

# **CONSTITUTION & BY-LAWS OF THE KANAWHA PUTNAM EMERGENCY PLANNING COMMITTEE**

**November 12, 2025**

## **Section 1 PURPOSE**

The Kanawha Putnam Emergency Planning Committee (KPEPC) is an organization formed in 1995 by combining, through mutual agreement, two Kanawha / Putnam County organizations - the Kanawha Valley Emergency Preparedness Council and the Kanawha/Putnam Local Emergency Planning Committee. Members of each organization became members of the new organization.

The KPEPC facilitates the emergency planning needs of Kanawha and Putnam counties and assures compliance with provisions of the Emergency Planning and Community Right to Know Act (EPCRA).

These By-laws were adopted by a majority vote of the members present at the regularly scheduled meeting of the KPEPC held on July 26, 1995, and amended on August 28, 1996, September 25, 1996, October 31, 1996, July 29, 1998, June 30, 1999, March 2000, May 2003, March 2005, August 2006, December 2015, August 25, 2021, September 7, 2022, December 11, 2024, and April 2, 2025.

## **Section 2 OFFICE OF THE KPEPC**

The office of the KPEPC shall be located within Kanawha and/or Putnam County, in such place as may be designated by the Board of Directors.

2.1 Administrator: The Administrator shall develop and implement activities to promote all hazard emergency response planning and assure compliance with SARA Title III Community Right-to-Know regulations for the Kanawha Putnam Emergency Planning area as described in the most recent version of the Administrator position description incorporated herein by reference. The Administrator will maintain a current listing of reporting facilities based on Tier II filings and advertise and hold the annual public hearing for the review and adoption of the Kanawha Putnam Emergency All-Hazard Plan. The Administrator will participate in all Executive Committee activity as appropriate. The Administrator shall be subject to an annual performance review under the direction of the Board of Directors.

2.2 Response Plan Coordinator: The Response Plan Coordinator will assist with development, implementing and evaluating activities to promote all-hazard and facility

emergency response planning and assure compliance with SARA Title III Community Right-to-Know Regulations for Kanawha and Putnam Counties. This includes review of facility and transportation hazards, identify “more probable release” scenarios, chemical properties, and assisting facilities with development of their response plans. The Response Plan Coordinator will serve on the Board of Directors as a non-voting member.

2.3 Hiring of Compensated Staff Members: The Executive Committee (made up of the Chair, Vice-Chair, and Secretary-Treasurer, see 5.9) shall be responsible for the hiring process for all KPEPC staff. Upon any staff vacancy, the Executive Committee shall review and update the job description as necessary. The Executive Committee shall determine the best methods for advertising the vacant position.

2.3.1 Interviewing Candidates: The Executive Committee, or their designees, shall review applications and select appropriate candidates to interview. The Executive Committee shall develop a common format and questionnaire to use for all candidates. The Executive Committee will make a recommendation for top candidates to move to the second tier of the selection process.

2.3.2 Board of Director Presentation: The top candidates who have completed background and reference checks, will be provided an opportunity to make a presentation to the KPEPC Board of Directors. The Executive Committee will provide all of the candidates the same information related to the length of presentation, focus of the presentation, and other relevant factors. A quorum of the Board of Directors is required.

2.3.3. Selection of Candidate: The KPEPC Board of Directors, upon reviewing the applications of top candidates will rate and provide written ratings and comments on each candidate's presentation. The ratings and comments on all the candidates will be compiled by the Executive Board and the candidates ranking will then be provided to the Board of Directors who will, by majority vote, recommend selecting or not selecting the candidates.

A quorum of the KPEPC Board of Directors is required. If there is a tie among candidates, the Board Chair will determine the tie breaker.

2.3.4. Official Job Offer: Based upon the Board of Directors’ selection, the Board Chair of the KPEPC shall make the official offer to the selected candidate in writing. The job offer shall include details such as salary, work hours, leave policy, probationary period details and other relevant information.

2.3.5 Job Offer Decline: If candidate declines the job offer, the Board of Director's would be notified and discuss details of the next candidate in line.

