



**INDIANA EMERGENCY RESPONSE COMMISSION (IERC) Meeting  
Marion County Health Department  
4012 North Rural Street  
Indianapolis, Indiana 46205  
March 11, 2019, 1:30pm [Start Time: 1:35pm]**

**COMMISSION MEMBERS PRESENT:**

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

**COMMISSION MEMBERS ON THE PHONE:**

None

**COMMISSION MEMBERS ABSENT:**

Shawn French—Business/Industry Representative

**The following IDHS staff members were present:**

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

**The following audience members were present:**

Director Langley—IDHS  
Becky Waymire—Morgan County LEPC  
Allison Moore—Monroe County LEPC  
David Popke—Aristatek  
Bill Zimmerman—CISA Cyber and Infrastructure DHS  
Nikki Chilewski—CISA Cyber and Infrastructure DHS

## **WELCOME AND INTRODUCTION**

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

## **QUORUM**

Chairman Greeson indicated a quorum was present after roll call.

## **Presentation**

### **Director Langley's opening comments:**

Chairman Greeson introduced Mr. Langley, the IDHS Director, who expressed his appreciation for the opportunity to attend the IERC meeting and spoke about the progression of IDHS and their Federal partners within emergency management. He emphasized the importance of being aware of threats across the state of Indiana at all times. He gave a brief overview on the new programs and educational opportunities IDHS has implemented for first responders, and he highlighted the importance of all agencies working together and sharing information to promote relationships between EMA directors, LEPCs and stakeholders. Further discussion occurred and can be obtained from the IERC Commission recording.

## **CONSIDERATION OF MINUTES**

Mr. Palin made a motion to approve the January 14, 2019, meeting minutes. Mr. Pridgen seconded the motion. No further discussion occurred. All present were in favor

**Motion Carried.**

## **REPORT OF THE CHAIR**

Chairman Greeson advised the committee that Dearborn County LEPC was invited to attend the a Mitigation Tabletop exercise in Hamilton County Ohio and IDHS staff members, including Ms. Chaney, would attend to provide representation from IDHS and the IERC.

Chairman Greeson announced that Duke Energy donated nineteen thousand dollars (\$19,000) to help rewrite and implement programs in the Tier II Manager system. He expressed his appreciation for Duke Energy partnering with the IERC, and advised Ms. Roe would report more on the subject later in the meeting.

Chairman Greeson reported that two previously inactive LEPCs, Crawford and Fayette County, have recently become active, which brings the count of compliant LEPCs up eighty-seven (87) as of March 2019. He noted only eighty (80) LEPCs were active a few years ago and recognized staff for their hard work with LEPCs to help them become compliant.

## **Presentation**

### **William Zimmerman and Nikki Chilewski with CISA**

Chairman Greeson introduced Mr. Zimmerman and Ms. Chilewski employed by the United States Department of Homeland Security (DHS). Mr. Zimmerman discussed the anti-terrorism program within DHS related to establishing security for installations, agencies or facilities storing hazardous chemicals. Further discussion occurred and can be obtained from the IERC Commission recording.

**ROSTER APPROVAL**

Ms. Chaney reported 53 LEPCs submitted rosters for membership appointments or removals as of March 8, 2019, at 1:30 PM. Mr. Kinney advised noting the date and time of approval to specifically tie the rosters to these meeting minutes since the county names were not read outloud. Chairman Greeson stated the roster approval would reflect March 8, 2019, as the report generation date and March 11, 2019, as the submission date to the IERC for approval.

|            |             |             |            |
|------------|-------------|-------------|------------|
| Adams      | Allen       | Bartholomew | Benton     |
| Blackford  | Carroll     | Clark       | Clay       |
| Clinton    | Crawford    | Daviess     | De Kalb    |
| Dearborn   | Dubois      | Elkhart     | Fayette    |
| Floyd      | Fountain    | Fulton      | Grant      |
| Greene     | Hamilton    | Hancock     | Harrison   |
| Hendricks  | Howard      | Huntington  | Jay        |
| Jennings   | Johnson     | Knox        | Kosciusko  |
| Lawrence   | Marion      | Marshall    | Monroe     |
| Montgomery | Noble       | Ohio        | Owen       |
| Porter     | Pulaski     | Putnam      | Randolph   |
| Rush       | Shelby      | Starke      | Steuben    |
| Sullivan   | Vanderburgh | Warrick     | Washington |
| Whitley    |             |             |            |

Mr. Larmore made a motion to approve the submitted rosters and was seconded by Mr. Palin. No further discussion occurred. All present were in favor except Mr. Beier and Mr. Larmore who abstained.

**Motion Carried.**

## **COMMITTEE REPORTS**

### **Training Committee-Bernie Beier, Chair**

Chairman Greeson introduced Mr. Beier who stated the Training Committee meeting was informational only and no votes occurred. He discussed the training and exercise requirement and Homeland Security Exercise Evaluation Program (HSEEP). He also stated Adams County would pilot a seminar in 2019.

