

## RESOLUTION NO. 7-14

### A RESOLUTION ESTABLISHING BYLAWS GOVERNING THE REGION V REGIONAL RESPONSE PLANNING COMMITTEE

**WHEREAS**, the Daggett County Commission finds that there must exist bylaws governing the Region V Regional Response Planning Committee, and;

**WHEREAS**, the Daggett County Commission finds that in balancing the interest of the county, the Region V Regional Response Planning Committee, the public and in the interest of all parties there should be established bylaws governing the Regional Response Planning Committee, and;

**WHEREAS**, Daggett County finds in adopting these bylaws, it is the intent of the Daggett County Commission to be as comprehensive as possible in address the bylaws governing the Region V Regional Response Planning Committee.

**BE IT THEREFORE, RESOLVED** by the board of County Commissioners for Daggett County that:

This organization shall be known as the Region V Response Planning Committee. The principal office of the Committee will be within the State of Utah, in a location to be determined by its members or by the Regional Response Planning Committee.

#### **I. PURPOSE AND OBJECTIVES**

1. The purpose and objectives of the Region V Regional Response Planning Committee are:
  - a) To hold scheduled meetings, to establish short and long term range plans covering all hazardous situations and the Hazardous Materials Emergency Preparedness Program and other emergency operation plans for the Daggett, Duchesne, and Uintah County areas.
  - b) To provide support and focus in an all hazards approach to protect life, property and the environment from natural and man made hazards. The committee will address issues that come before the committee concerning both public and private responders. This will include but is not limited to fixed facilities, transportation routes, responder training, and responder equipment.
  - c) The Committee will perform hazard analysis in order to prioritize issues that the region perceives as the most credible threat to the region.
  - d) The committee will be responsible for creating a regional response plan. Each agency will submit protocols and/or procedures to the committee for consideration. The committee will work to address the protocols and/or procedures of each agency to create protocols and/or procedures that will create an effective and efficient response for Region V by consensus.

- e) The data when agreed upon by consensus will be used to update current plans and create a Regional Response Plan.
- f) The Regional Plan when complete will give credence to the development of an area wide emergency response plan that utilizes the expertise, resources and methods that are cost effective and provide for timely reactions by the Counties.
- g) As new Hazard Analysis may be required by the State of Utah often, the committee will identify natural and man-made hazards within each County to comply with State requests. That analysis will be addressed on a local as well as a regional basis.
- h) The potential of the natural and/or man-made disasters or emergencies will be addressed as much as possible by the time the committee has to complete projects.
- i) The Committee will be responsible to work on Mutual Aid and/or Memorandums of Understandings for resources, responders and equipment not within Region V.
- j) The Emergency Manager of each county will to the best of his/her ability submit NIMS certifications of the agencies within their counties.
- k) Each agency will be responsible for the training and certification of the responders within their agency. The agency representative will be responsible to submit the certifications to the Emergency Manager to enable the Emergency Manager to have copies of certifications and/or records for State and Federal audits.
- l) To conduct post incident evaluations for emergency response that requires a Regional Response.
- m) Committee members will report individual County responses and identify lessons learned to assist the members and agencies in improving the Response Plan as well as the individual County Emergency Response Plans.
- n) Issues to be worked on by the committee should be submitted in writing to the committee with goals, objectives, and/or justification.

## **II DUTIES OF THE REGIONAL RESPONSE PLANNING COMMITTEE**

1. To give notice of all meetings of the committee and to make provisions for the keeping of a record of the proceedings.
2. Keep track of grants and awards issued to the Region V as defined by the State of Utah Department of Homeland Security.
3. To Prioritize and sign-off on a list of priority items for these awards and grants. Any

changes made to line items on the grant funding awarded to each county needs to be approved by the Emergency Manager of the County the award was given to. This enables the Emergency Manager to request changes for their county award line items with the State Homeland Security Grant Finance Department.

4. Each County is responsible to submit to the Tri-County RRTPC the requests from each of the counties, Daggett, Duchesne, and Uintah prioritized by each of the individual counties to their needs, justification and requests.
5. The requests will be reviewed by the voting members of the RRTPC.
6. Line items or an agency requesting a line item may not be changed by any committee member unless there is an emergency situation that arises due to time, rejection for the line item by the State HLS, or the inability of the Emergency Manager to be present. If this situation arises all three Emergency Managers must communicate in order to resolve the problem. This may be a conference call if necessary.

### **III. OFFICERS**

1. The officers of the Region V Regional Response Committee shall be the Emergency Managers of each County.
2. The **Chairperson** shall be rotated among the three counties with the position lasting for 1 year from January to December.
3. The **Co-Chair** shall rotate among the three Counties with the position lasting for 1 year from January to December.
4. The **Secretarial** position shall be the last Chairman of the previous year. This position shall rotate among the three Emergency Managers and last for 1 year term. All membership information for the RRPC shall be the responsibility of the secretaries. All records and information obtained dealing with the RRPC meetings shall transfer to the new secretary immediately upon the new assignment.
5. The officers shall take office immediately upon their rotation and shall serve a term of 1 year.

