

DuPage County
Local Emergency Planning Committee (LEPC) Meeting
Tuesday, May 19, 2026
1:30 pm
418 N County Farm Road
Wheaton, IL 60187

Agenda

- 1) Call to Order
- 2) Roll Call
- 3) Public Comment
- 4) Chairman's Remarks – Chairman Conan Foley
- 5) Approval of Minutes
 - a. 26-0634
Approval of the Local Emergency Planning Committee (LEPC) minutes from the February 17, 2026, meeting.
- 6) Old Business
 - a. Discussion and VOTE to ratify changes to the DuPage County LEPC bylaws proposed at the previous LEPC meeting.
 - b. Discussion (update) about PSAPs (911 call centers) having direct access to HazConnect data.
- 7) New Business
 - a. 2026 Tier II information.
 - b. Tier II community profiles.
- 8) Adjournment
 - a. Next meeting date – August 18, 2026.

**[Proposed LEPC Bylaw Changes]
DUPAGE COUNTY
LOCAL EMERGENCY PLANNING
COMMITTEE**

Article I

The organization shall be known as the DuPage County Local Emergency Planning Committee (LEPC).

Article II - PURPOSES

The purpose of the LEPC in meeting the requirements of SARA Title III - Emergency Planning and Community Right to Know Act (EPCRA) 42 USC 11001 et seq., as follows.

The LEPC shall develop a chemical emergency response plan for the planning district and establish procedures for conducting its public information and education responsibilities. The plan shall be reviewed and updated as necessary on an annual basis in accordance with Section 303 of EPCRA.

The LEPC shall, in addition:

1. Receive all process requests for information from the public.
2. Notify the public of all LEPC meetings or activities.
3. Perform a hazard analysis using the information and reports from the facilities operating within the jurisdiction of the LEPC and analysis of the district's transportation risks;
4. Establish and maintain a database of hazardous chemical locations and quantities in the district.
5. Establish and maintain a computerized system of data management.
6. Maintain information on all facilities which manufacture or store extremely hazardous substances, and include this information within the emergency response and preparedness plan.

The LEPC will establish and notify the public that all meetings, including subcommittee and ad hoc committee meetings, are open to the public. The LEPC will implement such other and related activities as may hereafter be legally required by the federal government and/or the State Emergency Response Commission (SERC).

The LEPC will assess the resources necessary to implement the emergency response and preparedness plan and make recommendations to the appropriate people, agencies, and organizations regarding additional resources needed to implement the plan. The LEPC shall be instrumental in fulfilling the purpose of the Community Right-To-Know laws to increase the protection of the community from exposure to chemicals produced, used, stored, and or transported within the planning district. Transportation hazard analysis will include those risks to the district from commercial transportation by rail, highway, aircraft, and waters of commerce. In keeping with the intent of the SARA Title III/EPCRA regulations, all activities of the committee will be conducted in a manner encouraging input and participation from all segments of the community.

ARTICLE III - MEMBERSHIP

The SERC shall appoint primary members to serve on the Local Emergency Planning Committee. The Committee shall be composed of, at a minimum, representatives from the following 13 groups or organizations:

- State and local elected officials
- Local environmental groups
- Law Enforcement
- Hospitals
- Local government ESDA/EMA
- County government EMA
- Transportation
- ~~Firefighting~~ [Fire Service]
- Broadcast/print media
- First aid and Emergency Medical Services
- Community groups
- Health
- Owners and operators of facilities subject to Emergency Planning and Community Right-to-Know laws and regulations

Each of the above listed thirteen groups or organizations shall have one primary vote for the transaction of committee business. Members of the LEPC are volunteer personnel and shall be residents and or conduct business in the jurisdictional areas of the LEPC.

FULL MEMBERSHIP. Full membership is defined as at least one primary member in each of the thirteen categories as noted in 29 ILCS 620.50. The committee, in consultation with the Director of the DuPage County Office of Homeland Security and Emergency Management, shall ask the DuPage County Board Chair~~man~~ to request that the SERC appoint a primary member(s).