Mr. Beier informed the Commission of Mr. Hamby's presentation on the 472 and 1072 training books concerning new changes related to hazmat technician training and its direction in the state of Indiana. He also stated the new LEPC Training Course List name was changed to the LEPC Training Subject list which identifies the types of training and classes LEPCs may choose to use funds for.

No further discussion occurred.

### **Communications Committee-Jeff Larmore, Chair**

Chairman Greeson introduced Mr. Larmore who discussed tentative dates of submission of the newsletter in August or September of 2019. He explained the publication would be bi-annual and contain relevant information for LEPCs. Mr. Larmore and Ms. Chaney discussed IDHS PIO taking a professional photo of the Commission to incorporate in the newsletter and to add to the banner of the hazmat website as other Commission are doing. She anticipated the photo being taken either in April at the retreat, or at the next IERC meeting in May 2019.

Mr. Larmore discussed the LEPC brochure and advised the decision on the content and style of the publication would carry over to the next meeting since many of the committee members were not present at the morning meeting. He stated the committee would decide if either a tri-fold or a card is the best format to distribute information to the communities. He specified if they chose the tri-fold more language and wording is needed to fill the brochure to describe an LEPC and list what they do in the community. Mr. Larmore also discussed the LEPC flyer designed specifically for the LEPC members which includes deliverable dates of seven requirements LEPCs must complete to remain compliant. He recommended approval of the flyer from the committee.

Mr. Larmore discussed Ms. McKinney's resignation from the committee and recommended her reappointment as a member. He advised she would remain the liaison between the EMAI and the committee to set up the conference and determine the content and presentations. He explained that Ms. McKinney would speak with the Emergency Management directors to determine the

number of time slots what the EMAI expects the IERC to fill, as well as determine topics and speakers based on the survey result they received.

Mr. Larmore discussed transferring the responsibility of funding the EMAI as he felt it would be more appropriate for the funding to go through the Fiscal Committee. He stated the committee had not yet received a financial report for last year's conference, however as soon as it was available Ms. McKinney would send it to Ms. Steadham for the Fiscal committee to work on the arrangements for funding of the EMAI conference this year and the years ahead.

Chairman Greeson stated the Commission would recognize Ms. McKinney as a member reinstated to the Communications Committee. Conversation occurred about the approval of the LEPC flyer. Mr. Kinney advised approval could stay with the Communications Committee or they could request the Commission to vote on it. The Chairperson stated he would entertain a motion to recognize the LEPC Flyer.

Mr. Pridgen made a motion to approve the LEPC Flyer and was seconded by Ms. Cyrus. No further discussion occurred. All present were in favor

### **Motion Carried**

### **Policy-Technical Committee-Jim Pridgen, Chair**

The Chairperson introduced Mr. Pridgen who discussed the summary of the retreat scheduled on April 24, 2019, at the Columbus City Hall meeting room starting at 8am and concluding at 5pm that day. He discussed subject matter and agenda items would include Tier II Manager, the Hazardous Material Emergency Preparedness (HMEP) grant process, recognition of various and sundry organizations and their relationship to the Commission and the LEPCs, and the specific requirements related to grants.

Mr. Pridgen suggested inviting agencies within IDHS to the retreat, including representatives from the grants, exercise, planning and training division. He proposed each agency give a brief overview about their expectations on agencies working more closely together and what steps can be taken to enhance the relationships both at the local and state level. He assigned staff to determine and invite the different departments, and stated the committee believed it would be well received and in line with Mr. Langley's goals for the agency.

Mr. Pridgen stated the Policy-Technical Committee had nothing to take action on in their meeting and looked forward to the retreat. He suggested submitting request for additional agenda items to the Commission. Mr. Pridgen invited Mr. Langley to speak at the retreat, and designated staff to create and send him an official invitation.

No further discussion occurred.

### **Fiscal Committee-Laura Steadham, Chair**

Chairman Greeson introduced Mr. Steadham who discussed the Fiscal Committee meeting. She advised Fiscal held an informational meeting and there were no recommendation or motions. She said staff presented the remaining budget for 2019 and they are waiting for the legislature to pass

the next biennial for more information. She advised the committee discussed a contract renew for the Tier II Manager system which Mr. Ewusi committed to work on as soon as possible.

No further discussion occurred.

### **APPROVAL OF COMMITTEE REPORTS**

Mr. Palin made a motion to approve the Committee Reports and was seconded by Ms. Cyrus. No further discussion occurred. All present were in favor.

**Motion Carried.**

### **OLD BUSINESS**

Nothing was discussed in old business therefore the Chairman Greeson moved to new business.

