

Indiana Emergency Response Commission

MEETING MINUTES

INDIANA EMERGENCY RESPONSE COMMISSION

Meeting Date: July 12, 2021

Meeting Time: 1:30 PM (Indianapolis time)

Meeting Location: 748 Massachusetts Ave., Indianapolis, IN 46204 and via Microsoft Teams

COMMISSION MEMBERS PRESENT: (in person participation unless otherwise noted)

Joel Thacker—State Fire Marshal, Chairperson

Laura Steadham—Designee for IDEM Commissioner

Larry Hamby—Designee for IDHS Executive Director

Bruce Palin—Public Representative

Jeff Larmore—Local Government Representative

Cara Cyrus—Business/Industry Representative (*via Microsoft Teams*)

Shawn French—Business/Industry Representative (*via Microsoft Teams*)

Jim Pridgen—Business/Industry Representative (*via Microsoft Teams*)

Vincent Griffin—Public Representative

Stephanie McKinney—Local Government Representative (*via Microsoft Teams*)

Matt Bilkey—Designee for Superintendent of Indiana State Police

STAFF MEMBERS PRESENT

Casey Kenworthy—IDHS

Amanda Horner—IDHS

Mike White—IDHS

Justin Guedel—IDHS

WELCOME AND INTRODUCTION

The meeting was called to order at 1:30 p.m. Chairman Thacker welcomed everyone to the July Indiana Emergency Response Commission (IERC) meeting and requested a determination of quorum.

QUORUM

Ms. Horner indicated a quorum was present after the roll call, with eleven (11) members in attendance. Ms. McKinney and Mr. Pridgen joined the meeting after the initial roll call.

REPORT OF THE CHAIR

Chairman Thacker introduced the new members of the Hazmat Section at IDHS. Mr. Mike White is the new Assistant Section Chief for Hazmat and Fire Investigations. He has been a hazmat specialist for the agency for the last several years and will continue to serve in that role along with his new role as Assistant Section Chief. Mr. Casey Kenworthy is the SARA Title III Program Manager and has transitioned from the Office of Public Affairs.

CONSIDERATION OF MINUTES

Mr. Palin made a motion to approve the May 10, 2021, meeting minutes. Mr. Hamby seconded the motion. **Motion Passed.**

Record of Votes

Chairman Thacker—Yes	Ms. Steadham—Yes	Ms. Cyrus—Yes
Mr. Larmore—Yes	Mr. Hamby—Yes	Mr. French—Yes
Mr. Bilkey—Yes	Mr. Palin—Yes	Mr. Griffin—Yes
Mr. Pridgen—Absent	Ms. McKinney—Absent	

ROSTER APPROVAL

Chairman Thacker reported 17 Local Emergency Planning Committees (LEPCs) have submitted rosters for membership appointments or approvals between May 6, 2021, and July 8, 2021. Mr. Palin made a motion to approve the changes as submitted. Mr. Pridgen seconded the motion. **Motion Passed.** A copy of the roster report detailing the changes is attached.

Record of Votes

Chairman Thacker—Yes	Ms. Steadham—Yes	Ms. Cyrus—Yes
Mr. Larmore—Yes	Mr. Hamby—Yes	Mr. French—Yes
Mr. Bilkey—Yes	Mr. Palin—Yes	Mr. Griffin—Yes
Mr. Pridgen—Yes	Ms. McKinney—Absent	

COMMITTEE REPORTS

Fiscal Committee

Ms. Steadham reported there was a \$5,699 increase in the budget and is suggesting the amount be added to the Administrative/Travel/Other line item. Chairman Thacker added the budget was originally reduced by 15%, but the agency is finding themselves with more collections than previously predicted. He suggested we table the budget discussion until the September meeting to ensure the \$5,699 increase is approved.

