



**INDIANA EMERGENCY RESPONSE COMMISSION (IERC)
COMMUNICATIONS COMMITTEE
4012 North Rural Street
Indianapolis, Indiana 46204
March 11, 2019 9:15 am**

COMMITTEE MEMBERS PRESENT:

Jeff Larmore — Local Government Representative, Chair
Sarah Chaney — IDHS
Ian Ewusi — IDHS
Dawn Mason — IDHS
Stephanie McKinney — Local Government Representative
Madison Roe — IDHS
Becky Waymire — Local Government Representative

COMMITTEE MEMBERS ON THE PHONE:

None

COMMITTEE MEMBERS ABSENT:

Matt Bilkey — Designee for Superintendent of ISP
Shawn French — Business/Industry Representative
James Pridgen — Business/Industry Representative
Allison Moore — Monroe County LEPC/EMA

The following Commissioners, IDHS staff, and audience members were present:

Larry Hamby — IDHS
Kraig Kinney — IDHS Attorney

WELCOME AND INTRODUCTION

Mr. Larmore welcomed everyone to the Communications Committee meeting and requested the determination of a quorum.

QUORUM

Ms. Chaney indicated a quorum was present.

CONSIDERATION OF MINUTES

A motion to accept January 14, 2019, meeting minutes was made by Ms. Waymire and seconded by Ms. Chaney. No further discussion occurred. All present were in favor.

Roll Call Vote

Mr. French —Yes	Mr. Larmore —Yes
Mr. Pridgen—Yes	Ms. Roe—Yes
Mr. Bilkey—Yes	Ms. Chaney—Yes
Ms. Waymire—Yes	Ms. Mason —Yes
Mr. Ewusi —Yes	

OLD BUSINESS

Newsletter, Brochure and LEPC Community Flyer

Mr. Larmore requested an update from staff on the status of the IERC newsletter, LEPC community information flyer and LEPC brochure. Ms. Mason and Ms. Chaney gave an overview of each item and discussed the development and content. Ms. Mason explained the Indiana Department of Homeland Security (IDHS) PIO office suggested developing the LEPC Community Information flyer as a card containing information about the purpose of the LEPC, the importance of it to the community, and what agencies are part of the LEPC. She stated the card would contain a section for LEPCs to place their contact information. Ms. Mason went on to discuss the LEPC Brochure which contained important dates to remember for funding requirement submissions, and listed website to access information for the IERC handbook.

Ms. Mason noted the newsletter will be a bi-annual publication and Ms. Chaney described it as potentially being available as a one page electronic publication sent through mass emails. She explained the design of the newsletter would contain small paragraphs with section headers and a calendar with links to websites for information or updates. Mr. Larmore asked where the content would come from and Ms. Mason explained the content would come from IERC and LEPC suggestions. She stated it could include information about LEPC outstanding performance and/or upcoming exercises throughout the year. Ms. Chaney stated PIO wants to take a professional picture of the IERC to place at the top of the newsletter; and pictures from the IERC/EMAI conference or LEPC functions to add throughout the year. Mr. Larmore asked when the first issue would be sent out. Ms. Chaney and Mr. Larmore negotiated an estimated timeframe to be before the EMAI conference, possible in August or September 2019.

Mr. Larmore asked why PIO suggested an LEPC Community Information Card rather than a flyer. Ms. Mason explained Mr. Pridgen suggested the card format for easier placement in libraries, EMAI offices, and other locations throughout the community. Ms. Chaney discussed the convenience of handing out a card verses a flyer. Mr. Larmore stated he would like to see more information on the card similar to the information Kentucky used in their LEPC flyer. He also asked the Communication Committee for their input. Ms. McKinney stated a tri-fold would be convenient to hand out at fairs and community events. Mr. Larmore asked what stage of development the card was in and Ms. Mason stated PIO just needed the committee's approval to develop the document. Mr. Larmore stated the Communication Committee would like more content on the card before it is prepared for distribution and requested continuing the discussion at the next Communication Committee meeting since all members were not present. He also indicated the need for a consensus on whether a card or a flyer is efficient based on the consideration of the cost in time and money to

print the publication. He noted the publication should contain more information since the IERC is funding part of the publication. Mr. Larmore suggested part of the content could include information informing people how to gain access to the Tier II records. Mr. Ewusi suggested creating a document that can be modified by the LEPCs that has information specifically for their county, which would give PIO leeway on what can be distributed. Further discussions occurred on the content of the newsletter, LEPC brochure and the LEPC community flyer which can be accessed through the Communication Committee recording.

No further discussion occurred.