### **NEW BUSINESS**

#### **Appointments**

Chairman Greeson moved to approve committee members. He asked if a reaffirmation of staff was required, however Ms. Chaney advised it was to remove Mr. Heflin from the various committees and affirm Ms. Roe on the Fiscal and Training Committee.

Ms. Roe suggested the Commission approve an LEPC recognitions program to acknowledge LEPCs as volunteers, retired members or those who have passed away. She stated she would develop a recognition system and submit it to the IERC for review. Chairman Greeson suggested submitting any ideas to Ms. Roe. He asked if funds were available from the committees and Commission to purchase plaques for recognition and Mr. Kinney stated he would look into the restrictions to determine the legal issues and discuss the information at the retreat.

### **SARA TITLE III PROGRAM REPORT**

#### **FOLLOW-UP FROM PREVIOUS MEETING**

**Noncompliant Tier II Facilities**— The total number of 2017 non-compliant facilities has been reduced from one hundred sixty-nine (169) to fifty-seven (57). Staff continues to reach out to all noncompliant facilities and LEPCs.

**LEPC Planning and Training Resource List**— Staff has developed a draft document of courses to be reviewed by the IERC.

**Combined Invoice Feature**— The combined invoice feature allowed forty-three (43) users pay for all of their facilities at one time. These facilities alone brought in a revenue of one hundred fifty-seven thousand, four hundred and fifty dollars (\$157,450.00).

## STAFF ACTIVITIES

### LEPC Meetings Attended (25)

|               |                 |               |
|---------------|-----------------|---------------|
| Shelby—1/15   | Dearborn—2/7    | Greene—2/26   |
| Grant—1/16    | Allen—2/11      | Monroe—2/27   |
| Miami—1/17    | Fayette—2/12    | Ohio—2/27     |
| Lake—1/23     | Union—2/18      | Noble—2/27    |
| Carroll—1/24  | Montgomery—2/19 | Hamilton—2/28 |
| Hancock—1/24  | Monroe—2/20     | Franklin—3/4  |
| Franklin—1/24 | Howard—2/21     | Crawford—3/6  |
| Sullivan—2/3  | Johnson—2/21    |               |
| Marion—2/4    | Washington—2/26 |               |

### Exercises Attended (2)

INPAA—2/5 (Ms. Mason)  
INPAA—2/25 (Ms. Chaney)

### Tier II Manager

The 2018 Tier II Reporting cycle has completed and six thousand six hundred and seventy-two (6672) Annual Tier II Reports have been completed. The total revenue collected is seven hundred forty-one thousand, four hundred and thirty dollars (\$741,430.00). We are still working with facilities to get reports submitted. We expect to see the total revenue collected increase.

### Special Projects

Staff is updating all LEPC publications. This includes LEPC brochures, fact sheet and newsletter. Staff brought copies of the LEPC brochure and ideas for newsletter to the meeting for review and IDHS. PIO is working on the fact sheet.

### Spill Reports (EPCRA Section 304)

| <i>County</i> | <i>Date</i>       | <i>Facility/Individual</i> | <i>Chemical</i>                                 | <i>Quantity</i> |
|---------------|-------------------|----------------------------|---|-----------------|
| Carroll       | February 22, 2019 | Co-Alliance                | Fertilizer<br>(Exact Chemical Compound Unknown) | 1500 Gallons    |

### Discussion

Chairman Greeson asked if LEPCs were mindful of making local responder aware of the large storage batteries in the windmills at windfarms. Ms. Roe stated the LEPCs and fire departments receive the reports directly from one windfarm owner, and he offers training about the windmills to the local responders and fire fighters.

Mr. Ewusi expressed his appreciation to the Commission allowing the agency to purchase the Tier II Management system. He discussed the increase in revenue and the importance of the



facilities reporting. He stated he would like to see the facilities complete spill reports on the Tier II Manager system and advised staff plan to educate facilities about the process in the future.

### **APPROVAL OF SARA PROGRAM ACTIVITY REPORT**

Mr. Palin made a motion to approve the SARA Program Activity Report and was seconded by Mr. Beier. No further discussion occurred. All present were in favor.

### **PUBLIC COMMENTS**

Chairman Greeson introduced Mr. Popke employed with Aristatek. Mr. Popke discussed the company was founded about twenty years ago and the PEAC software they developed is used by hazmat teams in Indiana and nationwide. He reported the purpose of his visit was to inform the IERC about the Worst Case Hazardous Tool which is a web based program used nationwide and by LEPCs in Indiana as well as Homeland Security. He stated he would like to meet with key personnel and either duplicate or improve the applications in Indiana.

No further discussion occurred.

### **ADJOURNMENT**

Mr. Palin made a motion to adjourn the meeting and was seconded by Mr. Hamby. No further discussion occurred, and the meeting adjourned at 2:50pm. All present were in favor

**Motion Carried.**

### **NEXT MEETING**

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

  
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James Greeson, Chair