2.3.6 Probationary Period: All employees will be considered on probation for

one year. The Executive Committee shall conduct a review at 6 months and at 12 months. This review will become part of the employee file.

#### 2.4 Removal of Compensated Staff Member:

2.4.1 Any KPEPC staff member or contractor can be removed from employment by a majority vote of the Board of Directors.

2.4.2 The Executive Committee will review the reason for terminating the staff member and will provide the information to the Board of Directors. The Board of Directors will by majority vote, elect to remove the staff member from their position. A quorum of the Board of Directors is required.

2.4.3 Terminating the staff member: The Chair of the KPEPC shall inform the staff member in person and retrieve all KPEPC owned equipment, keys of access and ID badge.

2.4.4 The Chair of the KPEPC shall inform any agency, in which said person represents the KPEPC, of a change in representation and will provide the agency with a KPEPC designee until a new staff member is hired.

### **Section 3 MEMBERSHIP**

3.1 Individual Membership: Candidates for individual membership in the KPEPC shall be self-nominated on the KPEPC Membership Application. The completed application will be reviewed by the Business, Membership, and Outreach Committee for submittal to the Board of Directors for final approval. Each member shall be identified as representing one of the following categories as outlined in West Virginia Code 15-5A-7:

Group (I) Elected state and local officials

Group (2) Law enforcement, civil defense, firefighting, first aid, health, local environmental, hospital, transportation

Group (3) Broadcast and print media

Group (4) Community groups

Group (5) Owners and operators of facilities subject to the requirements of EPCRA

3.2 Named Alternates: Members may submit the name of an individual or position title who may act as a Named Alternate for that member in the event of their absence. The Named Alternate will be approved using the same process as outlined in Section 3.1,

Individual Membership. The named alternate may only vote in the member's absence. Named alternates may not be an individual member.

3.3 Compensation: Members of the KPEPC shall serve without compensation. In the performance of duties outside the realm of regular membership, (attendance at conferences, special training, etc.), members may be reimbursed for all reasonable and necessary expenses incurred in the performance of their duties, with prior approval of the Board of Directors.

3.4 Eligibility to Vote: Individual Members with one year as a member are eligible to vote. Absence of a member (or their named alternate) from more than fifty percent (50%) of the regularly scheduled meetings of the KPEPC during any given calendar year shall be grounds for ineligibility to vote at the annual Board of Directors election. The membership present at the annual Board of Directors election will receive a list of members who are eligible to vote. Members, who feel they have attended the required number of meetings but are not on the Eligibility List, may petition the Chair of the Membership Committee for a ruling on their eligibility.

3.5 Adjustment of Membership: The Board of Directors shall be empowered to alter and change the composition of this membership as appropriate to meet changing federal, state, or local requirements or regulations, provided that the changed composition of membership complies with all pertinent legal requirements.

3.6 Membership Voting: All individual members or their named alternates (but not both) present during general membership meetings are entitled to cast one vote relating to any motion entertained.

## **Section 4 BOARD OF DIRECTORS**

The KPEPC shall have a Board of Directors numbering no more than the number of officers (Chairman and Vice Chairman), three Emergency Managers, and committee chairs each of whom shall serve without compensation except as provided in Section 3.3 for his or her services as such. Each member of the Board shall be a member of the KPEPC. Except for the three Emergency Managers, each voting Board member shall chair a standing committee or shall serve as an officer. At any time, the number of standing committees or officers is changed, the number of Board members will also change accordingly.

4.1 Election of Board of Directors: The Board of Directors shall be elected at the annual meeting of the general membership and shall serve for term of three years. One third of the Directors plus any vacant positions shall be elected annually.

4.1A To be nominated to the Board, the member, must have been a member and attended at least one half of the General Membership Meetings during the previous calendar year.

4.1B To be reelected for a second three-year term, the Board member, must have attended at least one half of the Board Meetings and at least one half of the General Membership Meetings during the previous calendar year.