OLD BUSINESS

IERC Handbook Update

Ms. Horner reported she made the suggested updates to the handbook. The next step is to add the various appendices and have the Office of Public Affairs review the document. Mr. Palin made the motion to approve the IERC Handbook update. Mr. Hamby seconded the motion. **Motion Passed.**

Record of Votes

Chairman Thacker—Yes	Ms. Steadham—Yes	Ms. Cyrus—Yes
Mr. Larmore—Yes	Mr. Hamby—Yes	Mr. French—Yes
Mr. Bilkey—Yes	Mr. Palin—Yes	Mr. Griffin—Yes
Mr. Pridgen—Yes	Ms. McKinney—Yes	

LEPC Plan Module Update

Ms. Horner reported the focus is getting the Americas Water Infrastructure Act Notification system completed. There have been some staffing changes at IDEM which is causing a delay in

information sharing. The goal is to have at least a test site operational for the presentation at EMAI.

2021 EMAI Conference

Ms. McKinney reported she has a tentative agenda set for the EMAI conference scheduled for October 20-23 at the Indianapolis Marriot East. She will explore filling an open position with Manuela Johnson.

Mr. Hamby asked if there will be a cost associated with his presentation. Ms. McKinney said there shouldn't be a cost to the presenter but there will be a cost for the session.

US EPA

Ms. Horner informed the Commission on more information regarding the US EPA coordinating either a local or state LEPC exercise for 2022. It is Ms. Horner's understanding the US EPA will be responsible for the planning, training, and implementation of the exercise. Ms. Horner will continue working with the US EPA on an exercise for 2022.

NEW BUSINESS

IAHMR

Mr. White proposed that the IERC provide funding to the Indiana Alliance of Hazardous Materials Responders (IAHMR) in 2022 to encourage a statewide hazmat conference. Mr. Hamby explained currently the IAHMR conference is funded by membership dues and is held in Lafayette, Indiana. The conference is free to all attendees, but the content is most suitable for individuals who are hazmat technicians. He continued to report the IAHMR committee has looked into hosting the conference in other areas of Indiana to reach a larger audience.

Committee Membership

Mr. Thacker informed the Commission that Mr. Griffin expressed interest in serving on either the Policy and Technical Committee or the Communications Committee. Mr. Griffin will speak with both Committee chairs and make a decision between the two.

SARA TITLE III PROGRAM REPORT—SARA Program Staff

The LEPC Program Manager worked on the LEPC Plan Module and Water Notification Module with IDSi and our in-house IT and GIS staff. The Program Manager reviewed the IERC Handbook, made the suggested edits, and continued to review Tier II Manager for LEPC compliance. The Program Manager also reviewed LEPC Emergency Response Plans. The LEPC Program Manager has also been assisting the new SARA Program Manager in getting familiar with their daily duties.

The SARA Program Manager received training on Indiana Tier II reporting and LEPC plan reviews. The Program Manager regularly received and answered Tier II reporting questions from facilities and has also begun to review LEPC plans. Additionally, the Program Manager also successfully completed "ICS 400: Advanced ICS Command and General Staff-Complex Incidents."

PUBLIC COMMENTS

Mr. Larmore asked if there have been any changes to LEPCs and virtual meetings. Mr. Guedel said there is no indication that the executive order will be extended past July, however there is new legislation that allows LEPCs to meet virtually under certain circumstances.

ADJOURNMENT

Mr. Palin made a motion to adjourn. Ms. Steadham seconded the motion. **Motion Passed.**

Record of Votes

Chairman Thacker—Yes	Ms. Steadham—Yes	Ms. Cyrus—Yes
Mr. Larmore—Yes	Mr. Hamby—Yes	Mr. French—Yes
Mr. Bilkey—Yes	Mr. Palin—Yes	Mr. Griffin—Yes
Mr. Pridgen—Yes	Ms. McKinney—Yes	

Meeting adjourned at 3:00 p.m.

NEXT MEETING

September 13, 2021
1610 reeves Rd.
Plainfield, IN 46168

Approved: *Laura Steadham* Date: 13 SEP 2021
 Laura Steadham, Vice Chair