The SERC shall appoint the members of the committee of the district from a list of persons submitted to the SERC by the County Board Chair~~man~~ of DuPage County.

ALTERNATE MEMBERS. Each of the 13 categories may include alternate members. Alternate members shall be approved by the committee at any regular meeting of the LEPC. Alternate members will be designated as first alternate, second alternate, etc., for the category they represent. In the absence of a primary member, and an alternate member in that category, in order of their designation, will have voting rights for the transaction of committee business. Alternate members may not hold ~~elected offices~~ [any elected positions within the LEPC leadership].

INACTIVE MEMBERS. Appointed and alternate members shall be considered inactive when they have missed more than two consecutive Committee meetings without notification to the Committee Chair~~person~~ of significant reasons why they were unable to attend the meetings. An annual report listing primary members declared inactive will be provided to the SERC by the Committee Chair~~person~~.

REMOVAL. The Committee may ask the DuPage County Board Chair~~man~~ [to] request that the SERC remove a primary member. The committee may remove alternate members by a majority vote of the members present at any regular or special meeting [when a quorum has been established, however] ~~but~~ the vote shall be by ballot only.

VACANCIES. The Committee may ask the DuPage County Board Chair~~man~~ to request the SERC to appoint a replacement member for any vacancy (excluding alternate members) occurring in the LEPC, including a vacancy by reason of resignation, death, removal or disqualification of a member. The committee may request that the SERC appoint a qualified replacement identified by the Chair~~person~~ in consultation with the Director of the DuPage County Office of Homeland Security and Emergency Management.

ARTICLE IV - OFFICES AND APPOINTED POSITIONS

Elected offices of the LEPC are the Chair~~person~~, Vice-Chair~~person~~, and Secretary-Treasurer. Appointed positions are the Information Coordinator and the Community Emergency Coordinator.

OFFICER TERMS. The membership of the LEPC shall elect officers by ballot or voice vote at a pre-identified vote event. Officers serve a term of two years with terms expiring on alternating years. (Upon approval of the initial setup of By-Laws, the Chair~~person~~ and Secretary-Treasurer shall serve a one-year term with subsequent two year terms while the Vice-Chair~~person~~ shall serve an initial two year term with subsequent two year terms). Existing officers may be reelected to their existing offices if they so indicate a willingness to continue.

THE CHAIRPERSON. The chair~~person~~ shall preside at all meetings of the LEPC unless he/she cannot be present at an announced meeting. The Chair~~person~~ shall serve as an ex-officio member of all committees, and shall perform such duties and acts as necessary to accomplish the goals of the LEPC. The Chair~~person~~ shall be empowered to create such other ad hoc committees as necessary to accomplish the goals of the LEPC. The Chair~~person~~ is responsible for notifying the SERC in writing within five (5) working days whenever there is a change in appointed officials. The notification shall include the name and ~~address~~ [contact information] of the newly appointed official.

THE VICE-CHAIRPERSON. Upon the resignation, or death, or on the advice of the Chair~~person~~, the Vice-Chair~~person~~ shall perform the duties of the Chair~~person~~. The Vice-Chair~~person~~ shall perform such other duties as may be assigned by the Chair~~person~~. In the absence of the Chair~~person~~, the Vice-Chair~~person~~ shall preside at meetings of the LEPC.

THE SECRETARY-TREASURER. The Secretary-Treasurer[, in cooperation with the Information Coordinator,] shall keep a true record of the proceedings of all meetings and shall be the custodian of all up-to-date and current books, papers, documents, and other property of the LEPC. ~~The Secretary-Treasurer, in cooperation with the Information Coordinator, shall be the custodian of all books, papers, documents, and other property of the LEPC.~~ The Secretary-Treasurer shall attend to the business needs of the LEPC and shall maintain an accurate record of all monies received and expended for the use of the LEPC. In the absence of the Chairperson and Vice-Chairperson, the Secretary-Treasurer shall preside at meetings of the LEPC.