4.1C To remain in good standing, a Board member, must attend at least one half of the Board Meetings per calendar year.

4.2 Vacancies: Any vacancy among the elected Directors may be filled temporarily by the Chairperson.

A person so appointed shall serve until the next ensuing annual meeting of the KPEPC general membership, at which time a successor shall be elected to fill the vacancy for the remainder, if any, of the unexpired term.

4.3 Regular Meetings: Regular meetings of the Board shall be held not less frequently than four times per year, according to a schedule determined by the Board. Combined board/membership meetings do not count as a regular board meeting.

4.4 Special Meetings: Special meetings of the Board may be called by the Chairperson or by one third of the voting Board members.

4.5 Notice of Special Meetings: Notice of all meetings of the Board shall be given to each Board member in writing via U.S. mail, hand delivery, electronic mail or facsimile at least 5 working days before the meeting at the address or telephone number provided to the Administrator of the KPEPC. Notices of special meetings shall include an agenda advising Board members of the specific business items to be transacted at such meeting. In no instance shall business be transacted other than the announced agenda.

4.6 Emergency Meetings: Emergency meetings of the Board of Directors may be called by the Chairperson or any two members of the Board. Such meetings will be informational in agenda but in no instance shall any business be transacted.

4.7 Notice of Emergency Meetings: Notice of all meetings shall be delivered to each Board member in person or by telephone as early as practicable. Notice shall include the general nature of the agenda content. The act of leaving a message shall constitute notice.

4.8 Quorum: A simple majority of the voting Board members shall constitute a quorum.

4.9 Voting: Each voting Board member is entitled to one vote on each matter brought before the Board. Members may not vote in absentia.

4.9.1 Alternate Board of Director

A Board of Director may submit the name of an individual who may act as a Named Board Proxy for that Director in the event of an absence. The Named Board Proxy will be communicated to the Chairperson and /or Administrative Staff of the KPEPC and will be permitted to act and vote on issues coming before the KPEPC and its subcommittees on behalf of the absent Board of Director. The Named Board Proxy may only vote in the Director's absence.

4.10 Duties: The Board of the KPEPC shall be responsible for the development and implementation of policies, procedures, and programs consistent with the purposes of the KPEPC. The responsibility of setting organizational goal and objectives and direction shall also rest with the Board. Additional duties of the Board shall also include:

4.10.1 Business: The Board shall conduct the general business of the KPEPC

4.10.2 Budget: The Board shall adopt the annual budget for the KPEPC

4.10.3 Goals: The Board shall establish goals and objectives for the KPEPC consistent with any/all federal, state, and local laws governing the body.

4.10.4 Committees: The Board shall determine the committees necessary to achieve the goals and objectives of the KPEPC.

4.10.5 Committee Chairpersons: The Chairperson of the Board shall appoint committee chairs from elected Board members.

4.1.6 Conveyance to General Membership: The Board shall receive decisions for action from the Committee Chairpersons. The Board will review said recommendations to ensure that they meet with the goals and objectives; are fiscally sound; and are within any/all federal, state or local laws governing the organization. Upon the satisfactory completion of said review, the Board shall submit said recommendations to the general membership for approval/disapproval.

4.11 Emergency Manager Members: The Board shall include three Emergency Managers who are the Emergency Services Director of Kanawha County, the Emergency Services Director of Putnam County, and the Emergency Services Director of the City of Charleston. Each ex-officio board member: shall serve as emergency planning advisor to the Board; shall be a member of the KPEPC; will be a voting Board member; and shall not be required to chair a standing committee.

4.12 Conflict of Interest: No Member shall use his or her position, or the knowledge gained therefrom, in such a manner that a conflict between the interest of the organization or any of its affiliates and his or her personal interests arises. Each Member has the duty to place the interest of the organization foremost in any dealings with the

organization and has a continuing responsibility to comply with the requirements of this policy. The conduct of personal business between any Board member or committee member and the organization and any of its affiliates is prohibited. Board or committee members may not obtain for themselves, their relatives, or their friends a material interest of any kind from their association with the organization.

