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# **Franklin County Regional Emergency Planning Committee**

## **Operating Principles Adopted: July 3, 2012**

**Amended: January 3, 2017**

### ***Article I: Name***

This committee shall be the “Franklin County Regional Emergency Planning Committee” or “REPC.”

### ***Article II: Mission***

The Franklin County Regional Emergency Planning Committee is committed to creating and maintaining a Regional Hazardous Materials Plan pursuant to SARA Title III, the Massachusetts State Emergency Response Commission, and the Emergency Planning and Community Right-to-Know Act. In addition, we have embraced the perspective of All-Hazards planning. Our priority is to minimize the risk to public safety, health, property, and the environment for Franklin County residents. The REPC’s objectives are to build regional emergency plans and a database of resources, equipment and personnel that can be drawn from in an emergency. We seek to provide assistance in the coordination of response to, and the control and mitigation of, Haz-Mat incidents involving member towns, and to seek the continuous improvement of our local and regional response plans. This will be accomplished through the development of topic-specific plans, exercise development, and sharing of information on transportation and communication, vulnerable populations (such as schools, hospitals, etc.), and critical infrastructure such as water facilities, sewage treatment plants, etc. These combined efforts are directed at ensuring a structured and timely response to any emergency incident within the region.

### ***Article III: Membership***

- Section 1: Membership will consist of the emergency response coordinator of each of the 26 member towns of the Franklin Regional Council of Governments (FRCOG) and at least one representative from each of the following public agencies: fire service, law enforcement, public health, public works, emergency management, city/town elected officials (or their designees), and conservation commissions, along with representatives from organizations within the region including: community groups, emergency medical services, hospitals, industry, education, media and transportation. Additional members shall be accepted as to provide the greatest possible cross section of the region in regards to occupation and location. There is no minimum or maximum number of members of the REPC.
- Section 2: Resignation and/or change in an agency’s representative is to be submitted in writing to the Committee chair at the earliest possible convenience.

### ***Article IV: Officers***

- Section 1: Officers shall consist of a chair and vice chair.

- Section 2: Officers will be elected by a vote of the quorum.
- Section 3: Term of office will be for a period of two (2) years, with elections to take place during the last meeting of each fiscal year. The chair will be elected in even numbered years and the vice chair will be elected in odd numbered years.
- Section 4: In the event of a vacancy, the Committee shall fill the vacancy at the next regular meeting.
- Section 5: Duties of the Officers
- The chair shall preside at all meetings of the Committee. He/she shall appoint the chair of each standing committee, the other members thereof to be appointed from the floor. He/she shall obey all lawful orders of the body and be familiar with pertinent federal and state laws, the Committee operating principles, and parliamentary law and procedure.
- The vice chair shall assume and perform the duties of the chair in the absence or disability of the chair. In the event of the resignation of the chair, or if he/she is unable to serve, the vice chair shall become chair for the unexpired term.
- Section 6: All officers shall have the right to vote and to debate questions the same as any other member.
- Section 7: Officers shall assume their duties at the first meeting of the fiscal year following elections.

### ***Article V: Steering Committee***

- Section 1: The REPC chair and vice chair, plus the chairs of all current REPC sub-committees will comprise a steering committee. FRCOG's regional preparedness program manager shall act as the Steering Committee's secretary and its finance director shall act as treasurer. People in both positions shall serve as non-voting ex officio members of the Steering Committee.
- Section 2: Fifty percent (50%) of the Steering Committee's currently filled seats present at a meeting shall constitute a quorum for transaction of Steering Committee business. If a quorum is not present, a vote to call a special meeting at a later date or to adjourn until the next regular meeting may be made by those members present.
- Section 3: Duties of the Steering Committee
- To give preliminary approval to the REPC's annual budget, subject to ratification by the full REPC and FRCOG.
  - To consult with the FRCOG on grant applications.

### ***Article VI: Subcommittees***

- Section 1: The chair and vice chair of the REPC shall be voting members of all standing committees. Each standing committee shall choose its own chair and vice chair.
- The REPC currently has one standing subcommittee: Training/Planning focuses on providing training and exercises to REPC members, including the required annual hazmat

exercise and reviewing, updating, and creating emergency plans.