THE INFORMATION COORDINATOR. The LEPC shall appoint an Information Coordinator. The Information Coordinator is responsible for maintaining the Committee's files of information received under Illinois Emergency Management Agency (IEMA) Act Section 324 (Right-to Know) including Tier II information under Section 312 Act and procedures adopted under it for receiving and fulfilling requests from the public for that information. ~~Additionally, the Information Coordinator will be responsible for electronically logging all received LEPC-related phone calls~~

~~from DuPage County citizens, incident reports from the State, and coordinating emails from the State. The Information Coordinator will also be responsible for ensuring that a registration process is followed, preceding each quarterly LEPC meeting in order to ensure that a quorum can be formed for the scheduled attendees.~~ [The Information Coordinator will be responsible for attendance records and determining if a quorum can be formed from the LEPC members in attendance.] The Information Coordinator will assist the Secretary-Treasurer ~~in~~ [with] records management. The Information Coordinator will be a non-voting member of all subcommittees of the LEPC.

COMMUNITY EMERGENCY COORDINATOR. The LEPC shall appoint a Community Emergency Coordinator who is responsible for coordinating the development and implementation of the chemical [emergency response] ~~preparedness~~ plan of the planning district and for receiving verbal and follow-up written notices of releases of hazardous substances provided under EPCRA.

ARTICLE V - MEETINGS

All meetings are open to the public and subject to the Illinois Open Meetings Act, 5 ILCS 120/1 *et. seq.*

a. REGULAR MEETINGS

The LEPC shall meet at least quarterly.

b. SPECIAL MEETINGS

The Chair~~person~~ may call special meetings as necessary to carry out the duties of the LEPC. A special meeting can also be called upon the written (including email) request of at least 50% +1 of the primary members, excluding the Chair~~person~~. The Chair~~person~~ shall call a meeting within ten (10) days.

(c) HEARINGS

The LEPC shall hold such public hearings or forums as necessary and desirable at such time and places as may be determined by a majority vote of the Committee. At least one such public hearing, or forum, shall be held each year for the purpose of discussing the Committee's emergency plan with the public, and receiving and responding to the public comments on the presented plan.

(d) QUORUM

50% + 1 of primary or alternate members, each representing one of the 13 required membership categories and at least one being an elected officer, shall represent a quorum for the transaction of committee business. If all 13 membership groups are not filled, a quorum shall consist of 50% +1 of the active membership groups. The Chair~~person~~ shall notify the SERC immediately of the lack of full membership, and incomplete membership shall not exceed a 6-month time frame. Acts of a majority of the quorum shall be valid acts of the Committee, unless the action of a greater number is required by these by-laws.

If a quorum of the members of the LEPC or of any of its [sub]committees is physically present as required by the Open Meetings Act or by these rules, a majority of the LEPC or any of its [sub]committees may allow a member of that body to attend the meeting by video or audio conference if the member is prevented from physically attending because of employment purposes at the direction of the Armed Services of the United States or the regular business of the member.

If a member wishes to attend a meeting by video or audio conference, the member must notify the Information Coordinator before the meeting, unless advance notice is impractical.

(e) AGENDA

Any member may request that the Chairperson place an item on the meeting agenda. If the Chairperson should decline to do so, a member may have the item placed on the agenda by submitting it in writing to the Chairperson with support signatures of 50% +1 of the membership.

(f) RULES OF ORDER

The deliberations of all meetings of the LEPC and its subcommittees shall be governed by Robert's Rules of Order, Newly Revised.

(g) NOTICE OF MEETINGS

Notice of time, date, place of meeting, and agenda items to be considered at each meeting shall be given in writing to all members ~~at least two weeks~~ prior to each meeting by the chairperson [in accordance with the Illinois Open Meetings Act \(OMA, 5 ILCS 120/2\)](#).