If a Member has an interest in a proposed transaction with the organization in the form of a significant personal financial interest in the transaction or in any organization involved in the transaction, or holds a position as trustee, director or officer in any such organization, he or she must make full disclosure of such interest before any discussion or negotiation of such transaction. Any Board or committee member who is aware of a potential conflict of interest with respect to any matter coming before the Board or committee shall not be present for any discussion of or vote in connection with the matter.

## **Section 5 OFFICERS**

The Officers of the KPEPC shall consist of a Chair, Vice-Chair and Secretary/Treasurer. Each of the officers shall be elected annually by the Board at its first meeting following the regular annual meeting of the general membership. The officers shall be elected from among the Board members. Officers shall serve a term of one year, from 1 January to 31 December, or until such time as their successor is appointed. Officers shall receive no compensation for their services except as provided in Section 3.3. All officers of the KPEPC shall be a member of the KPEPC in good standing.

5.1 Chair: The Chair shall preside at all Board of Director and general membership meetings of the KPEPC and shall have the power to call for special meetings of the KPEPC and the KPEPC Board as provided in Section 4. The Chair shall be responsible for preserving order and decorum, submit recommendations and information as he/she may consider proper to promote the welfare and increase the usefulness of the KPEPC, and shall perform any other such duties as are necessarily incident to the office of Chair or as may be proscribed by the KPEPC. The Chair shall provide functional guidance to the Administrator to ensure that the KPEPC goals and purpose are met.

5.2 Vice-Chair: The Vice-Chair shall provide the Chair any assistance required and shall perform the duties of the Chair in the absence or incapacity of the Chair and shall perform any other such duties as may be proscribed by the KPEPC. In case of the resignation or removal of the Chair, the Vice-chair shall perform such duties as are imposed on the Chair until such time as the remaining officers appoint a new Chair. The Vice-Chair shall keep track of yearly committee goals, maintaining the current list of goals and soliciting quarterly updates if not provided during scheduled meetings.

5.3 Secretary/Treasurer: The Secretary/Treasurer shall be responsible for conferring

with the Chair to set the agenda for all regular and special meetings of the KPEPC. The Secretary/Treasurer shall see that the records of the meetings and all official actions of the KPEPC are maintained. In the absence of the Chair and Vice- chair, the Secretary/Treasurer shall preside at any meetings of the KPEPC. The Secretary/Treasurer shall Chair the Finance Committee and shall have custody of all funds of the KPEPC. The Secretary/Treasurer shall receive any monies paid in on the account of the KPEPC and shall pay out of the funds on hand all debts incurred by the KPEPC. The Secretary/Treasurer shall assure of an accurate accounting of all monies received and paid out on account of the KPEPC and shall oversee the preparation of a monthly statement of receipts and expenditures for the review of the membership. In the absence of the Chair and Vice-chair; and Secretary/Treasurer shall preside at any meeting of the KPEPC.

5.4 Past-Chair: The Past-Chair will act as an advisor to the Chair and help with completion of projects not completed as Chair. The Past-Chair position shall last for one year after the new Chair is elected. If the Past-Chair is a current term Board Member, the position is a voting position.

5.5 Signatures: All contracts and/or other official actions or documents executed by the KPEPC shall be signed by two of the officers outlined above or by an officer and the Administrator.

5.6 Vacancies: In the event of death, disability, removal or resignation of any officer prior to the expiration of the annual term for which such officer was elected, the Board shall fill the vacancy. All replacements under this provision are selected as temporary until the next regularly scheduled election.

5.7 Removal of Officers: The Board may remove any officer at any time by two-thirds vote of the Board members, if it determined that such removal is in the best interests of the organization.

5.8 Tenure: Board members may continue to serve as officers of the organization as provided in Section 4.1 except the office of Chairperson. No Board member will serve more than two consecutive one year terms as Chairperson.

