal accounting, the Treasurer functions will be performed by CEMA. This position serves in a supportive capacity to the Executive Committee. The Treasurer will maintain and oversee all financial records for the LEPC and shall ensure appropriate signature authority is processed for legal and financial institutions. Service in this position does not preclude CEMA from serving in any other capacity necessary to support the LEPC. The LEPC Committee and Committee Chair will determine goals and duties of Sub-Committees. (Article IV, Section 1, Item 1.1)

By-Laws/Steering Subcommittee: Responsible to review, update and present changes in the By-Laws to the LEPC committee annually for approval. (Article IV, Section 1, Item 1.1)

Grants and Finance Subcommittee: This committee shall be responsible for preparing and presenting a proposed annual operating budget, formulating a plan to finance the activities of the LEPC through the annual operating budget, overseeing the accounting for and expenditure of the funds of the LEPC, and other matters as may be assigned by the Chairman. (Article IV, Section 1, Item 1.3)

Training and Exercise Subcommittee: Identify training needs for all hazard types and make provisions to satisfy those needs; and to plan, coordinate and conduct training exercises. To conduct one full-scale Hazardous Materials related exercise every other year. (Article IV, Section 1, Item 1.4)

Emergency Response Subcommittee: Works with the Training & Exercise and the Outreach Committees within existing emergency response organizations within the planning district to review and help local emergency management offices develop and test a hazardous substance emergency response plan for the planning district. This Committee shall review existing federal, state and local plans for the purpose of coordination with the LEPC planning process. (Article IV, Section 1, Item 1.5)

Outreach Subcommittee: To distribute all hazard materials and information to the public including resource support to business on CFR requirements and emergency plan development, ways to recycle and seek long-term environmental improvements. This will include planning and development of all public outreach efforts. This group will annually visit and provide support with all Tier II facilities. (Article IV, Section 1, Item 1.6)

Support and Development Subcommittee: To develop and support each of the Subcommittees as needed. This group is responsible for all printed materials, any promotional items and communication of events including the maintenance of the LEPC Website. (Article IV, Section 1, Item 1.7)

Chairman – Hugh Futrell, Assistant Chief, Southside Fire/EMS/Security
Vice Chairman – Pete Liakakis, Owner, United Detective Agency
Secretary/Treasurer – Dennis Jones, Deputy Director Chatham EMA
Staff Resource – Anson Calmes, EM Specialist, Chatham EMA

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