



INDIANA EMERGENCY RESPONSE COMMISSION (IERC) Meeting
Firefighter's Union Hall
748 Massachusetts Avenue
Indianapolis, Indiana 46204
January 14, 2019, 1:30pm [Start Time: 1:30pm]

COMMISSION MEMBERS PRESENT:

James Greeson—State Fire Marshal, Chair
Bernie Beier—Local Government Representative
Shawn French—Business/Industry Representative
Laura Steadham—Designee for IDEM Commissioner
James Pridgen—Business/Industry Representative
Clint Bundy Proxy for Matt Bilkey—Designee for Superintendent of ISP
Jeff Larmore—Local Government Representative
Larry Hamby—Designee for IDHS Executive Director

COMMISSION MEMBERS ON THE PHONE:

Bruce Palin—Public Representative

COMMISSION MEMBERS ABSENT:

Cara Cyrus—Business and Industry Representative

The following IDHS staff members were present:

Dawn Mason—IDHS
Madison Roe—IDHS
Sarah Chaney—IDHS
Kraig Kinney—IDHS
Ian Ewusi—IDHS

The following audience members were present:

Becky Waymire—Morgan County LEPC
Allison Moore—Monroe County LEPC

WELCOME AND INTRODUCTION

The Chairperson welcomed everyone to the Indiana Emergency Response Commission (IERC) meeting, and requested the determination of a quorum.

QUORUM

Ms. Mason indicated a quorum was present.

CONSIDERATION OF MINUTES

Mr. Pridgen made a motion to approve the November 19th, 2018, meeting minutes. Mr. Hamby seconded the motion.

Roll Call Vote

Mr. Larmore —Yes Ms. Steadham—Yes Mr. Palin—Yes
Mr. Pridgen—Yes Mr. Beier—Yes Mr. French—Yes
Mr. Hamby—Yes Mr. Bundy—Yes
Chairperson—Yes

Motion Carried.

REPORT OF THE CHAIR

The Chairperson introduced Ms. Sarah Chaney as the new LEPC Program Manager with the Hazmat Section. He mentioned her seven month stint with the IDHS as the State Building Commissioner’s and the Fire Prevention and Building Safety Commission’s Administrative Assistant. Ms. Chaney gave a brief overview of her background and noted she received her Bachelor’s Degree from IUPUI in Media and Public Affairs with a minor in Policy Studies and Political Science in May 2018. The Chairperson thanked Ms. Chaney for attending.

The Chairperson informed the commission about the Fire Marshal’s Leadership Seminar. He stated this seminar would take place in the north, central, and southern regions of Indiana and the first seminar will take place on February 9, 2019, in Shelbyville. He noted that the seminars will focus on Firefighter safety and health.

ROSTER APPROVAL

Ms. Mason reported the following 12 LEPCs submitted rosters for membership appointments or removals:

Gibson	Grant	Johnson	Lawrence
Randolph	St. Joseph	Starke	Tippecanoe
Wabash	Wayne	White	Whitley

Mr. Pridgen made a motion to approve the submitted roster submitted for each county and was seconded by Mr. French No further discussion occurred.

Roll Call Vote

Mr. Larmore —Yes	Mr. Palin—Yes	Mr. French—Yes
Ms. Steadham—Yes	Mr. Pridgen—Yes	
Mr. Hamby—Yes	Mr. Bundy—Yes	
Chairperson—Yes	Mr. Beier—Yes	

Motion Carried.

COMMITTEE REPORTS

Training Committee-Bernie Beier, Chair

The Chairperson moved to the committee reports and introduced Mr. Beier who discussed two items of old business. Under old business he reported the Committee discussed LEPC exercises and Tier II reporting facilities. He reiterated the opinion that LEPC exercises should be fixed facility exercises solely. Mr. Beier stated LEPCs should include better exercise evaluation to determine quality and improvements. He stated that the Emergency Management Alliance of Indiana (EMAI) belief is the Emergency Management Agency (EMA) should be the focal point for all local emergency preparedness efforts.

The Chairperson commented that IDHS plans to increase cross division collaboration. Mr. Beier informed the Commission that a side bar with IERC staff showed they are working closer with IDHS Exercise staff to improve LEPC exercises and Homeland Security Exercise Evaluation Program (HSEEP) Compliance. Mr. Larmore commented that the concern is that LEPCs are using consultants or contractors to perform these exercises which might limit the quality and performance of the first responders and exercise evaluation. He stated that Mr. Hamby mentioned previously that some LEPC exercises were missing key state and federal requirements such as the Sight Safety Plan. Ms. Chaney informed the commission that staff would look into these requirements and concerns with IDHS exercise staff to draw from their experience.

No further discussion occurred.

