



MEETING MINUTES

Indiana Emergency Response Commission
January 2024



LEPCs must comply with Indiana Codes, 4-2-7-3, 13-25-1-6, 13-25-2-5, 13-25-2-10.6(b), 13-25-2-10.7 and 13-25-2-14 to receive funding. To meet funding and IERC requirements, the following documents/information must be submitted annually through the LEPC online reporting system at

<https://on.in.gov/lepc-reports>.



DUE DATE/REQUIREMENTS

- LEPCs must have a minimum of **four meetings** a year. IDHS suggests scheduling six meetings in case a quorum is not met, or a meeting must be canceled due to conflicts.
- Meeting minutes are due **two (2) months** after the meeting.
- The meeting minutes must indicate if the meeting met quorum standards.



DUE DATE/REQUIREMENTS

- Each submission **must include a sign-in sheet with signatures and must be dated** for the day of the meeting.
- There must be a vote for any spending.
- Minutes must be signed by the chairperson after LEPC vote approval.
- **Reports for each meeting must be submitted separately.**
- A quorum must be met to have a meeting/vote.
- The voting results of the previous meetings minutes must be included in the next meeting minutes.
- Providing the date of the next meeting in the minutes is not required, but helpful.



INITIATING MEETING MINUTES

All meeting minutes **must be initiated in the Tier II Manager by midnight Dec. 31** or the LEPC will not be able to finish them.

Tier II locks at midnight, Dec. 31, and no new reports can be started on Tier II for that year.

Make sure to initiate any missing reports before Dec. 31, so you can go back in and complete them.



IMPORTANT INFORMATION

The chair/vice-chair/secretary **must sign the meeting minutes** at the following meeting after the LEPC votes to approve the minutes.

The chair/vice-chair/secretary cannot sign the minutes for the meeting being held during that meeting.

If the chair/vice-chair/secretary signs the meeting minutes before the next meeting and submits them before they are voted on at the next meeting, the report will need a revision and could result in loss of funding if not corrected in a timely manner.



IMPORTANT INFORMATION

All meeting minutes must be approved by vote at the following LEPC meeting before they can be uploaded into the TIER II Manager.

Once the LEPC votes and approves the minutes, the chair can sign the minutes and upload them into TIER II.

Each report must include one sign-in sheet and one set of signed meeting minutes for the same meeting.

Only one set of meeting minutes and sign-in-sheet can be on a single report.



DAY OF THE MEETING

A sign stating the meeting location **must be posted at the entrance** of the building and another sign should be placed outside of the room.

LEPC meetings are public and must follow the open-door law.



QUORUM

An LEPC that has just the 12 different categories needs at least a minimum of six (6) people in person at meetings with at least one (1) person virtual to meet quorum.

If an LEPC has more than 12 members listed on its roster, then it needs to name at least 12 primary members and set the rest as proxies to make a quorum easier.



If you have any questions, please email:

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or

Melissa Amerman at mamerman@dhs.in.gov

THE END