#### 5.9 Executive Committees

5.9.1 The Executive Committee made up of the Chair, Vice-Chair, and Secretary-Treasurer, shall be responsible for the composition of and/or revisions to the By-laws of the organization. These by- laws and/or any revisions thereof, shall be presented to the general membership of the KPEPC for approval, and forwarded to the West Virginia State Emergency Response Commission. This Committee shall make recommendations for changes in the by-laws as necessary



and assure KPEPC compliance with the by-laws.

5.9.2 The Executive Committee made up of the Chair, Vice-Chair and the Secretary-Treasurer will be responsible for the reviewing, completing initial interviewing and recommending of candidates to the Board of Directors for compensated staff member positions.

## **Section 6 GENERAL MEMBERSHIP MEETINGS**

6.1 General: All meetings of the KPEPC shall be held at such place as the Board of Directors shall determine and as shall be stated in the notice of such meetings. Regular meetings of the KPEPC shall be held not less frequently than four times per year on the last Wednesday of the month except for Annual Meeting. The last meeting of the year shall be known as the Annual Meeting. This meeting shall be conducted in the same way as any regular meeting, except those officers are elected and annual reports are received from officers and standing committees. The duration of the meetings will be limited to ninety (90) minutes. General proceedings of meetings shall follow the most current edition of "Roberts Rules of Order".

6.2 Quorum: Twenty-five percent (25%) of the active membership of the KPEPC shall constitute a quorum. A Named Alternate, as specified in Section 3.2, shall be counted as a member for the purpose of determining a quorum.

6.3 All Meetings: The KPEPC shall, at its December meeting, designate regular meeting dates for the following year. Such dates shall be published, posted or advertised as provided by law. No business shall be transacted at any meeting where a quorum is not present. If a quorum fails to appear at a regular or properly called meeting, the inability to transact business does not detract from the fact that the by-laws requiring the meeting be held were complied with and the meeting was convened - even though it had to be adjourned immediately.

6.4 Special Meetings: Special meetings of the members, for any purpose or purposes, may be called by the Chair upon a request in writing thereof by a member, stating the purpose thereof, delivered to any Officer or the Administrator.

6.5 Public Hearings: In accordance with Chapter 15 Article 5A-7 of the West Virginia Code, as amended, the KPEPC shall publish annually a notice of Public Hearing to be held for the review and adoption of the Kanawha Putnam Emergency All-Hazard Plan for the coming year. The location of the public hearing shall alternate yearly between Kanawha and Putnam counties.

6.6 Voting: Each member is entitled to one vote on each matter brought before the KPEPC. Members may not vote in absentia; however, a Named Alternate may vote on issues brought before the KPEPC.

6.7 Public Participation: Members of the public are encouraged to attend all meetings of the KPEPC.

An opportunity will be provided at each meeting for members of the public to address the KPEPC on matters related to local hazardous materials or other emergency planning issues. A member of the public who desires to address a KPEPC meeting may mail a written Notice of Intent to Appear to the KPEPC office and then sign-in with the Vice-chair 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 KPEPC, without prior written Notice of Intent to Appear, will be allowed to do so only after members of the public who have provided written notice have spoken, and, when their comments will not exceed the meeting duration previously set forth in Item 6.1 of this section. Members of the public are also encouraged to provide written opinions and information to the KPEPC. Members of the public include, but are not limited to, citizens, industry representatives, expert witnesses, and government entity representatives. It is neither the intent nor the purpose of the KPEPC meetings to serve as arbitrator for grievances between the public and the industry and/or government

## **Section 7 COMMUNITY RIGHT-TO-KNOW PROVISIONS:**

All requests for information must state with reasonable specificity the information sought. The KPEPC, upon demand for these records, shall as soon as is practicable but within a maximum of five days not including Saturdays, Sundays, or legal holidays either:

- (a) Furnish copies of the requested information.
- (b) Advise the person making the request of the time and place at which he or she may inspect and copy the materials; or
- (c) Deny the request stating in writing the reasons for such denial.

Written requests will only be accepted by electronic mail sent to [administrator@kpepc.org](mailto:administrator@kpepc.org), US mail sent to KPEPC, 120 Third Avenue, South Charleston, WV 25303, or hand delivered to KPEPC Office.