Section 2: Ad hoc subcommittees may be created and dissolved at any time by a majority vote of the membership.

### ***Article VII: Meetings***

Section 1: Quarterly meetings of the Committee shall take place, with dates and times set at the beginning of each fiscal year.

Section 2: Special meetings may be called as needed.

Section 3: The last meeting of the fiscal year shall be deemed the annual meeting, and shall be for the election of officers, finalization of financial matters pertaining to reporting requirements, and other business as necessary.

Section 4: Eight (8) members at a meeting shall constitute a quorum for transaction of business. If a quorum is not present, a vote to call a special meeting at a later date or to adjourn until the next regular meeting may be made by those members present.

### ***Article VIII: Procedural Rules***

The rules contained in **Robert's Rules of Order** shall govern in all cases to which they are not inconsistent with federal and state law and/or guidelines and these operating principles.

### ***Article IX: FRCOG Responsibilities***

Section 1: As the REPC's host agency, FRCOG's regional preparedness program manager, or designee, shall act as the Committee's secretary and its finance director shall act as treasurer. People in both positions shall serve as non-voting ex officio members of the Committee.

#### **Programmatic:**

- Ensure completion of all deliverables for grants received by the FRCOG for the REPC
- Work with subcommittees to identify priorities, improve plans, plan and implement exercises
- Identify and seek additional funding to address local emergency planning priorities
- Identify meeting agenda issues, coordinate speakers and location logistics, notify members, take minutes, and distribute materials
- Receive Tier II reports (required from facilities that have above a certain quantity of hazardous chemicals on site as outlined in the Emergency Planning and Community Right-to-Know Act (EPCRA)) on behalf of the REPC, upload them into the Tier2Submit software, provide an electronic copy of the reports to Shelburne Control, and respond to requests for information under the Emergency Planning and Community Right-to-Know Act.

#### **Administration, Contract & Financial:**

- Ensure that financial management and expenditures meet MEMA, state, and federal standards, and FRCOG financial policies and practices
- Ensure compliance with all reporting requirements for funders
- Prepare reports to the REPC
- Ensure compliance with all state laws and regulations, including procurement, purchasing, Open Meeting Law, Conflict of Interest, and Ethics
- Prepare preliminary budget taking into consideration funding availability, REPC priorities, and FRCOG mandated responsibilities.

- Present budget and assessments to FRCOG Finance Committee and Council for approval and endorsement.
- Hire, supervise, and discipline staff.

### ***Article X: REPC Responsibilities***

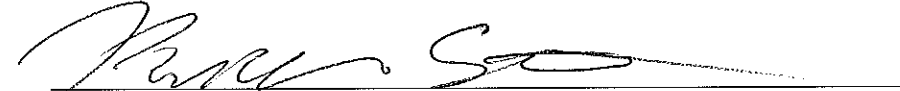
- Review Operating Principles annually
- Ratify the annual REPC budget that is developed by the Franklin Regional Council of Governments (FRCOG) and propose an annual assessment to towns and Tier II filing facilities to support the budget. (The budget and assessments require FRCOG Finance Committee review and FRCOG Council endorsement.)
- Share information on emergency planning and response efforts throughout the county.
- Set broad work priorities for staff that FRCOG implements
- Create and dissolve subcommittees, working groups, and leaders of same
- Serve as the official public spokespersons of the Committee
- Act as a liaison between the REPC and other town officials, sharing information gained in both directions.

### ***Article XI: Amendments***

These operating principles may be amended by mutual agreement between the FRCOG Executive Committee and the REPC. A vote to amend these Operating Principles may be taken at any regular meeting where at least a quorum of members are present and voting, and provided that a copy of the proposed amendment has been sent to all members and to the FRCOG Executive Committee in writing, 30 days prior to the vote.

I HEREBY DECLARE THAT THESE OPERATING PRINCIPLES HAVE BEEN REVISED BY POPULAR VOTE ON THE 3RD DAY OF JANUARY IN THE YEAR 2017.

Signed:

  
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Chair, Franklin County Regional Emergency Planning Committee