NEW BUSINESS

Communication Committee Appointee

Mr. Larmore discussed an opening on the Communication Committee due to Ms. McKinney's resignation last month. He stated due to her recent schedule changes he wanted to recommend reinstating her as a committee member. He deferred to Mr. Kinney for the legal guidance to reappoint her. Mr. Kinney stated the Communication Committee did not need to vote on the decision based on the by-laws, however the committee could make a recommendation to the chairman who has the discretion to approve or deny the recommendation. He informed Mr. Larmore the IERC Chairman was made aware of the request at the IERC pre-meeting and he indicated he was ok with the recommendation. Mr. Larmore stated he would make the recommendation at the IERC meeting during committee report. Ms. Waymire promoted Ms. McKinney as a good addition to the committee and is pleased to have her back as a member.

No further discussion occurred.

LEPC Brochure

Mr. Larmore opened discussion on the LEPC brochure. Ms. Roe advised the committee to review the brochure and vote to approve or disapprove it. Mr. Larmore advised he was pleased with the final product and stated staff did a fantastic job. He asked if it would be posted to the IERC website for viewing and to print as needed. Ms. Chaney stated yes. He asked how it would be distributed to LEPCs upon request. Ms. Mason advised staff takes several copies to each LEPC meeting to disseminate as needed. Ms. Chaney explained the brochures are for members on the LEPC and many do not have twenty-five to thirty members on their rosters.

A motion to approve the LEPC brochure was made by Ms. Roe and was seconded by Ms. Mason. No further discussion occurred. All present were in favor.

EMAI/IERC Conference

Mr. Larmore discussed the EMAI/IERC conference satisfaction survey results and how the results would help improve the 2019 EMAI/IERC conference content. Mr. Larmore discussed the presentations and the LEPC awards ceremony, and encouraged making changes to the award presentation process. Mr. Ewusi suggested giving certificates to all the counties nominated but only picking one county for an award/plaque to make it more competitive. Mr. Larmore agreed and discussed purchasing awards/plaques for each nomination was becoming very expensive.

Mr. Larmore said the EMA/LEPC interface scored well in the survey. He decided it was something to consider for this year's conference. He and Ms. Waymire pointed out many of the attendees are part of the EMA which presents a challenge for the IERC to deliver speakers and content focused toward an EMA audience. He also stated because the IERC provides funding for the conference and the other challenge is to provide speakers and content attractive to LEPCs.

Mr. Larmore suggested discussing ideas for topics for Ms. McKinney to present to the EMAI for what the IERC would like to present. He suggested a percentage of hazmat related topics and anything related to LEPCs. He also recommended topics on incident responses and grants. Mr. Ewusi agreed with a grants presentation and stated it should be reiterated every year whether or not any changes occur. Ms. McKinney and Mr. Larmore suggested discussing common errors seen in grant application including changes in the process, the amount of money available for each projects with caps, and what LEPCs should keep in mind when applying for grants. Mr. Larmore requested staff reach out to IDHS grants staff to determine how much time they would need for a presentation. Mr. Ewusi suggested sending a request from the IERC to grants addressing the specifics topics to discuss. Ms. McKinney recommended including grants in the LEPC 101 presentation. Mr. Larmore stated the time allotted may not allow for the topics to be presented together. Mr. Larmore also suggested presentations from LEPCs inviting speakers to discuss their experience conducting workshops or seminars this year verses a tabletop or full-scale exercise. Mr. Larmore also referred to Mr. Hamby for any suggestions on presentation from himself, Mr. Capobianco or Mr. White. He mentioned possibly presenting information about drones, and the new technology or instruments available in the field

Ms. McKinney reported on the number of days the conference would be held this year. Mr. Larmore asked Ms. McKinney to reach out to the EMAI to determine the number of slots the IERC will need to fill. He also requested the IERC determine if they will hold a meeting at the EMAI this year. Mr. Ewusi stated he was not sure if a meeting would fit into the dates and times of this year's conference and if it did, it would not include committee meetings. Ms. McKinney suggested holding the IERC meeting on a Tuesday or on the day of a workshop. Additional conversations occurred on the best date and time for an IERC meeting which can be found on the Communication Committee recording.

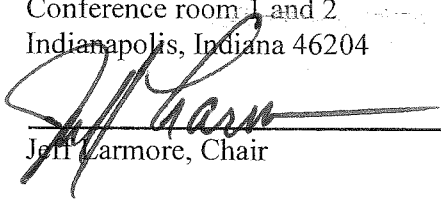
No further discussion occurred.

ADJOURNMENT

A motion to adjourn the meeting was made by Ms. Roe and seconded by Ms. Mason. The meeting adjourned at 10:08 am. All present were in favor

NEXT MEETING

Indiana Government Center South
402 W. Washington Street
Conference room 1 and 2
Indianapolis, Indiana 46204



Jeff Larmore, Chair