7.1 Exceptions: The following categories of information are specifically exempt from disclosure:

7.1.1 Those portions of records containing specific or unique vulnerability assessments, or specific or unique response plans, data, databases and inventories of goods or materials collected or assembled to respond to terrorist acts, and communication code or deployment plans of law enforcement or emergency response personnel.

7.1.2 Records assembled, prepared or maintained to prevent, mitigate or respond to terrorist acts or the threat of terrorist acts, the public disclosure of which threaten the public safety or the public health: or

7.1.3 Security or disaster recovery plans, risk assessments, tests or the results of those tests.

7.2 Photocopies: Photocopies of information requested under the Community Right-To-Know Act and/or under the Public Information Act shall be provided at the rate of \$1.00 per page.

7.3 Manuals: Copies of the Kanawha Putnam Emergency All-Hazard Plan will be posted on the KPEPC web site. Written copies of the All-Hazard Emergency Response Plan will be provided at the rate of one hundred seventy-five dollars (\$175.00) per manual. The cost for an electronic version is \$20.00.

7.4 References: West Virginia State Code 29B, Freedom of Information.

## **Section 8 COMMITTEES:**

8.1 Appointment of Committee Chairs:

The Chair of the KPEPC shall appoint Committee Chairs from the elected membership of the Board to fulfill the duties of the Committees. The Committee Chair shall select a Co-chairperson from its general members.

8.2 Frequency of Meetings:

Committee meetings will be held at a frequency to be determined by the Committee Chairperson, but no less often than necessary to transact the business of the committee.

8.3 Membership

Any KPEPC member in good standing is eligible for committee membership. Every standing committee will be chaired by a Board member.

8.4 Open Meetings:

All committee meetings will be public. Committee Chairs will inform the Administrator of the time, date, and location of all meetings at least 24 hours prior to the meeting.

8.5 Committee Responsibilities/Duties:

In addition to the duties outlined below, each Committee shall provide related

services as necessary and possible. The committees and their duties shall include, but not be limited to, the following:

8.5.1 Business, Membership, & Community Outreach: The Committee shall be responsible for:

(a) Soliciting the involvement (i.e., membership) of businesses in the Kanawha and Putnam counties, in the KPEPC. This committee will identify ways in which the KPEPC can assist businesses in Kanawha and Putnam counties in preparing for disaster.

(b) Develop and maintain a Membership Application Form to be used in the recommendation/appointment of membership. This committee shall also develop and maintain a Membership Survey Form, to be completed annually by the membership, which can be used in determining Sub-committee membership; update annually and maintain a roster which includes the name, address, telephone number and membership category of all KPEPC members; recommend new Membership nominations as provided in Section 3.1 of these By-laws; seek new members from eligible organizations to fulfill the Membership Categories outlined in Section 3.1 of these By-laws; solicit and submit to the general membership, at their annual meeting, nominations for the Board of Directors.

(c) Developing procedures by which public requests for Tier II and/or SARA Title III information will be processed. Develop and maintain procedures for notification of hazards within the community to the community. Publish public notices of drills, meetings, etc. Complete special communication and outreach programs. Provide knowledgeable speakers on various aspects of emergency preparedness to interested organizations. Assist the Administrator with the maintenance of a positive liaison with news media representatives, the preparation of news releases and with related activities such as representing the KPEPC in radio, television, and/or newspaper chronicles. Develop and maintain a variety of fact sheets, pamphlets, booklets and audio, film and/or video presentations concerning emergency preparedness and the KPEPC.

8.5.2 Hazard Assessment and Planning/ Mutual Resources Committee:

(a) Review and update the Kanawha Putnam Emergency All-Hazard Plan to include new and pertinent information regarding protection of the public in an emergency. All sections of the All-Hazard Plan will be reviewed and revised as required biennially. Upon approval by the Board of Directors', the reviewed/revised Annex will be posted on the KPEPC

web site.