Communications Committee-Jeff Larmore, Chair

The Chairperson moved to the committee Reports and introduced Mr. Larmore who discussed two items of old business and one item of new business. Under old business he reported the Committee discussed the IERC newsletter and LEPC Flyer. He advised the Committee planned to move forward with the newsletter and LEPC Flyer by the middle of next year. Mr. Larmore further mentioned that staff was currently working on this with IDHS Public Information Officer (PIO) as they would produce the newsletter and flyer for agency consistency. He indicated a draft was projected to be available during the March 2019 meeting.

Mr. Larmore stated that Ms. McKinney was working on the space and time for the IERC to meet to during the EMAI conference in October 2019. Under new business he reported the Committee discussed the IERC website and the changes/updates that needed to occur. The Chairperson asked if staff were to write the newsletter to which the response was yes.

No further discussion occurred

Policy-Technical Committee-Jim Pridgen, Chair

The Chairperson moved to the committee reports and introduced Mr. Pridgen who discussed the summary of 2018 activities. He asked staff to summarize the information they provided earlier. Ms. Roe stated the LEPC module for LEPC compliance reporting was implemented last year, and the feedback has been mostly positive. She noted that facility reporting had also improved and she is currently working on inactive facilities to start reporting in the 2019 reporting season.

Mr. Pridgen stated they received an update on the flyer. He mentioned staff is working on it, and a draft may be available at the March 2019 meeting. In regards to handing out information to the public, he stated different marking material may be possible. The Chairperson asked legal counsel, Mr. Kinney, about the legality of these handouts. Mr. Kinney stated he would be looking into that but cautioned that the printouts were not interpreting federal statues in these printouts.

Mr. Pridgen asked staff to summarize the Hazardous Materials Emergence Preparedness (HMEP) grant breakdown. Ms. Roe reported the 2019 HMEP Grant threshold was set at \$10,000 per project, but that it was an option to apply for more than one project. She stated the total 2019 amount awarded was \$284,497.42 and the total amount denied was \$51,398.75. Ms. Roe reported that out of the (42) forty two applicants (37) thirty seven were awarded funding while (5) five were denied. She stated that (29) twenty nine LEPCs were awarded funding and (4) four non-LEPCs were awarded. The total amount awarded for LEPCs was \$251,460.72, and the total amount awarded for non-LEPCs was \$33,036.70.

There was discussion about IDHS Grants staff doing a presentation at the next EMAI conference. Comments were made about grants being awarded and if there was corresponding relationship to regions. Ms. Waymire asked if the grant information was talking about this year or next year funding. Ms. Roe stated she is unsure but the grant report stated they are three months into their cycle, and that grant cycle is based on the federal fiscal year.

Mr. Pridgen mentioned the discussion on the LEPC awards process and evaluation. He stated that there was an imbalance where some LEPCs were awarded ten or fifteen awards and other none. The committee decided to make this an agenda item at the proposed IERC Retreat. The Chairperson stated there was a discussion about creating an ad-hock committee to give the staff recommendations to discuss at the retreat.

Lastly, Mr. Pridgen summarized the discussion about the IERC Retreat. He stated this may be a day and a half retreat to be a Thursday into Friday schedule. Mr. Pridgen noted looking into

hosting it at Camp Atterbury with the possibility to use simulation facilities and other group building activities. He stated the dates of April 25th – 26th could work for the retreat.

No further discussion occurred.

Fiscal Committee-Amy Smith, Chair

Fiscal Committee did not meet.

APPROVAL OF COMMITTEE REPORTS

Ms. Palin made a motion to approve the reports of the Communication Committee and it was seconded by Mr. Larmore.

Roll Call Vote

Mr. Larmore —Yes
Ms. Steadham—Yes
Mr. Hamby—Yes
Chairperson—Yes

Mr. Palin—Yes
Mr. Pridgen—Yes
Mr. Bundy—Yes
Mr. Beier—Yes

Mr. French—Yes

Motion Carried.

OLD BUSINESS

The Chairperson moved on to the Training Committee functions. Mr. Kinney stated some functions should be priorities in certain committees. The Chairperson agreed there were overlaps.

No further discussion occurred.

NEW BUSINESS

Appointments

The Chairperson moved on to appointing Ms. Chaney and Ms. Mason to the Communications, Training, and Policy Committee. Mr. Kinney stated the Chairperson can appoint without discussion per the Bylaws. The Chairperson appointed Allison Moore, Monroe EMA Director, to the Communication Committee.

The Chairperson report that the Fiscal Committee chair Amy Smith no longer works for IDEM so a new chair would need to be appointed. Mr. Larmore nominated Ms. Steadham for Fiscal Committee Chair in which this was agreed.

SARA TITLE III PROGRAM REPORT

FOLLOW-UP FROM PREVIOUS MEETING

Noncompliant Tier II Facilities—Ms. Roe reported that the total number of 2017 non-compliant facilities has been reduced from one hundred sixty-nine (169) to fifty-seven (57). Staff has reached out to all noncompliant facilities and LEPCs and will continue working with facilities to bring them into compliance.

LEPC Planning and Training Resource List—Ms. Roe reported staff is developing a course list and collecting appropriate legal guidance for IERC approval. This list will be available for LEPCs to use when selecting a preferred trainer.

Facility Emergency Response Plan (ERP) Template—Ms. Roe stated staff sent all facilities the ERP document and requested voluntary submission to the 2018 Tier II Report and facility responses to this request has been positive.

Combined Invoice Feature— Ms. Roe reported staff sent instructions to facilities on how to complete the new online combined invoice feature on the Tier 2 Manager system and to date forty-three (43) facility submit users have been added to the list to use this feature.

LEPC Meetings Attended (5)

Ms. Mason reported that staff has attended five (5) LEPC meetings. She stated staff is waiting on LEPC Legal Notices and Meeting Schedules which are due by January 31, 2019, to be uploaded. Ms. Mason mentioned that staff is reaching out to LEPCs to schedule visits.

Tier II Manager

Ms. Roe reported that the 2018 Tier II Reporting cycle commenced on January 1, 2019, and 306 Annual Tier II Reports have been completed. The total revenue collected is \$21,750.00.

Special Projects

Ms. Chaney reported that staff is updating all LEPC publications. She stated staff is meeting with IDHS PIO to update these documents and convert them into IDHS formatting. Ms. Chaney mentioned the LEPC Fact Sheet is finished and staff is waiting on PIO to reformat the document. Lastly, she restated the draft goals for the newsletter, flyer, and brochure. She asked the commission to send over information they wished to include in the newsletter.

Spill Reports (EPCRA Section 304)

Ms. Roe discussed the spill reported listed below. She stated Countrymark continues to have little spills that the Posey County LEPC is aware of. She noted Posey County LEPC partnered with this facility to conduct their last exercise.

<i>County</i>	<i>Date</i>	<i>Facility/Individual</i>	<i>Chemical</i>	<i>Quantity</i>
Posey	November 28, 2018	Countrymark	Sulfur Dioxide	1000 Pounds

Huntington	December 12, 2018	USF Holland	Sodium Hypochlorite	100 Gallons
Putnam	December 12, 2018	Bainbridge Utility	Chlorine	73 Pounds
Marion	December 20, 2018	Micronutrients USA, LLC	Ammonium Hydroxide	900 Gallons
Lake	December 22, 2018		Sodium Hydroxide	3000 Gallons

Discussion

The Chairperson asked if there were any comments. Ms. Pridgen asked staff if LEPCs have been conducting Commodity Flow Studies. Ms. Roe mentioned that Wabash LEPC mentioned wanting a Commodity Flow Studies. Ms. Chaney stated they are contacting grants staff about funding this. Mr. Pridgen discussed inviting a representative from Department of Transportations (DOT) to provide more insight about hazardous materials spills and these studies. Mr. Larmore stated reports showed a lot of transport for certain chemicals were transported by trucks but most is transported by rail due to costs. Mr. Pridgen stated he believes DOT data may be beneficial to the IERC.

APPROVAL OF SARA PROGRAM ACIVITY REPORT

Mr. French made a motion to approve the SARA Program Activity Report and was seconded by Mr. Larmore.

Roll Call Vote

Mr. Larmore—Yes	Mr. Palins—Yes	Mr. Beier—Yes
Ms. Steadham—Yes	Mr. Pridgen—Yes	Mr. French—Yes
Mr. Hamby—Yes	Mr. Bundy—Yes	
Chairperson—Yes		

PUBLIC COMMENTS

The Chairperson asked if there were any public comments. Mr. Larmore stated the survival life room is upstairs and Commission should take a look.

No further discussion occurred.

ADJOURNMENT

Mr. Pridgen made a motion to adjourn the meeting and was seconded by Mr. Larmore. No further discussion occurred, the meeting adjourned at 2:30 pm.

Roll Call Vote

Mr. Larmore —Yes
Ms. Steadham—Yes
Mr. Hamby—Yes
Chairperson—Yes

Mr. Palin—Yes
Mr. Pridgen—Yes
Mr. Bundy—Yes

Mr. Beier—Yes
Mr. French—Yes

Motion Carried.

NEXT MEETING

Marion County Health Department
4012 North Rural St.
Indianapolis, Indiana 46205
March 11th, 2019, 1:30 PM


James Greeson, Chair

