



**INDIANA EMERGENCY RESPONSE COMMISSION (IERC)
POLICY/TECHNICAL COMMITTEE**

**Marion County Health Department
4012 N Rural Street**

Indianapolis, Indiana 46205

March 12, 2018 10:30am [Start Time: 10:36am]

COMMITTEE MEMBERS PRESENT

James Pridgen—Business/Industry, Chair
Ian Ewusi—IDHS
Jeff Larmore—Local Government Representative
Laura Steadham—Designee for IDEM Executive
Cara Cyrus—Business and Industry Representative

COMMITTEE MEMBERS ON THE PHONE

Becky Waymire—Morgan County LEPC

COMMITTEE MEMBERS ABSENT

Shawn French—Business/Industry Representative
Allison Moore—Monroe County EMA
Matt Bilkey—Designee for ISP Superintendent

The following Commissioners, staff and audience members were present:

Marc Torbeck—IDHS
Kassandra Buster—IDHS
Alex Straumins—IDHS
Kraig Kinney—IDHS
Doug Cooke—IDHS
Ashley Baldwin—IDHS
Courtney Turner—IDHS
Bernie Beier—Local Government Representative
Karen Arnold—Deckard Engineering & Surveying
Tom Moore—Switzerland County EMA
Eric Tuemler—Switzerland County LEPC

WELCOME AND INTRODUCTION

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

DETERMINATION OF QUORUM

Ms. Buster advised there was a quorum present.

CONSIDERATION OF MINUTES

A motion to accept January 8, 2018, meeting minutes was made by Ms. Cyrus and seconded by Ms. Steadham. No further discussion occurred.

Roll Call Vote

Mr. Ewusi—Yes
Ms. Waymire—Yes

Mr. Larmore—Yes
Mr. Pridgen—Yes
Ms. Steadham—Yes

Ms. Cyrus—Yes

Motion Carried.

OLD BUSINESS

Switzerland County (Update and 2017 funding)

Mr. Pridgen reported that Switzerland County would begin with their presentation. Indiana Department of Homeland Security, District 9 Coordinator Mr. Doug Cooke conveyed that he has been working with Mr. Ewusi and Ms. Buster to assist Switzerland County with re-establishing their LEPC. Mr. Cooke introduced the Switzerland County LEPC Chair Mr. Eric Tuemler and the Switzerland County Emergency Management Agency (EMA) Director Mr. Tom Moore. Mr. Cooke reported that the Switzerland County LEPC had been working very hard to meet the 2017 LEPC funding requirements and receive funding. He provided a brief activity history of the Switzerland County LEPC and explained that at one point the LEPC was active but lost interest.

Mr. Cooke reported that on September 28, 2017, the IDHS SARA Program Manager Ms. Tracy Smith met with Mr. Moore and Mr. Cooke to discuss re-establishing the Switzerland County LEPC. Mr. Cooke advised that they were told to put a rush on the process to receive 2017 funding. He reported that members of the community met to organize the LEPC and staff provided information about the SARA Title III program and annual requirements. He advised that a second meeting was held to establish the LEPC roster and to evaluate the auditor report. Mr. Cooke conveyed that Ms. Smith told the LEPC that they could begin working on the annual requirements to receive 2017 LEPC funding. Mr. Cooke reported that on October 18, 2017, Switzerland County re-established their LEPC and Ms. Smith informed them that if the LEPC met the annual requirements, they would receive 2017 funding. He advised that the LEPC formed an exercise committee and the exercise commenced on February 7, 2018. He further advised that the Switzerland County LEPC requested staff to evaluate the auditor's report and reach an agreement on any discrepancies. Mr. Cooke reported that on January 18, 2018, another request was made.

Mr. Pridgen inquired how long the discrepancy had been present in the auditor's report and asked if a trailer that the LEPC purchased could be capitalized or traced back through the Department of Transportation. Mr. Cooke reported that a trailer was purchased and located but there was not a Vehicle Identification Number (VIN). Mr. Ewusi advised that the discrepancy was around thirty-one (31) hundred dollars and trailers cost roughly two (2) thousand dollars depending on the size. He further advised that the trailer purchased by the Switzerland County LEPC would need to be identified. Mr. Pridgen inquired about the audit, and Mr. Cooke reported that the Switzerland County LEPC requested staff perform an audit several times, but one had yet to be conducted. Mr. Cooke reported that the Switzerland County LEPC meets monthly and all of the 2017 annual requirements have been submitted. He further reported that the Switzerland County LEPC submitted a

letter to the IERC requesting funding and came to the Policy-Technical meeting to request 2017 funding. Mr. Tuemler advised that the Switzerland County LEPC put in one hundred (100) percent effort to receive the funding. Mr. Moore reported that re-activating the LEPC was on his to-do list and he was happy that the LEPC was active. He further reported that the Switzerland County Auditor gave the LEPC the bill of sale for the trailer, and Mr. Pridgen inquired if the trailer had a VIN registered with the state. Mr. Moore advised that there was not a paper trail for the registration. Mr. Cooke conveyed that the trailer was sitting at the Jeff Craig Fire Department, and the LEPC did not have a way to determine if that trailer was purchased with LEPC funds. He reported that the Switzerland County LEPC appreciates the opportunity to be recommended for the funding.

Mr. Pridgen apologized for any miscommunication and acknowledged their initiative and effort with the few facilities reporting in the county. Mr. Pridgen advised that the request for 2017 funding would carry forward to the IERC meeting. Mr. Larmore recognized that the Switzerland County LEPC had worked very hard to achieve the goal and recommended the LEPC receive 2017 funding. Ms. Steadham mentioned that she follows the rules, was a regulator and would like to know if this would be a one-time occurrence. Mr. Pridgen conveyed that in the past, LEPCs have requested and granted funding. Ms. Cyrus agreed and reported that the IERC continuously looks for methods to help in-active LEPCs and recognized Switzerland County's hard work. Ms. Cyrus indicated that she was in favor of the Switzerland County LEPC receiving 2017 funding. Mr. Pridgen advised that there was a motion to approve and the approval would be a one-time request. Mr. Ewusi reported that the work the Switzerland County LEPC completed in 2018 for 2017 funding would not count towards 2018 funding and requested that the LEPC reach out to staff if any miscommunication arises in the future.

Mr. Pridgen requested a motion to approve or disapprove the request for funding. Mr. Larmore made a motion to approve Switzerland County LEPC receive 2017 funding and was seconded by Ms. Cyrus.

Roll Call Vote

Mr. Ewusi—Yes
Ms. Waymire—Yes

Mr. Larmore—Yes
Mr. Pridgen—Yes
Ms. Steadham—Yes

Ms. Cyrus—Yes

Motion Carried.

Re-evaluate the LEPC exercise program (3-year exercise cycle-seminar, workshop, tabletop)

Ms. Buster reported that Ms. Ashley Baldwin and Ms. Courtney Turner were present to discuss the 3-year exercise cycle. Ms. Baldwin, IDHS Program Manager South, and Ms. Turner, IDHS Program Manager North discussed the documentation requirements required for exercises to be approved as HSEEP complaint. Ms. Baldwin reported that a seminar consisted of reviewing plans, policies, or procedures and a workshop consisted of developing plans, policies, or procedures. She advised that there was an IDHS Building Block approach that LEPCs could utilize that begins with a seminar and works up to a full-scale exercise. She reported that there were exercise checklists and a letter written by the Training Committee Chair that list the exercise requirements. Ms. Turner emphasized the importance of submitting the exercise documentation thirty (30) days before the exercise to allow

staff an opportunity to provide feedback. She advised that LEPCs could make adjustments based on that feedback.

Ms. Buster indicated that the goal of adding seminars and workshops to the exercise list was to provide additional opportunities for LEPCs that were re-establishing. She reported that staff would review LEPC plans and offer suggestions to LEPCs that need to revamp their plans. She advised that LEPCs would begin using seminars and workshops in 2019 and the in-active or non-compliant LEPCs that re-establish in 2018 could utilize the 3-year cycle. Mr. Larmore requested clarification that the 3-year cycle would only be available to in-active or non-compliant LEPCs, and Ms. Buster reported that all LEPCs would have the opportunity to conduct a seminar or workshop. Mr. Larmore suggested that all LEPCs could benefit from conducting a seminar or workshop. Mr. Pridgen reported that every LEPC should be offered the opportunity to conduct a seminar or workshop if they need to re-evaluate or develop a plan, but LEPCs that have a well-developed plan would not benefit. Mr. Larmore did not agree and advised that LEPCs should have the capability to decide to conduct a workshop or seminar.

Ms. Baldwin reported that templates of all the required documentation were available on the IDHS website. Mr. Ewusi requested clarification on the timeline of when seminars and workshops would be available, and Ms. Buster reported that they would begin in 2019. Ms. Buster requested the committee members vote to approve LEPC exercise seminars and workshops to begin in 2019, and Mr. Pridgen opened the floor for discussion.

Ms. Cyrus reported that LEPCs need to decide whether to hold a seminar or workshop exercise. Mr. Larmore indicated that approving seminars and workshops was a good idea and would be a tool to assist LEPCs. Mr. Ewusi advised that the policy needed to be clear that LEPCs were not permitted to conduct a seminar or workshops year after year. Mr. Cooke reported that the type of exercise LEPCs plan should be included on their exercise calendars, and Mr. Moore reported that this was a good way to move up the exercise scale.

Mr. Larmore made a motion to approve LEPC exercise seminars and workshops as presented and was seconded by Ms. Steadham. Mr. Ewusi requested a stipulation that seminars and workshops could not be repeated year after year. Mr. Larmore agreed on requiring LEPCs move up the scale, and Ms. Cyrus reported that in-active LEPCs need to know that seminars and workshops could not be repeated year after year. No further discussion occurred.

Roll Call Vote

Mr. Ewusi—Yes
Ms. Waymire—Yes

Mr. Larmore—Yes
Mr. Pridgen—Yes
Ms. Steadham—Yes

Ms. Cyrus—Yes

Motion Carried.

LEPC Updates

Ms. Buster reported on 2017 LEPC compliance and provided a handout listing LEPCs that were still missing documentation. She indicated that staff reached out to the Marshall County LEPC Chair Mr. John Grolich several times offering assistance with their 2017 annual requirements. She advised that

Mr. Grolich conveyed that the LEPC needed a secretary and this was the reason the documentation had not been submitted. Mr. Pridgen reported that the LEPC could use funds to hire a secretary to assist with submitting the 2017 documentation. Ms. Buster advised that the last she heard from Mr. Grolich was that he would let Ms. Buster know if he needed assistance with submitting the documentation. She reported that she would inform Mr. Grolich that the LEPC could hire a secretary to assist with the documentation.

Ms. Buster reported that Scott County was missing HSEEP documentation from their 2017 annual exercise, the LEPC Chair resigned in the middle of the year, and the EMA Director was overwhelmed. Mr. Cooke reported that Ms. Buster has been doing an excellent job communicating with the Scott County LEPC, and the vendor hired to facilitate the LEPC exercise did not include exercise documentation in the contract. He reported that he was working with the EMA Director to get the documentation submitted.

Ms. Buster reported that eight (8) counties held three (3) legal meetings and one informational meeting due to missing quorums. Mr. Pridgen inquired if this would affect those counties 2017 funding, and Mr. Ewusi conveyed that in the past if LEPCs completed all the funding requirements, the recommendation to fund them would be presented to the IERC. Mr. Kinney reported that the statute required LEPCs to meet two times and the IERC policy required LEPCs hold four annual meetings. Mr. Pridgen acknowledged that staff was doing an excellent job. Mr. Larmore requested clarification that the LEPCs missing a meeting would receive 2017 funding and Mr. Ewusi reported, yes. Ms. Cyrus requested a specific date that Scott County and Marshall County would need to submit 2017 documents to receive funding, and the committee members agreed on April 15, 2018.

Ms. Buster recounted that at the last Policy-Technical Committee meeting staff reported that Cass and Carroll County merged LEPCs. She advised that two days after the meeting Carroll County lost their EMA Director, and the merger was placed on hold until the counties discuss how to move forward. She reported that Cass County submitted all of their annual requirements for 2017 funding.

Ms. Buster reported that there were ten (10) inactive and non-compliant LEPCs on the list and she read the counties as Benton, Blackford, Carroll, Crawford, Fayette, Jay, Lake, Martin, Orange, and Starke. Mr. Ewusi reported that Blackford and Fayette reached out to staff, and they have a meeting scheduled. Ms. Buster advised that Jay County was holding an LEPC meeting the following week and Jay County and Crawford County were reporting for 2018. No further discussion occurred.

NEW BUSINESS

Deckard Engineering and Surveying, PC (Plan request approval)

Ms. Karen Arnold reported that Deckard Engineering and Surveying, PC was requesting approval to develop GIS maps for the Montgomery County LEPC plan. She reported that GIS was available at all fire departments across the county, and the LEPC would benefit from this tool if a hazmat incident occurred. She advised that her company planned to update the GIS maps of chemical storage facilities that report in the county and the LEPC plan would be ready for submission by October 17, 2018. Mr. Pridgen inquired a time frame to complete the plan updates, and Ms. Arnold advised that the time would depend on each facility map and would cost around \$3,000. Ms. Arnold reported that addresses would be validated and errors updated. Mr. Larmore requested clarification on what is to be approved. Mr. Ewusi advised that the request is to be added to the LEPC Training & Planning Resource list and other LEPCs could utilize Deckard Engineering and Surveying, PC services.

Ms. Steadham made a motion to approve Deckard Engineering and Surveying, PC to be added to the LEPC Planning & Training Resource List and was seconded by Ms. Cyrus. No Further discussion occurred.

Roll Call Vote

Mr. Ewusi—Yes	Mr. Larmore—Yes	Ms. Cyrus—Yes
Ms. Waymire—Abstain	Mr. Pridgen—Yes	
	Ms. Steadham—Yes	

Motion Carried.

Exercise Proposal Report (March 1 due date)

Ms. Buster reported that several LEPCs voiced concern about that the Exercise Proposal Report due date was too close to the beginning of the year. Ms. Cyrus agreed with changing the date from March 1st to May 1st to allow LEPCs an opportunity to hold planning meetings, often with newly appointed annual membership at the beginning of each year, to develop their exercise schedules. Ms. Steadham requested clarification on whether this would require a rule change, and Mr. Ewusi reported that this was an IERC policy. Mr. Ewusi conveyed that in the past, the date was thirty (30) days before the commencement of the exercise and several LEPCs were waiting until the end of the year to submit the Exercise Proposal Report. He reported that he did not have reservations about moving the date from March 1st to May 1st.

Ms. McKinney reported that the exercise guidelines listed up to six (6) months of exercise planning and understood the purpose of March 1st date. She reported that if the HSEEP guidelines were followed according to schedule, the planning process would take at least six months. Mr. Larmore reported that the Marion County LEPC rushed to get their exercise planned and thought that changing the date made perfect sense. He further reported that the committee could try to extend the date to May 1st, and the date could always be changed back. Mr. Cooke agreed on changing the date to May 1st because counties typically did not know when they would conduct their exercises at the beginning of the year.

Mr. Cyrus made a motion to change the Exercise Proposal submission date from March 1 to May 1 and was seconded by Mr. Larmore. No further discussion.

Roll Call Vote

Mr. Ewusi—Yes	Mr. Larmore—Yes	Ms. Cyrus—Yes
Ms. Waymire—Yes	Mr. Pridgen—Yes	
	Ms. Steadham—Yes	

Motion Carried.

Sullivan County (2016 LEPC exercise)

Ms. Buster reported that the Sullivan County EMA Director Mr. Jim Pirtle requested the Policy-Technical Committee approve them to receive 2016 funding. She advised that in 2016 the Sullivan County LEPC hired Ms. Kellie Streeter to facilitate their exercise but she failed to submit the HSEEP documentation. She further advised that the Sullivan County LEPC and Mr. Pirtle were unaware that the documents were not submitted and were unaware that they did not receive 2016 funding.

Ms. Buster reported that Mr. Pirtle asked her at the EMAI/IERC Conference and at the 2017 Sullivan County LEPC exercise to research the reason they did not receive 2016 funding. She reported that she informed Mr. Pirtle that staff requested the documentation from Mrs. Streeter several times. Ms. Cyrus asked if Mr. Heflin reached out to the Sullivan County LEPC to have them submit the documentation, and Ms. Buster advised that Mr. Heflin reached out to several county officials. Mr. Ewusi reported that staff reached out to the Sullivan County LEPC and Mr. Pirtle several times and did not have the authority to chase vendors for the documentation.

Mr. Larmore reported that a portion of the IERC funds was withheld LEPC funds for non-compliance and the Sullivan County LEPC should have submitted the documents. Mr. Ewusi advised that this was two years ago and the documents have not been submitted to date. Mr. Pridgen reported that the LEPC should have monitored the actions of the vendor. Ms. Cyrus agreed and recommended removing Mrs. Streeter from the LEPC Planning and Training Resource list for failure to meet the contracts obligations. Ms. Buster reported that Ms. Streeter continues to submit the Sullivan County documentation late, and Ms. Cyrus requested clarification about the LEPC continuously re-hiring Ms. Streeter. Mr. Ewusi advised that monitoring who LEPCs hire was not the responsibility of the IERC, and the LEPC should discuss the contract with the vendor. Ms. Waymire agreed with Mr. Ewusi.

Ms. Cyrus recommended removing Ms. Streeter from the vendor list, and Mr. Pridgen recommended that staff inform Sullivan County about the vote. Mr. Larmore agreed with Ms. Cyrus on having Ms. Streeter removed from the list. IDHS attorney Mr. Kraig Kinney suggested that the Sullivan County LEPC should document the incident and submit it to the committee for consideration of removal from the vendor list. The Committee would then request Ms. Streeter to appear to discuss the matter, affording her a chance to be heard. Mr. Larmore requested staff obtain a copy of the contract and Mr. Kinney recommended that staff ask for a copy of the contract. Mr. Pridgen requested staff obtain the contract and carry the item forward to the next Policy-Technical meeting.

Mr. Ewusi made a motion to disapprove 2016 funding for the Sullivan County LEPC and was seconded by Ms. Cyrus. No Further discussion occurred.

Roll Call Vote

Mr. Ewusi—Yes
Ms. Waymire—Yes

Mr. Larmore—Yes
Mr. Pridgen—Yes
Ms. Steadham—Yes

Ms. Cyrus—Yes

Motion Carried.

ADJOURNMENT

A motion to adjourn the meeting was made by Mr. Ewusi and seconded by Ms. Steadham. No further discussion occurred. Meeting adjourned at 11:59 am.

Roll Call Vote

Mr. Ewusi —Yes
Ms. Moore—Yes
Mr. Larmore —Yes

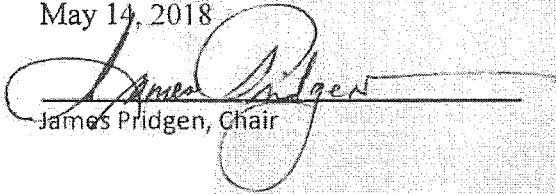
Mr. Pridgen—Yes
Ms. Smith—Yes
Ms. Steadham—Yes

Ms. Cyrus—Yes

Motion Carried.

NEXT MEETING

Hamilton County Sheriff's Office
Main Training Room
18100 Cumberland Road
Noblesville, Indiana 46060
May 14, 2018


James Pridgen, Chair