



# INDIANA EMERGENCY RESPONSE COMMISSION

## MEETING MINUTES

### Meeting Details

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**Date:** November 2, 2023

**Time:** 11:30 AM EST

**Location:** MADE @Plainfield 1610 Reeves Rd, Plainfield, IN 46168 and virtually via Microsoft Teams (IAHMR 2023 Conference) – Pursuant to [IC 5-14-1.5-3.6](#)

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### Member Attendance

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Name	Present		Means of Participation
	Yes	No	
Stephen Jones	<input checked="" type="checkbox"/>	<input type="checkbox"/>	In Person
Michael White	<input checked="" type="checkbox"/>	<input type="checkbox"/>	In Person
Peggy Dorsey	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NA
Chris Barr	<input checked="" type="checkbox"/>	<input type="checkbox"/>	In Person
Matt Bilkey	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NA
Jeff Larmore	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NA
Shawn French	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Electronic Means (MS Teams) (Late)
Bruce Palin	<input checked="" type="checkbox"/>	<input type="checkbox"/>	In Person
James Pridgen	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NA
Aaron Sims	<input checked="" type="checkbox"/>	<input type="checkbox"/>	In Person
Travis Tschann	<input checked="" type="checkbox"/>	<input type="checkbox"/>	In Person
Myra McShane	<input checked="" type="checkbox"/>	<input type="checkbox"/>	In Person

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### Notes

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Additional information may be available at the [DHS Boards and Commissions Page](#).

Hillary Egan, Russel Feuquay, Erin Miller, Jackie Pulley, Melissa Amerman and, Dustin Dyer (Electronic Means (MS Teams)), all from IDHS, also in attendance.

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- 1. Call to Order:** At 11:36 AM EST Chairman Steve Jones called the November 2, 2023, Indiana Emergency Response Commission (IERC) meeting to order. One member attended the meeting electronically by videoconference through Microsoft Teams, pursuant to the requirements of [Indiana Code § 5-14-1.5-3.6](#).
  - 2. Roll Call and Quorum:** A roll call was conducted to determine member attendance. The results are included above. Quorum was met.
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## INDIANA EMERGENCY RESPONSE COMMISSION

3. **Reports and Updates:** Chairman Jones introduced the new IERC members; Aaron Sims, Travis Tschaenn and Myra McShane.

Chairman Jones mentioned the need for and importance of the Board supporting those people and agencies who respond to other types of threats and hazards in the community. He also included that email encryption is only a small part of this support but a very important one.

4. **Review and Action of September 18, 2023, Meeting Minutes:** The IERC reviewed the September 18, 2023, Meeting Minutes, as posted in the meeting materials. The IERC approved the minutes, by a vote of 7-0.

Name	Vote	
	Yes	No
Stephen Jones	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Michael White	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Peggy Dorsey	<input type="checkbox"/>	<input type="checkbox"/>
Chris Barr	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Matt Bilkey	<input type="checkbox"/>	<input type="checkbox"/>
Jeff Larmore	<input type="checkbox"/>	<input type="checkbox"/>
Shawn French	<input type="checkbox"/>	<input type="checkbox"/>
Bruce Palin	<input checked="" type="checkbox"/>	<input type="checkbox"/>
James Pridgen	<input type="checkbox"/>	<input type="checkbox"/>
Aaron Sims	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Travis Tschaenn	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Myra McShane	<input checked="" type="checkbox"/>	<input type="checkbox"/>

5. **Fiscal Report:** Michael White reported no change since the September 18, 2023, meeting. He explained HAZMAT Connect and reported that the yearly bill is currently \$99,000.

Mr. White explained where the LEPC monies come from to answer this question posed by Mr. Sims. The monies come from fees and a flat rate of \$2500 is given to each county, plus a percentage of the monies goes to the counties that are complying.

Mr. White explained that the fund labeled as "Legal Fund" isn't earmarked for legal issues but instead is a general fund which can be used for other purposes. Hillary Egan commented that care should be given to ensure that the fund is used for its intended purpose.



## INDIANA EMERGENCY RESPONSE COMMISSION

**\*NOTE:** Mr. French joined the meeting at minute 15:56 of the meeting by electronic means (MS Teams) and was present for the meeting and votes following this time. A roll call was then conducted after this for each vote in accordance with and pursuant to the requirements of [Indiana Code § 5-14-1.5-3.6](#).

### 6. Old Business:

#### Due Dates for Submission of Compliance Reports:

A vote was taken and approved to change the due dates for some of the LEPC reports in Tier II. Mr. Jones mentioned the new due dates for the LEPC Reports as listed below.