6. In the event that any of the officers are unable to fulfill the duties of their office, the position will be filled by the officers already in office. The officers will move up a position to ensure the continuation of the committee until the end of the 1 year term.
7. In the event that the committee is without an Emergency manager from any of the three counties and leaving a Secretarial position open one may be appointed by the Chairperson until the end of the term of office.

#### **IV. DUTIES OF THE OFFICERS**

1. **Duties of the Chairperson:** It shall be the duty of the Chairperson to:
  - a) Report to the Region V Regional Response Planning Committee.
  - b) Conduct all meetings held by the RRPC.
  - c) To conduct correspondence and to carry into execution all orders, votes, and resolutions not otherwise committed.
  - d) To keep records of any agents retained by the committee, and to take charge and supervise their performance.
2. **Duties of the Co-Chair:** It shall be the duty of the Co-chair to:
  - a) Assist the Chairman in functioning as support.
  - b) In the absence of the chairman, or in the event of his/her resignation or inability to fulfill the duties of the office of the Chairman, the Co-Chair shall be responsible for the duties of the Chairman.
3. **Duties of the Secretary:** It shall be the duty of the secretary to:
  - a) To keep a list of the members.
  - b) Send out notification of all meetings.
  - c) Ensure meetings are recorded and kept in an organized manner.
  - d) To keep records of any agents retained by the committee.
  - e) Track and maintain records or accounting dealing with the grants or inventory of the Hazmat trailers.

- f) Each Emergency Manager should provide documentation on each trailer being operated under their jurisdiction to the best of their ability.
- g) To give notice of and attend all meetings of the committee and to make provisions for the keeping of a record of the proceedings.

## **V. MEMBERSHIP**

The membership shall be comprised of voting and non-voting members.

### **1. Voting Members:**

- a) The Region V Regional Response Planning Committee board shall be comprised of twelve members. Each county shall select three members from their local LEPC committees or by any means decided upon at the county level. The Emergency Manager from each county shall be one of the appointed members to the board.
- b) Members voted to the RRPC board will immediately take office and remain for one year.
- c) Members and/or an appointed representative with letters of proxy will be required to attend at least 60% of the regular scheduled meetings.
- d) The committee may adopt such rules for the conduct of its business as shall be deemed advisable, and may, in the execution of powers granted, appoint subcommittees or agents to work on specific problems or reports. The RRPC has meetings, and shall report to the membership on actions taken. It shall also meet on the demand of a majority of the active membership.
- e) It shall be the responsibility of the voting member to report assignment changes, alternate replacement, address changes, and other contact information to the secretary.

### **2. Non-Voting Members:**

Non-Voting members shall be comprised of any and all other agencies or officials attending the meetings to represent information dealing with their agencies.

## **VI. MEETINGS**

- 1. Meetings. There shall be 11 meetings of the RRPC Committee during each calendar year. Meetings shall rotate between within the region each month starting with the January meeting being held in Uintah County, February meeting in Duchesne and the March meeting will be held in Daggett with rotation commencing there after. Each

County will host the RRPC meetings on this rotation, unless otherwise changed by the voting members of the committee. Notice of such meetings, issued by the secretary or the chairpersons, shall be emailed to the last recorded address of each member at least 7 days prior to the scheduled time of such meeting each month.

2. Quorum Defined. Those present at any meeting of the Committee shall constitute a quorum. A quorum is at least seven (7) members.
3. Quorum Required. A quorum shall be required to transact any business of the Committee. Only voting active members will be allowed to vote on any recommended action of the Committee.
4. Minimum Vote Required. The minimum number of yes votes required to pass any motion or to take any action by the Committee shall be a majority of the members of the quorum present.
5. Special Meetings. Special meetings of the Committee may be called at any time either by the Chairman or Co-Chairman or by written request of a majority of the active membership. Seven (7) days notice of any special meeting must be given to the members of the Committee, and the notice must state the intent of the meeting in detail.

## VII. AMENDMENTS

The By-Laws may be amended, repealed, or altered in whole or in part, by a majority vote of the active members at any organized meeting of the RRPC Committee after notice has been duly mailed to each committee member at least seven (7) calendar days prior to such meeting.

**DATED** this 7<sup>th</sup> day of August, 2007.

**ATTEST:**

**DAGGETT COUNTY  
BOARD OF COMMISSONERS**

( S E A L )

s/s Vicky McKee  
Vicky McKee  
County Clerk

s/s Stewart Leith  
Stewart Leith, Chairman

s/s Henry J. Gutz  
Henry J. Gutz, Member

s/s Floyd Briggs  
Floyd Briggs, Member