



**INDIANA EMERGENCY RESPONSE COMMISSION (IERC)  
COMMUNICATIONS COMMITTEE**

**Elkhart County Sheriff's Office  
26861 County Road 26  
Elkhart, Indiana 46517**

**July 9, 2018, 10:00am [Start Time: 10:02am]**

**COMMITTEE MEMBERS PRESENT:**

Jeff Larmore—Local Government Representative, Chair  
Ian Ewusi—IDHS  
Kassandra Buster—IDHS  
Becky Waymire—Morgan County LEPC

**COMMITTEE MEMBERS ON THE PHONE:**

James Pridgen—Business/Industry Representative  
Stephanie McKinney—Gibson County LEPC

**COMMITTEE MEMBERS ABSENT:**

Shawn French—Business/Industry Representative  
Matt Bilkey—Designee for Superintendent of ISP

**The following Commissioners, IDHS staff, and audience members were present:**

Kraig Kinney—IDHS Attorney  
Marc Torbeck—IDHS  
Madison Roe—IDHS  
Alex Straumins—IDHS  
Warren Waymire—Morgan County

**WELCOME AND INTRODUCTION**

Mr. Larmore welcomed everyone to the Communications Committee meeting and requested the determination of a quorum.

**QUORUM**

Ms. Buster indicated a quorum was present.

**CONSIDERATION OF MINUTES**

A motion to accept May 14, 2018, meeting minutes was made by Mr. Ewusi and seconded by Ms. Buster. No further discussion occurred.

## Roll Call Vote

Mr. Ewusi —Yes  
Ms. McKinney—Yes

Mr. Larmore —Yes  
Mr. Pridgen—Yes

Ms. Buster—Yes  
Ms. Waymire—Yes

## Motion Carried.

## OLD BUSINESS

### *2018 EMAI Conference*

Ms. McKinney advised that she sent the Emergency Management Alliance of Indiana/Indiana Emergency Response Conference (EMAIERC) agenda to committee members. She reported that sessions would cover several real-world events that should interest LEPCs. Ms. McKinney further reported that a question arose about LEPCs sharing registrations and advised that this happened in the past. She further advised that last year, employees from the Indiana Department of Homeland Security (IDHS) were unable to attend the conference every day and shared their registration passes to increase attendance. Ms. Waymire asked if she could not attend a particular day, could she share her registration with another Morgan County LEPC member and Mr. Larmore asked if sharing registrations would extend to LEPCs, Ms. McKinney reported yes.

Ms. Buster reported that Ms. Sharon Hutchison from the Tippecanoe County LEPC reached out to her and inquired if registration passes could be shared among the LEPCs. Mr. Larmore reported that this was acceptable only if members sharing passes were not present at the same time, Ms. McKinney agreed. Mr. Larmore asked if the topic needed to go before the full EMAIERC Planning Committee, Ms. McKinney reported no. Mr. Larmore reported that only one person would check in and receive a badge to avoid issuing more than one bag or memorabilia coin.

Mr. Larmore pointed out that the LEPC module updates and CAMEO workshops were scheduled for Tuesday, October 16, 2018, from 1:00 pm to 4:00 pm. Ms. Waymire inquired if the time could be extended if needed. Mr. Larmore reported that on Wednesday, October 17, 2018, Director Langley would discuss IDHS updates from 9:15 am to 10:00 am, and Mr. Stan Capobianco would present on the Green County gas leak from 1:30 pm to 2:45 pm. Mr. Larmore further reported that the LEPC 101 and LEPC awards ceremony would commence from 3:00 pm to 4:00 pm and Mr. John Brown and Ms. Kathy Borgman would present on the Hazard Identification and Risk Assessment (HIRA), provide a county preparedness report, and finally discuss the Readiness Training Identification Preparedness and Planning (RTIPP) program. He advised that on Thursday, October 18, 2018, Ms. Jenn Tobey would present on Elkhart County disasters and lessons learned and she would discuss real-world events that have occurred in their county. He further advised that on Thursday afternoon there was an opening for a discussion on the hazardous materials release at a Marathon facility in southern Indiana. He described that the response went well and included positive lessons learned. Mr. Larmore reported that on Friday, October 19, 2018, from 9:00 am to 10:00 am, the EPA would discuss White River spill response plan. Ms. McKinney stated that LEPCs would be interested in the discussion on the Emergency Operations Centers (EOCs) by Mr. Bernie Beier.

Mr. Larmore advised that he and Mr. Ewusi received a report on the deposit from the 2017 EMAIERC Conference and he asked Ms. McKinney to send the 2018 final reconciliation to both of them to request funding this year's conference. Ms. Waymire inquired if the time limit for the LEPC 101 and awards ceremony could be extended ten or fifteen minutes. Ms. McKinney advised

that the time allotted was sufficient, Ms. Buster agreed. Mr. Ewusi asked Ms. Buster if staff would discuss LEPC exercises during the LEPC 101. He advised that the discussion would generate several questions from the audience and require more time. Mr. Larmore recommended including the exercise discussion on the agenda for Tuesday, October 16, 2018, and Mr. Ewusi advised that the exercise discussion would need approximately one hour to one hour and a half. Ms. McKinney suggested discussing the topic and making a decision about the LEPC exercise outside of the Communications Committee meeting. Mr. Larmore asked if adding another workshop to the agenda was possible, Ms. McKinney reported yes. Ms. McKinney advised that there was still time to adjust agenda items. Mr. Larmore opened the floor, no further discussion occurred.