Roster Report – April 30<sup>th</sup>  
By-laws – April 30<sup>th</sup>  
Fiscal Report – October 31<sup>st</sup>

The Legal Notice and the Exercise Proposal will stay the same. The Final Exercise Report will still be due thirty days after the Exercise has taken place.

Legal Notice – January 31<sup>st</sup>  
Exercise Proposal – May 1<sup>st</sup>

#### Funding Allocation Request from Lake County:

Lake County requested approval to use a portion of the counties Distribution funds to purchase a piece of HAZMAT equipment. Mr. Jones stated that Lake County doesn't need to request approval for this equipment purchase as it is in one of the categories that is allocated as use for the distribution monies. Mr. White added that the equipment needs to be available county wide. Mr. Jones requested that this be added to the Meeting Minutes.

### 7. New Business:

#### Discussion on an All-Day IERC Meeting:

An All-Day Meeting was discussed to be able to demonstrate Tier II to the IERC, and to introduce other relevant topics to the IERC Board Members, for the purpose of general knowledge about the role of IERC Board Members.

The proposed day was August 12<sup>th</sup>. Mr. Palin and Mr. Sims requested the date happen earlier in the year. May 13<sup>th</sup> was discussed as being a better day for the All-Day meeting.

Mr. Jones asked the Board Members to bring meeting topics for the All-Day meeting to be voted on at the next IERC meeting.

A change of venue was suggested for this meeting. Ms. Egan stated that the meeting needs to be wheelchair accessible and that it complies with Open Door Policy [Indiana Code § 5-14-1.5-1](#).



# INDIANA EMERGENCY RESPONSE COMMISSION

## Meeting Dates for the IERC for 2024:

A motion was made to vote on the new meeting dates for 2024. The address for the meetings will be at MADE 1610 Reeves Rd, Plainfield, Indiana 46168 unless otherwise posted, for the February 12<sup>th</sup> and August 12<sup>th</sup> meetings. The May meeting may have a different location to be announced. The November 6<sup>th</sup> meeting will be wherever the HAZMAT Conference is located, to be announced. The time will be 1:30 PM unless otherwise posted.

The motion for the dates listed below was approved by a vote of 8-0.

February 12, 2024

May 13, 2024 (All-Day meeting)

August 12, 2024

November 2024 (Time and date to be announced will be held at the HAZMAT Conference)

Name	Vote	
	Yes	No
Stephen Jones	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Michael White	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Peggy Dorsey	<input type="checkbox"/>	<input type="checkbox"/>
Chris Barr	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Matt Bilkey	<input type="checkbox"/>	<input type="checkbox"/>
Jeff Larmore	<input type="checkbox"/>	<input type="checkbox"/>
Shawn French	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bruce Palin	<input checked="" type="checkbox"/>	<input type="checkbox"/>
James Pridgen	<input type="checkbox"/>	<input type="checkbox"/>
Aaron Sims	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Travis Tschaenn	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Myra McShane	<input checked="" type="checkbox"/>	<input type="checkbox"/>

## By-laws Review:

Mr. Palin requested that the IERC be given a copy of the By-laws with proposed changes at least two weeks before the IERC meeting on February 12<sup>th</sup>, 2023, where the IERC is expected to vote to accept the By-laws.



# INDIANA EMERGENCY RESPONSE COMMISSION

## Research on Fees:

Mr. Palin proposed that research be done on what other states charge for fees and that there be a discussion on this topic to determine if any changes need to be made. Mr. Jones suggested that there should be further discussion on this topic also.

## 8. Next Meeting:

February 12, 2024, at 1:30 PM EST, at MADE in Plainfield 1610 Reeves Road, Plainfield, Indiana 46168.

***A public notice with specific details regarding the format of the meeting will be provided on the [IDHS Boards and Commissions Page](#) in advance of the meeting date.***

## 9. Adjournment

**-The Commission voted to adjourn the meeting.** IREC approved by a vote of 8-0.

Name	Vote	
	Yes	No
Stephen Jones	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Michael White	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Peggy Dorsey	<input type="checkbox"/>	<input type="checkbox"/>
Chris Barr	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Matt Bilkey	<input type="checkbox"/>	<input type="checkbox"/>
Jeff Larmore	<input type="checkbox"/>	<input type="checkbox"/>
Shawn French	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bruce Palin	<input checked="" type="checkbox"/>	<input type="checkbox"/>
James Pridgen	<input type="checkbox"/>	<input type="checkbox"/>
Aaron Sims	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Travis Tschaenn	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Myra McShane	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Signature:

Date: