



**INDIANA EMERGENCY RESPONSE COMMISSION (IERC)
POLICY/TECHNICAL COMMITTEE
Indiana Government Center South
302 W. Washington St., Conference Rooms 1-2
Indianapolis, Indiana 46205
July 8, 2019 [Start Time: 11:15 am]**

COMMITTEE MEMBERS PRESENT:

James Pridgen—Business/Industry Representative, Chair
Jeff Larmore—Local Government Representative
Allison Moore—Monroe County EMA
Laura Steadham—Designee for IDEM Commissioner
Becky Waymire—Morgan County LEPC
Sarah Chaney—IDHS
Ian Ewusi—IDHS
Dawn Mason—IDHS
Madison Roe—IDHS

COMMITTEE MEMBERS ON THE PHONE:

None

COMMITTEE MEMBERS ABSENT:

Matt Bilkey—Designee for ISP Superintendent
Cara Cyrus – Business/Industry Representative
Shawn French—Business/Industry Representative

The following Commissioners, staff and audience members were present:

Kraig Kinney—IDHS
Seth Thomas—Monroe County Intern

WELCOME AND INTRODUCTION

Mr. Pridgen welcomed everyone to the meeting and asked for a determination of a quorum.

DETERMINATION OF QUORUM

Ms. Chaney advised there was a quorum present.

CONSIDERATION OF MINUTES

A motion to accept March 11, 2019, meeting minutes was made by Mr. Larmore and seconded by Ms. Steadham. All present were in favor.

No further discussion occurred.

OLD BUSINESS

No discussion of old business occurred.

NEW BUSINESS

Special Recognition

Mr. Pridgen asked Ms. Roe to present information about the subject to the committee. Ms. Roe explained that the initiative will serve to recognize LEPC members for retirement or death. She discussed the basic criteria which is still being finalized by Mr. Ewusi. Mr. Larmore approved of the initiative and said it was a good idea to memorialize LEPC members for their service. Mr. Pridgen stated recognition would occur throughout the year. Ms. Roe explained nominees or their families would be notified of an award or memorialization and when it would be delivered at the IERC/EMAI conference.

Ms. Waymire advised the Committee that Morgan County Chairman is preparing to retire and asked how he could be nominated. Ms. Roe explained if he meets all the criteria the LEPC could nominate him and the IERC would decide to recognize him at the EMAI conference in October of 2019. Ms. Waymire asked if they needed to wait until after the chair retires, in which Mr. Pridgen stated anyone retiring soon after the EMAI conference would be recognized at the current year conference to avoid waiting until the next year. Mr. Pridgen suggested not only recognizing them at the EMAI conference but also at the next IERC meeting.

IERC Handbook Update

Mr. Pridgen asked Ms. Chaney about the IERC Handbook updates, in which Ms. Chaney stated the updates will occur in August of 2019 after completing the LEPC plan reviews. Mr. Pridgen asked how many plans are left to review, in which Ms. Mason stated she had twelve out of forty six plans left to evaluate. Mr. Pridgen ask if there were any issues and Ms. Mason stated many of the plans do not have Community Emergency Coordinators (CEC) or Facility Emergency Coordinators (FEC) listed, which she advised will be added to the new LEPC Brochure to help explain who the CEC and FEC represents in the county. Mr. Pridgen stated they will readdress the IERC Handbook in the September 2019 IERC meeting and address the new mandates coming out.

IERC/Committee Meeting Schedules

Mr. Ewusi discussed holding the committee meetings at different times rather than on the same day as the IERC meeting. Mr. Pridgen ask if the meetings would be held the day before or two weeks before the IERC meeting. Mr. Ewusi noted every committee adopted the electronic meeting policy that facilitated meeting could be held by phone and by conference call at any time. Mr. Ewusi stated meeting early enough after an IERC meeting will help address some of the actionable items and help make sure everything is in place which would allow the IERC meeting be a standalone meeting at 1:30pm.

Mr. Pridgen stated the previous schedule of the month before, the week before, or the day before the IERC meeting will address travel issues. Mr. Ewusi noted the hardship for Commission and Committee members traveling in so early in the day as well as parking availability. Mr. Pridgen raised concerns for people traveling twice to different meetings. Mr. Pridgen suggested trying the new schedule for three or four meetings to see how it works, but if attendance drops then the schedule will need to be revisited. He stated it must be mandatory that the chairperson be at both meetings. Mr. Ewusi reiterated the meetings would be any time before the IERC meeting, but not on the day of the IERC meeting. Mr. Pridgen asked for feedback, and Mrs. Moore stated she thinks it is a great idea to allow for members to call in. Mr. Larmore stated it would free up the mornings for other business.

IPADs

Mr. Ewusi discussed purchasing IPADs for the Committee and Commission meetings to help cut down on the cost and use of paper. Mrs. Moore and Mr. Pridgen advised that the committee already voted on the purchase of IPAD in previous years. Mr. Ewusi stated technology has improved and it would be easier to load meeting materials and documents onto the IPADs for Commissioners. Mr. Pridgen agreed the IPADs should be purchased to prevent personal computers from being used and stated the IPADs can be turned in at the end of the meeting. Mr. Ewusi indicated he would move forward on the IPAD acquisition project.

No further discussion occurred

ADJOURNMENT

A motion to adjourn the meeting was made by Mr. Larmore and seconded by Mr. Ewusi. No further discussion occurred. All present were in favor.

NEXT MEETING

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


James Pridgen, Chair