### ***Webcasting***

Mr. Larmore reported that the webcasting equipment was purchased and was currently in use during the meeting. Mr. Larmore stated that the camera system rotated 360-degree, included conference calls, and a sound system. Mr. Straumins reported that the webcast camera was up and running and included a 360-degree view of the entire room. He further reported that the camera was designed to turn and face the person talking at the time. Mr. Straumins advised that the camera was in the shape of an owl and required a name during the setup process. He said the owl's name was Albert. Mr. Larmore welcomed Albert to the meeting. Mr. Straumins reported that the IERC meeting would be streamed and advised streaming the committee meetings in the future.

He further reported that the camera was easy to manage and could be turned on and off during meeting transitions. Mr. Ewusi asked if a specific computer was required to operate the camera and Mr. Straumins advised that the camera ran off a webpage and did not require a specialized computer. Mr. Larmore reported that the internet was required to operate the camera and Mr. Straumins stated that MiFi could work as long as there was a strong signal. Ms. Roe reported that staff should develop a document that required LEPCs to mark that they have internet access when hosting IERC meeting in their counties. Mr. Ewusi reported that this particular document was recommended two meetings ago and Mr. Larmore said that the document would ensure LEPCs have internet service. No further discussion occurred.

## **NEW BUSINESS**

### ***LEPC/Facility Outreach***

Ms. Buster reported that she attended the International Hazardous Materials Response Conference in Baltimore, Maryland and she attended courses related to LEPCs. She informed the committee that other states mentioned that they had positive contacts with reporting facilities. Ms. Buster advised that she wanted to work with LEPCs to enhance relationships with facilities in Indiana and was looking for recommendations from the committee to achieve this goal. She further advised that staff planned to tour facilities to enhance relationships. Ms. Buster reported that the Superfund Amendment and Reauthorization Act (SARA) program was established for LEPCs to develop relationships with facilities that store hazardous chemicals. Mr. Larmore agreed that there should be a better partnership between LEPCs and facilities and advised that the Marion County LEPC lost relationships with facilities over the past few years due to staff changes. Mr. Larmore agreed that facilities should attend LEPC meetings periodically and suggested staff invite LEPCs to attend the facility tours.

Ms. Buster recommended that the committee members encourage LEPCs to reach out to the industry and advise LEPCs to hold meetings at facilities. Mr. Larmore recommended that the committee members send suggestions on methods to increase relationships between LEPCs and facilities to Ms.

Buster and he suggested that staff advise LEPCs to hold meetings at facilities during the LEPC 101. Ms. Buster reported that staff attended the Huntington County LEPC exercise at Gladieux Trading Marketing and the facility was actively involved with the LEPC. Mr. Larmore suggested that the topic should be included in the newsletter and the newsletter should be sent out to facilities. He recommended that staff attend one of the Indiana Manufacturing Association meetings. Ms. Waymire said that some of the facilities withhold information, and Mr. Larmore agreed. He mentioned a facility in Marion County accidentally released smells of natural gas, and the LEPC addressed the matter at a meeting with a facility employee present. No further discussion occurred.

***IERC Awards (Funding Approval, Award Categories, Submission Dates)***

Mr. Larmore reported that in the past the IERC recognized LEPCs for a planning award and staff nominated LEPC for awards that had exceptional hazmat plans. He asked if this would continue this year, committee members agreed. Mr. Larmore reported that there was an administrative achievement award that was recommended by staff, Mr. Ewusi agreed. Mr. Larmore advised that LEPCs should submit nominations for commodity flow studies and plan exercise awards with the stipulation that exercises are Homeland Security Exercise Evaluation Program (HSEEP) compliant. Mr. Larmore advised that staff would review nominations and present them at the September 10, 2018 Communications Committee meeting. He reported that there was a training award that included methodology, documentation and course evaluation, and a data management award that included a description of the project and results, Extremely Hazardous Substances (EHS) scenarios, and vulnerability zones. He further reported that there was a hazard analysis award that required LEPCs to list the technical methods applied. Mr. Larmore said that there was an outreach to facilities, outreach to the public, and an award for contribution to the IERC which included LEPCs that hosted IERC meetings. Ms. Buster reported that staff would nominate LEPCs that hosted IERC meetings in their counties. Mr. Larmore reported that special project awards must be approved by the IERC.

Mr. Larmore reported that last year's awards excluded individual recognition awards. Mr. Ewusi advised that there was a Greg Phillips award and the IERC made the decision to present the award based upon nominations the LEPC. Mr. Larmore reported the LEPC would nominate an individual that has dedicated service to the LEPC and the IERC would approve the nomination. Mr. Pridgen reported that the Greg Phillips award included an endorsement from the IERC or LEPC based upon an individual that demonstrated a passion for the program or produced exemplary work for the LEPC. Mr. Larmore reported he would draft an award nomination letter that would include the Greg Phillips award and send it to Ms. Buster to distribute. Mr. Ewusi stated that there was also a chairman's award or director's award that was a step down from the Greg Phillips award. Mr. Larmore reported that the award nominations should be submitted before the September IERC meeting.

Mr. Ewusi reported that the funding approval for the awards was listed on the agenda and suggested that the vote is tabled until the number of awards was known. He advised that the IERC contribution to the EMA/IERC Conference needed to be approved and Mr. Larmore discussed the amount the IERC would contribute. Mr. Ewusi reported that the amount contributed every year was ten thousand dollars. Mr. Larmore advised that the matter could be tabled until the September meeting. Ms. Buster asked if the committee could vote on the ten thousand dollars and Mr. Pridgen agreed that the ten thousand dollars should be voted on and approved.

Mr. Pridgen made a motion to approve the ten thousand dollar (\$10,000) contribution for the EMA/IERC Conference, and this amount included free admission for IERC Commissioners and

