



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

Marion County Health Department

4012 N Rural Street

Indianapolis, Indiana 46205

January 8, 2018 10:52am [Start Time: 11:59am]

COMMITTEE MEMBERS PRESENT

- James Pridgen—Business and Industry, Chair
- Ian Ewusi—IDHS
- Tracy Smith—IDHS
- Jeff Larmore—Local Government Representative
- Laura Steadham—Designee for IDEM Executive

COMMITTEE MEMBERS ON THE PHONE

- Allison Moore—Monroe County EMA
- Cara Cyrus—Business and Industry Representative

COMMITTEE MEMBERS ABSENT

- Shawn French—Business/Industry Representative
- Becky Waymire—Morgan County LEPC
- Matt Bilkey—Designee for ISP Superintendent

The following Commissioners, staff and audience members were present:

- Marc Torbeck—IDHS
- Kassandra Buster—IDHS
- Alex Straumins—IDHS
- James Greeson—State Fire Marshal
- Larry Hamby—Designee for IDHS Executive Director

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 the November 13, 2017, meeting minutes was made by Mr. Ewusi and seconded by Ms. Steadham. No further discussion occurred.

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.

OLD BUSINESS

Re-evaluate the LEPC exercise program

Ms. Smith reiterated that seminars and workshops were requested for approval by the Policy-Technical Committee to allow LEPCs who lacked resources the opportunity to meet the annual requirements. She advised that the IDHS Exercise Staff were notified about the three year cycle that authorizes LEPCs to begin with conducting a seminar and advancing up to a tabletop and she further advised that staff would continue to monitor LEPCs annual exercise. She reported that the addition of seminars and workshops would allow all LEPCs an opportunity to choose from five exercise categories but LEPCs that lack resources could use a three year exercise process. Mr. Larmore requested clarification of the process and how it would relate to Marion County. He agreed that some LEPCs would benefit from beginning with a seminar and working their way up to a tabletop. Mr. Larmore recommended that staff develop a template and present visual illustrations about seminars and workshops before the committee voted. Ms. Steadham reported that she liked the idea of including an exercise cycle to provide flexibility for LEPCs.

Mr. Ewusi reported that he was concerned with monitoring compliance and he inquired how LEPCs would be notified that they were not able to conduct the same exercise two years in a row. Mr. Pridgen reported that the LEPCs would not be required to conduct the exercises in a specific order. Mr. Beier reported that state statute and federal law required LEPCs to conduct an annual exercise and he mentioned that the exercises required Homeland Security Exercise Evaluation Program (HSEEP) approval. He advised that before HSEEP was implemented, LEPCs were not required to conduct effective or efficient exercises using a standardized guideline. Mr. Pridgen recommended that staff notify LEPCs on the new exercise process and assist them complying with the guidelines and he further recommended that the Training and Policy-Technical Committees meet briefly on this topic at the March meetings. Mr. Beier reported that the IDHS Exercise staff were limited in resources and other solutions need to be developed. Ms. Cyrus reported that flexibility was an excellent idea and Ms. Moore agreed the process would benefit struggling LEPCs. Mr. Pridgen reported that the proposal should be presented at the next Policy-Technical Committee meeting and Ms. Smith agreed. No Further discussion occurred.

IERC approved instructors

Ms. Smith reported that during the Training Committee, she mentioned distributing a feedback form to collect data on instructor's performance at the end of each LEPC sponsored training course. She reported that LEPCs should have qualified instructors and vendors that perform training courses and

exercises. Mr. Pridgen reported that the LEPC Planning and Training Resource list needed updating and Mr. Ewusi advised that the list was updated annually. Mr. Pridgen requested that staff send the LPTR list to the committee. Ms. Buster agreed to email them the list.

Mr. Larmore requested clarification on how LEPCs would distribute feedback forms after training courses and who would analysis the data. Ms. Smith reported that staff would analyze the data and Mr. Larmore suggested that the results be entered into a database. Ms. Smith reported that Mr. Heflin would be a great resource to utilize when analyzing the data and determining which instructors were not performing up to standards. Ms. Moore requested clarification on who would review the feedback and Mr. Pridgen reported that staff and IDHS Training staff would be responsible for reviewing the feedback. Ms. Buster requested clarification on what happens to instructors with numerous negative feedback and Mr. Pridgen reported that the instructor would be requested to come before the IERC. No further discussion occurred.

Non-compliant Tier II facilities

Ms. Smith reported that from the 634 non-reporting facilities reported at the last meeting there were 434 facilities remaining on the list and she reported that staff was continuously working to remove facilities off the list. She reported that at the March IERC meeting staff would present the remaining facilities and the Commission could vote on notifying the Environmental Protection Agency (EPA) for enforcement.

Tier II Maintenance Fee

Ms. Smith reported that requesting a legislative change to increase fees was the best available option and Mr. Pridgen reported that the request would need to be submitted by September. Mr. Pridgen inquired how staff planned to submit the request. Mr. Greeson expressed concern on who would submit the request and he advised that IDHS Legal would submit a proposal to the Governor's office and the Governor's office would approve the request. He reported that there has not been a fee increase in several years and the IERC would need to endorse the request. Mr. Pridgen recommended having a member of the state legislature endorse the request.

Mr. Pridgen inquired what process IDHS used when it ran out of money and Mr. Greeson advised that the agency cuts staff to save on costs. Mr. Larmore inquired on the type of increase staff would request and Ms. Smith reported that any fee change would need to go through legislation. Mr. Larmore reported that Access Indiana and Indiana Department of Environmental Management (IDEM) were not required to request a fee increase in the past. Mr. Ewusi suggested that all available options be considered and that a legislation change may be the only option.

Mr. Larmore reported that large facilities would require more responders and resources if an incident occurred. Mr. Ewusi reported that the State of Ohio based their fee on how many chemicals were stored at each facility. Mr. Steadham inquired if staff conducted any research on the usefulness of Tier II Manager and Mr. Ewusi reported that a facility survey was conducted last year about the reporting system and the feedback concluded that facilities were happy with the current system. Mr. Pridgen reported that staff should create the proposal for the legislative change by July and Ms. Smith reported that legal needed to provide input on proposing the legislative change. No further discussion occurred.

Switzerland County

Ms. Smith reported that Mr. Doug Cooke, IDHS District Coordinator, has been working with Switzerland County to assist them with completing their tabletop exercise. She reported that Switzerland County had completed their bylaws, three (3) legal LEPC meetings and their exercise was scheduled for February 7, 2018. She advised that they were attempting to locate equipment purchased with LEPC funds and reported that staff was still working with them on their budget and fiscal report. Ms. Smith reported that there was a five (5) thousand dollar difference from the amount IDHS has on file compared to the amount that Switzerland County has on file. Ms. Smith inquired if Switzerland County could be partially funded, fully funded or receive seed money for the 2017 compliance year. Mr. Pridgen noted that Switzerland County LEPCs budget needed to balance its account before requesting seed money. Mr. Larmore inquired if they needed to purchase items soon and Ms. Smith reported that she was not aware of any immediate need for funding.

Ms. Smith reported that the LEPC was a new group of individuals and they were working hard to meet the funding requirements and Mr. Pridgen recommended to continue working with them to reach an agreement with their budget.

Mr. Ewusi requested clarification on the Switzerland County reporting period. He reported that they were conducting an exercise on February 7, 2018 and wanted to know if the exercise would count for the 2017 or 2018 compliance year. He requested the Policy-Technical Committee make a decision to approve funding for 2017. Mr. Larmore also requested clarification about them conducting their exercise on February 7, 2018 for 2017 funding. He recommended that Switzerland County submit a letter clarifying the status of their 2017 compliance and include a request for funding. He noted that March 1st was the deadline to submit compliance documentation. Mr. Ewusi reported that all of the reporting requirements needed to be completed by December 31, 2017 but LEPCs have until March 1, 2018 to upload and input all documentation.

Mr. Pridgen reported that Switzerland County needed to submit a letter to the Policy-Technical Committee to request the approval for 2017 funding and he acknowledged that their hard work would be considered when the committee votes on the approval. Ms. Smith reported that Switzerland County understood that they would need to complete double requirements in 2018. Mr. Pridgen requested that Switzerland County be present at the March IERC meeting and requested that they submit the letter prior to the meeting. No further discussion occurred.

NEW BUSINESS

LEPC updates

Ms. Buster reported that an audit was conducted on LEPCs with missing 2017 compliance documentation and she reported that a compliance email was sent out to LEPCs. Ms. Buster reported that forty-six (46) to forty-eight (48) LEPCs have submitted all of their compliance documentation. She further reported that IDHS District Coordinators have offered to assist with reminding LEPCs to submit their missing compliance documentation. Mr. Pridgen inquired if there was a certain LEPC that may not be able to meet the requirements and Ms. Buster reported that she was continuously working with the LEPCs until the absolute deadline. She further reported that a list of LEPCs with missing documentation would be provided at the March IERC meeting. Mr. Pridgen inquired about the number of non-compliant LEPCs and Ms. Buster reported that from the fourteen (14) non-

compliant or in-active LEPCs, Jennings and Sullivan were working on submitting all of their compliance documentation.

Ms. Smith reported that Cass and Carroll County voted on January 3, 2017 to combine their LEPCs and she reported that they held a special meeting where members voted on the approval. She reported that issues could arise when they submit their LEPC plans. She recommended that they include the LEPC plan as an Annex in their county emergency plan. Mr. Pridgen requested that they come before the March IERC meeting to discuss their proposal to combine their LEPCs.

Ms. Smith reported that Starke and Jay County were working towards meeting the annual requirements for the 2018. She reported that Orange County has indicated that they are short on volunteers and she reported that an industry representative was interested in re-starting the LEPC. Mr. Pridgen suggested to reach out to local schools, the Captain or First Sargent of the local Armory and businesses in the county to locate volunteers. Ms. Smith reported that Sullivan and Jennings County were potentially going to receive funds for the 2017 compliance year. She reported that Lake, Benton, Fayette, Blackford, and Martin Counties were either unable to be reached or unwilling to form an LEPC. Mr. Pridgen reported that he was a surprised that Lake County did not have an active LEPC.

Mr. Larmore recognized staff for doing an excellent job with engaging LEPCs and assisting them with becoming active. He recommended that Mr. Langley, IDHS Director, and/or Mr. Greeson, State Fire Marshal and IERC Chair, assist by reaching out to the in-active or non-compliant LEPCs. Ms. Smith reported that Crawford County re-established their LEPC and submitted their roster to be approved at the next IERC meeting. No Further discussion occurred.

Vantage Point Consulting

Mr. Beier reported that the Training Committee approved Vantage Point Consulting to provide hazmat emergency preparedness courses and Mr. Pridgen reported that emergency drills and workshops, hazard risk analysis, and tabletop, functional and full-scale exercises needed approval. Mr. Ewusi requested that the committee review the LEPC Planning Resource Reviewer checklist that instructors or companies are required to submit. Mr. Pridgen informed Ms. Moore and Ms. Cyrus that the committee was reviewing the checklist from Vantage Point Consulting and Mr. Larmore reported that they submitted a request for approval to provide emergency drills and workshops, hazardous risks analysis, hazmat emergency preparedness courses and tabletop, functional and full-scale exercises. Mr. Larmore reported that the Training Committee approved the hazmat emergency preparedness courses and he reported that several instructors that work at Vantage Point Consulting were from the Lighthouse Readiness Group, a vendor also on the resource list.

A motion to approve Vantage Point Consulting was made by Mr. Larmore and was seconded by Ms. Steadham. No further discussion occurred.

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.

ADJOURNMENT

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

Roll Call Vote

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

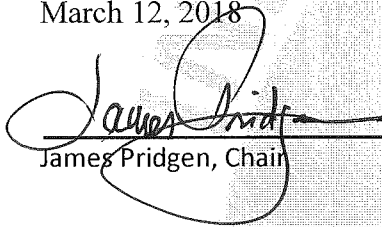
Mr. Pridgen—Yes
Ms. Smith—Yes
Ms. Steadham—Yes

Ms. Cyrus—Yes

Motion Carried.

NEXT MEETING

Marion County Health Department
4012 N Rural Street
Indianapolis, Indiana 46205
March 12, 2018


James Pridgen, Chair