An annual notice of the regular meeting schedule of the LEPC shall be published in a newspaper with regular circulation in DuPage County in accordance with SARA Title III EPCRA. This notice shall specify the meeting designated specifically for discussing the emergency plan with the public, and receiving and responding to public comments on the emergency plan.

ARTICLE VI - SUBCOMMITTEES

The Chairperson of the LEPC or the Chair of ~~the~~ a subcommittee, may call meetings of the standing and ad hoc committees as deemed necessary.

Section 1 Executive Subcommittee.

The Executive Subcommittee will consist of the Chairperson, Vice-Chairperson, Secretary-Treasurer, and the Chairpersons of the four standing subcommittees as described in Section 2. The Information Coordinator shall serve as a non-voting member of the Executive Subcommittee. The duties of the Executive Subcommittee shall be to coordinate activities of the standing and ad hoc subcommittees.

Section 2 Standing Subcommittees.

The following standing subcommittees may be established as needed, as determined by a 50% + 1 vote of the membership:

a. **Right-to-Know Subcommittee.**

This subcommittee shall be responsible for the formulation of all policies and procedures concerning the community right to know program; the formulation of all chemical release reporting procedures; the establishment of trade secret protection procedures; and the formulation of all record keeping information dissemination procedures for the LEPC.

b. **Public Education and Information Subcommittee.**

Subcommittee shall be responsible for reviewing the public alert and notification program; public relations with affected communities and the public at large; all publicity of the LEPC; and the development of a public education and information program.

(c) **Chemical Facilities Liaison Subcommittee.**

This subcommittee shall be responsible for identifying and communicating with affected facilities. This subcommittee shall work with the emergency response and resources subcommittee and with affected facilities to review and help the local emergency management office(s) test the hazardous chemical emergency response plan for the planning district as required by law.

(d) **Emergency Response and Resources Subcommittee.**

This subcommittee will work with the Chemical Facilities Liaison Subcommittee and with existing emergency response organizations in jurisdictions within the planning district to review and help local emergency management office(s) test the hazardous chemical emergency response plan for the planning district as required by law this subcommittee shall review existing federal state and local plans for the purposes of coordinating with the LEPC planning process.

3. **Ad Hoc Subcommittees.** The Chairperson may create ad hoc subcommittees as necessary to perform the functions of the LEPC. [The] Chairpersons of ad hoc subcommittees shall be appointed by the Chairperson of the LEPC.

4. **Chairperson of Standing Subcommittees.** Chairpersons of the standing subcommittees shall be nominated and elected by their respective committees. The election shall be by ballot, except that when there is only one nomination for each office, election may be by voice vote.

5. **Membership in Standing Subcommittees.** Any member may volunteer to serve on a standing subcommittee, but are not required [to do so]. Final membership of the standing subcommittees shall be determined by the chairperson after consultation with the Executive Subcommittee to ensure that all subcommittees have sufficient resources to carry out their assigned tasks.

ARTICLE VII - MISCELLANEOUS PROVISIONS

Section 1.

Fiscal Year.

The fiscal year shall be considered to run from December 1 to November 30.

2. **Indebtedness.**

All indebtedness incurred by the LEPC shall be approved by the Chairperson before payment by the Secretary-Treasurer.

3. **Approval of By-Laws.**

These bylaws shall become effective upon approval by a majority vote of the members.

ARTICLE VIII - AMENDMENTS

Amendments. These bylaws may be amended by a two-thirds vote of members present and voting at any meeting of the LEPC provided that any proposed amendments to these bylaws be submitted to the members in writing at least two weeks in advance of the meeting. Any member of the LEPC shall have the right to comment on or suggest revisions to the bylaws.

ARTICLE IX - RULES

EPCRA requires that the LEPC shall establish rules by which the Committee shall function. Such rules shall include provisions for public notification of Committee activities, public meetings to discuss the emergency plan, public comments, response to such comments by the Committee, and distribution of the emergency plan.

Section 1. **Adoption of Rules**

The LEPC may, as necessary and proper, adopt rules of general application governing the execution of responsibilities under EPCRA and related applicable regulations.