(b) Assist the Response Plan Coordinator with developing, revising, and annually auditing the Facility Response Plans required for all facilities exceeding the EPA EHS Reporting Quantity for hazardous chemicals.

#### 8.5.3 Drill Planning-Exercise and Training Committee:

(a) Develop procedures for planning and executing drill exercises that will test components of the Kanawha Putnam Emergency All-Hazard Plan. Assist in the development of a schedule for drill exercises, arrange for the participants and evaluators, and conduct a critique of all scheduled drills.

(b) Plan and assist in the development of training for emergency responders and public participation as necessary.

(c) Shall facilitate and support education and training programs as it relates to all hazard preparedness as mandated by federal standards, identified gaps, and/or local needs

#### 8.5.4 Communications Systems Committee:

Work with local government units and members in improving communications of emergency preparedness, management, and response natures. Monitor the private "hotline" system linking the Metro Emergency Operations Center, public utilities, the West Virginia State Police and industries which handle hazardous substances so that they may better communicate about relevant emergency situations and needs. Develop and assist in establishing communications drills.

Develop and maintain a comprehensive Communications Plan to include the Kanawha County Early Warning System, (plectrons and sirens), the Emergency Broadcast System, and the Cable TV Intercept system.

#### 8.5.5 Finance Committee:

Work with the staff and Secretary/Treasurer in preparing an annual budget to be presented to and approved by the Board of Directors. Assist with the preparation of monthly financial statements and administering, collecting, and disbursing the financial resources of the KPEPC. The monthly financial statement will be presented to the Board for review and approval. Advise the Board with respect to the making of significant financial decisions. Investigate and pursue possible funding sources and/or grants which may be utilized by the KPEPC, and the administration of

such grants as required by law. By position, the Administrator and Secretary/Treasurer are permanent members of this committee.

#### 8.5.6 Plan Implementation Evaluation Committee:

Review all incidents involving hazardous materials that meet the Federal EPA Reportable Quantity (RQ) guidelines, activation of the Kanawha Putnam Emergency All-Hazard Plan or at the request of the KPEPC Executive Committee. This comprehensive review shall include the internal emergency response at the site where the incident occurred and the response from city, county, state, and local emergency response organizations. The committee will evaluate the effectiveness and implementation of the emergency response plan and recommend corrective actions and opportunities for improvement. The Committee Chair will initiate the review procedure following the established committee guidelines. A written report of committee findings will be provided to the KPEPC at the conclusion of the evaluation.

#### 8.5.7 Chemical Facility Committee

- (a) Coordinate response effort both at a facility and in transportation among the facility, carriers, fire service, and Emergency Management.
- (b) Maintain a materials assistance list/plan which can be utilized by emergency response agencies.

#### 8.6 Ad-Hoc Committees:

Ad hoc committees shall be appointed when a special situation needs to be addressed. The KPEPC Chairperson shall appoint such a committee and its chairperson and shall, upon appointment, define the specific task of the committee. The Ad hoc committee will be dissolved by the KPEPC Chairperson upon the completion of their project.

### **Section 9 RULES, REGULATIONS, ADMINISTRATIVE POLICIES AND PRACTICES**

The KPEPC may, as circumstances require, adopt such rules and regulations, or administrative policies and practices, as it deems suitable for the administration and execution of the duties with which it is charged.

## Section 10 AMENDMENT OF THE BY-LAW

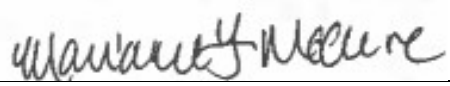
These by-laws may be amended by the affirmative vote of two-thirds of the members at any regular meeting or at any special meeting of the general membership, called for that purpose provided that:

10.1 Proposed changes are presented in writing.

10.2 Proposed changes are distributed (via e-mail or hard copy) to the General Membership at least one month prior to the vote on the adoption of the changes.

ACCEPTED BY:


DATE:

  
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Chair, KPEPC

  
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Vice – Chair, KPEPC

  
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Secretary/Treasurer, KPEPC

  
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