ARTICLE X - PUBLIC ACCESS TO INFORMATION

In accordance with Section 324 of EPCRA, all information obtained from an owner or operator pursuant to EPCRA and any requested Tier II forms or the Material Safety Data Sheets (MSDS's) otherwise in possession of the LEPC shall be made available to any person submitting a request under this section, subject to any withholding provisions of EPCRA. If the owner should request the location of a specified chemical not be identified, the LEPC shall withhold that information.

All information requested to be photocopied by a member for the public shall be provided at the sole expense of the requestor(s). The cost of such reproductions shall be set by the Information Coordinator, with approval of the Executive Subcommittee, at a level which will enable the LEPC to recover all reasonable expenses associated with the processing of the request. This cost estimate may be waived under certain circumstances as enumerated by the LEPC and its written rules and procedures.

All written requests for information shall be complied with in accordance with the Illinois Freedom of Information Act, 5 ILCS 140 (1999).

Request for MSDS/SDS and Other Non-Confidential Information.

Any person may obtain an MSDS/SDS with respect to a specific facility by submitting a written request to the committee's Information Coordinator. Any person may request any other non-confidential information concerning a facility by submitting a written request to the committee's Information Coordinator.

Request for Tier II Information. Any person may request Tier II information with respect to a specific facility by submitting a written request to the committee's Information Coordinator. If the committee does not have in its possession the Tier II information as requested, it shall request a submission of the particular Tier II form from the owner or operator of the facility subject to the request.

ARTICLE XI - RECORDS AND REPORTS

Section 1. The DuPage County Local Emergency Planning Committee (LEPC) shall abide by the document destruction precedence set forth by the Office of Homeland Security and Emergency Management and the Local Records Unit, Illinois State Archivist on September 6th 2012, for continuity and consistency purposes. The "Application for Authority to Dispose of Local Records" (Application number 12:271; DuPage County Office of Homeland Security and Emergency Management) and any related records disposal certificates (PDF) are to be retained permanently.

This record retention schedule does not relieve local government or retention requirements mandated by other state and federal statutes and or regulations. When such an obligation does exist, then the longer retention takes precedence. Records may only be disposed of when all of the below are provided for:

- A. After their individual retention. is complete
- B. If they are correctly listed on a records disposal certificate submitted to and approved by the local records commission sixty (60) days prior to disposal.
- C. Providing any local, state, and federal audit requirements have been met.
- D. As long as they are not needed for any litigation either pending or anticipated.

Disposal of Records after microfilming or digitizing must be noted on the record certificate.

Section 2

The DuPage County Local Emergency Planning Committee (LEPC) shall log and/or account for all received LEPC related phone calls from DuPage County citizens, incident reports from the State, and coordinating emails from the State. This log will be kept in an electronic format.

Section 3 The DuPage County Local Emergency Planning Committee (LEPC) shall, at a minimum carry out the functions in accordance with Section 301(c) of the Community Right-to-Know Act:

Not later than the first day of July each year, submit to the State Emergency Response Commission (SERC) a summary report relative to the activities undertaken by the committee during the previous calendar year. The report shall reflect such activities undertaken pursuant to the program established in subsection (a)(8) of this section, based upon the submissions of emergency and hazardous chemical inventory forms required to be submitted on or before the immediately preceding first day of March under Section 312 of the Act. In addition to annual reports and an annual newspaper Press Release, LEPC's are required to submit updated membership registries no later than the first day of July each year. Upon receipt, IEMA will distribute membership certificates according to registries received.

THESE BYLAWS OF THE DUPAGE COUNTY LOCAL EMERGENCY PLANNING COMMITTEE, ADOPTED AT THE REGULAR MEETING OF THE LEPC ON THIS ____ day of _____, 202__.

LEPC CHAIRPERSON:

DATE SIGNED:

LEPC SECRETARY-TREASURER:

DATE SIGNED:
