



MICHAEL R. PENCE, Governor  
STATE OF INDIANA

INDIANA DEPARTMENT OF HOMELAND SECURITY  
302 West Washington Street  
Indianapolis, IN 46204

**INDIANA EMERGENCY RESPONSE COMMISSION (IERC) MEETING**  
**Indiana Government Center South – Conference Room 22**  
**302 W. Washington**  
**Indianapolis, Indiana 46204**  
**January 11, 2016**  
**1:00 PM**

**COMMISSION MEMBERS PRESENT**

James Greeson—State Fire Marshal, Chair  
Bruce Palin—Designee for Commissioner of IDEM  
David Kane—IDHS Executive Director  
Matt Bilkey—Designee for Superintendent of ISP  
Bernie Beier—Local Government Representative

**COMMISSION MEMBERS PRESENT VIA TELEPHONE**

Dean Larson—Public Representative  
James Pridgen—Business and Industry Representative  
Shawn French—Business and Industry Representative (left the call at 1:36 PM)

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

Brad Gavin—IDHS	Madison Roe—IDHS
Charlie Heflin—IDHS	Mike White—IDHS
Ian Ewusi—IDHS	Mark Torbec—IDHS
Laura Steadham—IDEM	

**The following members of the audience were present:**

Becky Waymire—Morgan County LEPC  
Jeff Larmore—Marion County LEPC  
Mike Pruitt—Wayne Township Fire Department  
Gene Konzen—Wayne Township Fire Department

**WELCOME AND INTRODUCTION**

Mr. Greeson welcomed everyone to the meeting and requested determination of a quorum.

**QUORUM**

Mr. Heflin indicated a quorum was present.

**CONSIDERATION OF THE MINUTES**

Motion to accept the minutes from November 9, 2015, was made by Mr. Beier and seconded by Mr. Palin. No further discussion.

Roll Call Vote

Mr. Greeson—YES      Mr. Beier—YES      Mr. Palin—YES      Mr. French—YES  
Mr. Kane—YES      Mr. Pridgen—YES      Mr. Bilkey—N/A      Mr. Larson—YES

**MOTION CARRIED.**

**SPECIAL PRESENTATION**

Wayne Township Fire Chief Gene Konzen and Captain of Public Information Mike Pruitt presented an overview of their Unmanned Aerial Vehicle (UAV) program and each addressed different aspects of their program. Following a short video demonstration they answered questions from Commissioners and meeting attendees. The presentation provided more details about the benefits of a drone program and some of the challenges faced with launching a program.

**REPORT OF THE CHAIR**

Mr. Greeson thanked Mr. Palin for chairing the commission meetings while he was on medical leave. He also introduced Marc Torbec, the new IDHS employee who was hired as a SARA Title III Specialist. Mr. Greeson also announced the pending departure of Ms. Catherine Dutton who would be relocating to the Washington State area in two weeks. Mr. Greeson thanked Ms. Dutton for her wonderful service to the agency and expressed his regret toward seeing her leave.

Ms. Dutton provided an update on the Tier II Manager™ online chemical reporting system roll-out. She noted that the roll-out was going very well and feedback from the facilities had been very positive. She also noted that reporting was slow thus far but would likely pick up greatly during the month of February.

Mr. Greeson presented an update on House Bill 1090, a bill circulating through the Indiana House of Representatives currently. He noted that the bill affects the county LEPCs by making LEPCs county-level entities and allowing all LEPC members to have a proxy.

**COMMITTEE REPORTS**

**Communications Committee—Jeff Larmore, Acting Chair**

Mr. Larmore provided an update on the status of the LEPC Fact Sheet and noted that the committee would be reviewing the Fact Sheet and providing feedback to Mr. Ewusi. He also reported that Mr. Dean Larson had withdrawn his proposal to develop a “hot tips” program which would send out tips and reminders to the LEPCs every so often and noted that this was due to a lack of interest. Mr. Larmore submitted the committee’s recommendation of membership for Ms. Stephanie McKinney who is with Gibson County EMA. He also noted that the committee is asking the IERC to appoint a replacement for former Chair Dean Larson, who resigned from the position in November, 2015.

Mr. Greeson accepted the recommendation to add Ms. McKinney to the Communications Committee. Mr. Palin made the motion to add Ms. McKinney to the committee and was seconded by Mr. Beier. No further discussion was presented.

Roll Call Vote

Mr. Greeson—YES      Mr. Beier—YES      Mr. Palin—YES      Mr. French—YES  
Mr. Kane—YES      Mr. Pridgen—YES      Mr. Bilkey—YES      Mr. Larson—YES

**MOTION CARRIED.**

The IERC would be sending Ms. McKinney an official acceptance letter.

**Policy/Technical Committee—Laura Steadham, Acting Chair**

Ms. Steadham presented the Policy/Technical Committee report which outlined the committee’s discussions on House Bill 1090, a review of the Vigo County expenditure request which was tabled, the Wells County funding request which had been withdrawn, the review and approval of revisions to the LEPC Assistance Grant (LAG) guidance, and the tabling of the scheduling of an IERC Retreat until after the current legislative session.

Mr. Palin asked for clarification on the Wells County project, and Ms. Steadham explained that the LEPC had misunderstood the source of the funds requested, which was not the IERC.

Mr. Gavin suggested there be a consideration for expanding the scope of the LAG program to include providing assistance to LEPCs for small but impactful projects.

Mr. Beier expressed his support for expanding the LAG program but cautioned that it would require developing a structure or guidance document associated with the expansion and what would or would not be allowable.

Mr. Greeson agreed with Mr. Beier and suggested the Policy/Technical Committee develop a process for scoring grant requests. Mr. Greeson requested an update on the LAG guidance document prior to adoption by the Commission.

Ms. Steadham outlined the minor changes made to the LAG document including edits and timeline information and informed that the committee recommended approval of the modified document.

Mr. Palin made a motion to approve the LAG document and was seconded by Mr. Beier. No further discussion.

**Roll Call Vote**

Mr. Greeson—YES	Mr. Beier—YES	Mr. Palin—YES	Mr. French—N/A
Mr. Kane—Abstain	Mr. Pridgen—YES	Mr. Bilkey—YES	Mr. Larson—YES

**MOTION CARRIED.**

**Training Committee—Bernie Beier, Chair**

Mr. Beier reported that the committee approved adding Dr. Rich Gasaway, Nature’s Way, and an expansion of the Hazmat IQ program to include a Toxmedic course to the LPTR (LEPC Planning and Training Resource) list.

Mr. Palin made a motion to approve all three additions and was seconded by Mr. Greeson. No further discussion.

**Roll Call Vote**

Mr. Greeson—YES	Mr. Beier—YES	Mr. Palin—YES	Mr. French—N/A
Mr. Kane—YES	Mr. Pridgen—YES	Mr. Bilkey—YES	Mr. Larson—YES

**MOTION CARRIED.**

**Fiscal Committee—Bruce Palin, Chair**

The Fiscal Committee did not hold a meeting.

**APPROVAL OF COMMITTEE REPORTS**

Mr. Greeson requested a motion to approve all four committee reports. Motion was made by Mr. Kane and seconded by Mr. Palin. No further discussion was presented.

**MOTION CARRIED.**

Roll Call Vote

Mr. Greeson—YES	Mr. Beier—YES	Mr. Palin—YES	Mr. French—N/A
Mr. Kane—YES	Mr. Pridgen—YES	Mr. Bilkey—YES	Mr. Larson—YES

**MOTION CARRIED.**

**ROSTER APPROVAL**

Mr. Ewusi presented the following 14 LEPC rosters for membership appointments/removals:

Clark	Decatur	Floyd	Howard	Miami	Monroe
Parke	Rush	St. Joseph	Starke	Tippecanoe	Vanderburgh
Vermillion	Wayne				

A motion to approve all 14 LEPC rosters was made by Mr. Palin and seconded by Mr. Kane. No further discussion was presented.

Roll Call Vote

Mr. Greeson—YES	Mr. Beier—YES	Mr. Palin—YES	Mr. French—N/A
Mr. Kane—YES	Mr. Pridgen—YES	Mr. Bilkey—YES	Mr. Larson—YES

**MOTION CARRIED.**

**OLD BUSINESS**

Mr. Greeson reported that he had been asked to facilitate a meeting between the EMAI, IERC and Indiana Emergency Response Conference Committees and had agreed to do so.

Mr. Gavin reported that EMAI was in the process of developing a memorandum of understanding between EMAI and IERC and staff was waiting on EMAI to provide that document.

Mr. Gavin reported that 797 out of 1576 LEPC members had completed their online training as of November 13, 2015. He noted that this translated to a 51% completion rate. He also noted that 160 LEPC members were waiting for their user credentials to complete the online training.

**NEW BUSINESS**

Mr. Greeson requested a motion to appoint Mr. Larmore as the new chair of the Communications

Committee. A motion was made by Mr. Palin and seconded by Mr. Kane.

#### Roll Call Vote

Mr. Greeson—YES	Mr. Beier—YES	Mr. Palin—YES	Mr. French—N/A
Mr. Kane—YES	Mr. Pridgen—YES	Mr. Bilkey—YES	Mr. Larson—N/A

#### **MOTION CARRIED.**

Mr. Greeson encouraged the Commission to consider the possibility of offering future IERC meetings via webinar. He explained that these meetings would be live broadcasts that would facilitate participation of the general public. He noted that IDHS already has the equipment to facilitate this meeting format. A general discussion ensued about the other state boards using webinar meeting format. Mr. Gavin advised there would be a record-keeping requirement that would have to be adhered to for all streamed and recorded meetings which is already outlined in the records retention schedule.

#### **SARA TITLE III PROGRAM REPORT—Ian Ewusi (see attached written report)**

Mr. Ewusi provided a written report of the SARA Program Activity Report.

A motion was made by Mr. Palin to accept the SARA Program Activity Report and was seconded by Mr. Beier.

#### Roll Call Vote

Mr. Greeson—YES	Mr. Beier—YES	Mr. Palin—YES	Mr. French—N/A
Mr. Kane—YES	Mr. Pridgen—YES	Mr. Bilkey—YES	Mr. Larson—N/A

#### **MOTION CARRIED.**

#### **PUBLIC COMMENTS**

Ms. Dutton requested to know if the Commission would like to move to a more paperless environment by an attempt to try to reduce the amount of printed documents distributed during meetings. Mr. Beier indicated support for the idea and requested that documents be electronically distributed well in advance of meetings so Commission members have plenty of time to review them. Mr. Pridgen and Mr. Greeson also supported this initiative and noted that some printed documents will still be provided at each meeting along with the projection the documents for audience members. Mr. Larmore asked if the meeting documents are posted to the website for viewing after the meetings. Mr. Ewusi informed that all documents are posted after they have been approved and signed.

Mr. Larmore asked if a naming convention for accessing the Tier II Manager™ system would be established for jurisdictional program users. Ms. Dutton reported that there was not currently a naming convention but the system would not allow anyone to have the same username that someone else does.

#### **NEXT MEETING**

March 14, 2016, 1:00PM  
Peabody Library  
1160 Indiana State Road 205

Columbia City, Indiana 46725  
Basement Conference Room

**ADJOURNMENT**

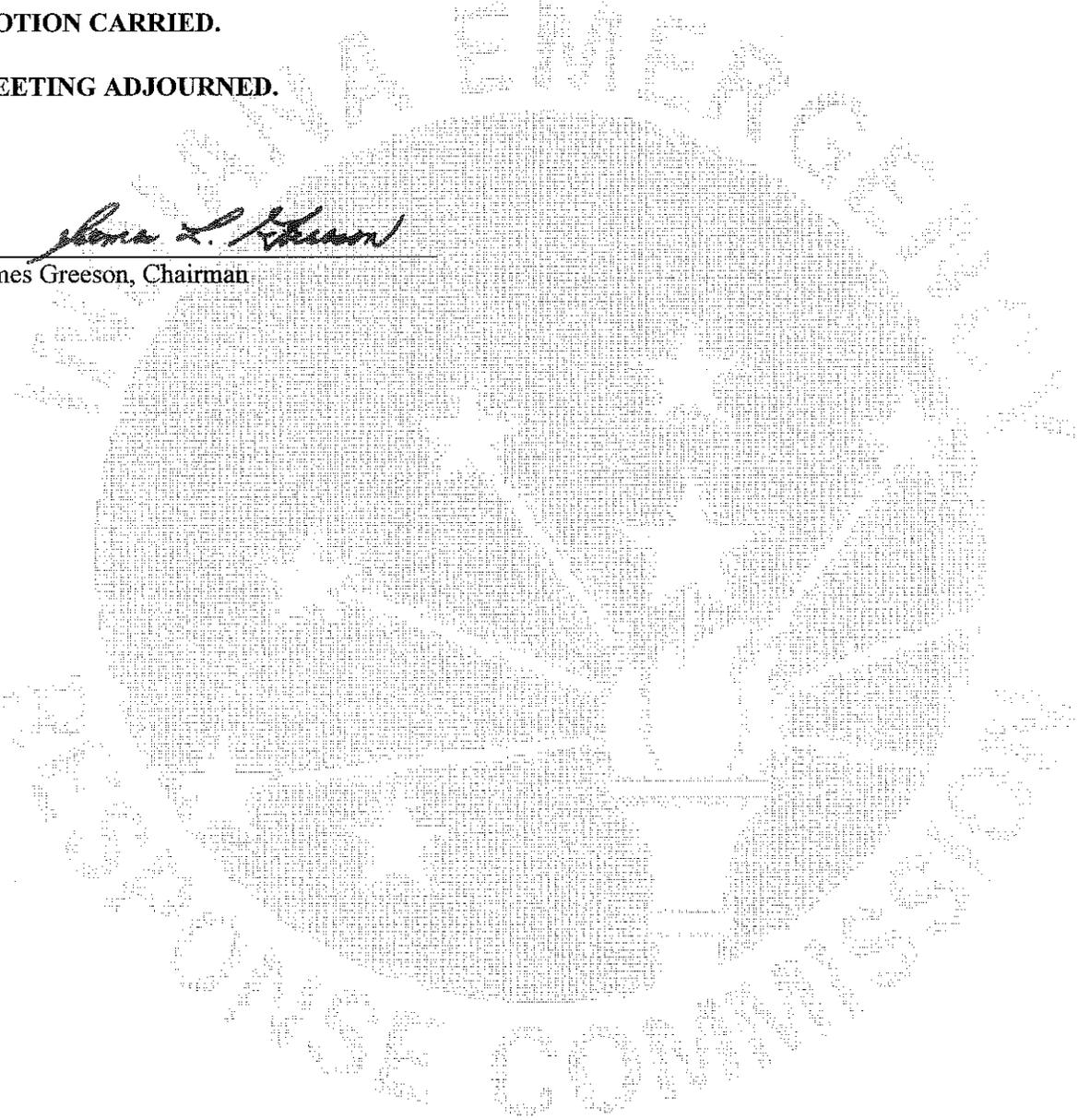
Chair asked for meeting adjournment.

Motion to adjourn the meeting was made by Mr. Larson and seconded by Mr. Palin.

**MOTION CARRIED.**

**MEETING ADJOURNED.**

  
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James Greeson, Chairman





MICHAEL R. PENCE, Governor  
STATE OF INDIANA

INDIANA DEPARTMENT OF HOMELAND SECURITY  
302 West Washington Street  
Indianapolis, IN 46204

**MEMORANDUM**

**TO:** IERC Commission Members  
**FROM:** Ian Ewusi, SARA Program Manager  
**DATE:** January 9, 2016  
**SUBJECT:** SARA Program Activity Report—2015 Closeout and 2016 Look Ahead

**FOLLOW-UP FROM PREVIOUS MEETING**

**LEPC Expenditure Request**

Contacted Wells County LEPC to explain that the application request in the amount of \$2557 to purchase a shelter will move forward after the LEPC submits a working agreement between the LEPC and the local Fire Department (hazmat team). The Chair reported that LEPC has temporarily redrawn the application and will revisit it at a later date.

Additional information requested by the Commission from Vigo County LEPC at the last meeting to proceed with the request for funding regarding the drone program has not been provided to-date.

**IERC meeting locations in 2016**

	<b>COUNTY</b>	<b>CITY</b>	<b>DATE</b>	<b>PREVIOUS HOST</b>
<b>Northern</b>	Whitley	Columbia City	March	No
<b>Central (North)</b>	Grant	Marion	May	No
<b>Southern</b>	Gibson	Princeton	July	No
<b>Central (South)</b>	Morgan	Mooreville	September	No
<b>Central</b>	Hamilton	Noblesville	November	No

**LEPC ACTIVITIES—2015**

**10 County LEPC Exercises Attended in 2015**

- Lawrence—11/13 (table-top exercise)
- Hamilton—11/19 (function exercise)
- Hendricks—11/19 (table-top exercise)
- Randolph—11/21 (table-top exercise)
- Floyd—12/1 (table-top exercise)
- Clark—12/1 (table-top exercise)
- Fountain/Warren—12/3 (combined 2-county table-top exercise)
- Whitley—12/9 (table-top exercise)
- Vanderburgh—12/11 (Marathon Petroleum table-top exercise)

## 65 Meetings Attended (49 counties) in 2015

Carroll—2/6	Dearborn—6/11	Union—8/10	Knox—10/15
Martin—3/5	Putnam—6/12, 10/9	Scott—8/11	Miami—10/15
St. Joseph—3/11, 7/8	Fulton—6/18	Owen—8/12	Warrick—10/28
Floyd—3/12, 8/3, 12/1	Greene—6/23, 10/6	Kosciusko—8/13	Ohio—11/6
Delaware—3/24, 8/12, 10/14	LaGrange—6/29	Warren—9/9, 12/3	Marshall—11/12
Switzerland—3/25	Henry—7/1	Lawrence—9/11	Adams—11/17
Jasper—4/2, 8/6, 10/1, 11/12, 12/3	Tippecanoe—7/2	Hendricks—9/17	Starke—11/17
Lake—4/23	Vermillion—7/9	Vanderburgh—9/22	Bartholomew—11/18
Decatur—5/13	Porter—7/12	Orange—9/28	Brown—12/2
Huntington—5/27	Perry—7/27	Marion—10/5, 12/7	Jefferson—12/10
Whitley—6/10	Vigo—8/3	Clark—10/6	
Jay—6/11, 9/10	Cass—8/5	Henry—10/10	
	Sullivan—8/10	Ripley—10/13, 12/8	

## Plan Reviews (79 counties)

In accordance with IC 13-25-2-5(e), all active LEPCs must develop and implement hazardous materials plans and provide annual updates which were due on or by October 17, 2015. All 78 plans submitted to the IERC to meet the 2015 funding requirement were evaluated, and review comments were provided to all 78 LEPCs to assist in improving/updating their 2015 plans:

Adams	Floyd	Huntington	Marion	Porter	Tippecanoe
Allen	Fountain	Jackson	Marshall	Posey	Tipton
Bartholomew	Franklin	Jasper	Miami	Pulaski	Union
Boone	Fulton	Jay	Monroe	Putnam	Vanderburgh
Brown	Gibson	Jefferson	Morgan	Randolph	Vermillion
Clay	Grant	Jennings	Montgomery	Ripley	Vigo
Clinton	Greene	Johnson	Newton	Rush	Wabash
Daviess	Hamilton	Knox	Noble	Scott	Warrick
Dearborn	Hancock	Kosciusko	Ohio	Shelby	Washington
DeKalb	Harrison	LaGrange	Owen	Spencer	Wayne
Delaware	Hendricks	LaPorte	Parke	St. Joseph	Wells
Dubois	Henry	Lawrence	Perry	Steuben	White
Elkhart	Howard	Madison	Pike	Sullivan	Whitley

## Online Reporting

We continue to work to make LEPC online reporting simple, efficient and effective by integrating input from staff and LEPC users. We anticipate 2016 will be a successful compliance year for both compliant and formerly noncompliant LEPCs. Below is a list of improvements needed to further augment the efficiency of the online reporting system, if feasible:

1. Allow automatic formatting of LEPC roster reports presented for the IERC.

County	Status Request	Last Name	First Name	Representative Category
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2. Add rejection button and comment/reason field for each reporting module to allow staff to automatically notify submitter.
3. Add prompts /check boxes for submissions requiring dates & signatures (to ensure that all are included), and prevent the submission (bylaws, minutes, plan updates) if box is unchecked (indicating dates/signatures not present).
4. Add prompt at each login to indicate past due submissions and request updates of meeting date/location changes.

5. Generate automated monthly status reports to LEPCs on submissions made/not made and submissions past due. Report to look as follows:

County	Submission Type	Due Date	Status	
			Submitted	Not Submitted

6. Reorder module items to be listed by due date.
7. Include plan review evaluation document in plan update module.
8. Add prompt/check box for submitter to affirm addressing/following reviewer comments when submitting plan updates.
9. Add prompt/check box for submitter to affirm using system-generated meeting sign-in sheet when uploading completed sign-in sheets from held meetings.
10. Add prompt when entering meeting module for LEPC to use only system-generated sign-in sheets.
11. Number all rostered members on system-generated sign-in sheets.
12. Eliminate member duplications on system-generated sign-in sheets.

**LEPC Compliance/Funding Summary Table (2005–2015 funding years)**

2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	Projected 2016
68	70	72	73	63	68	71	73	72	77	83	83

**TRAINING CALENDAR—2015**

Date	Type of Training	Number of Hours	Location	Number of Attendees	Agencies
1/20/15	EPCRA	3	Princeton, Gibson Co.	19	Facilities, EMA, LEPC
1/22/15	EPCRA	2.5	Bloomington, Monroe Co.	20	Facilities, EMA, LEPC
1/29/15	EPCRA	2.5	Scottsburg, Scott Co.	15	Facilities, EMA, LEPC
1/30/15	EPCRA	3	Marion, Grant Co.	25	Facilities, EMA, LEPC
2/5/15	EPCRA	2.5	Albion, Noble Co.	15	Facilities, EMA, LEPC
2/11/15	EPCRA	2.5	Williamsport, Warren Co.	12	Facilities, EMA, LEPC
2/12/15	EPCRA	2	Logansport, Cass Co.	3	Facilities, EMA, LEPC
2/18/15	EPCRA	2.5	Shelbyville, Shelby Co.	18	Facilities, EMA, LEPC
3/12/15	CAMEO	2.5	New Albany, Floyd Co.	3	LEPC, EMA
9/25/15	CAMEO	1.5	IHAMR Conference	3	LEPC, EMA
10/20/15	CAMEO	3.5	IERC Conference	15	LEPC, EMA
10/23/15	CAMEO	2	IERC Conference	7	LEPC, EMA
12/10/15	CAMEO	2.5	Kokomo IVY Tech	8	Students, faculty

**EPCRA SECTION 304—2015 Spill Reports**

County	Month	No. of Reports	Facility	Chemical	Quantity
Noble	March	1	Performance Food Group	Anhydrous Ammonia	6000 lbs.
Marshall	April	1	Traffic Incident	Anhydrous Ammonia	Undetermined

**EPCRA/TIER II MANAGER TRAINING CALENDAR—2016**

<b>DATE</b>	<b>LOCATION/ADDRESS</b>	<b>COUNTY</b>	<b>TIME</b>
January 6, 2016	Muscatatuck Urban Training Center (MUTC) Butlerville, IN 47223 812-346-4911 <a href="mailto:biehled@purdue.edu">biehled@purdue.edu</a>	Jennings	9:00 am -12:00 noon
January 8, 2016	Office of EMA/DHS 401 South Adams Street, Suite 601 Marion, IN 46953 765-651-2410 <a href="mailto:lharness@grantcounty.net">lharness@grantcounty.net</a>	Grant	9:00 am -12:00 noon
January 9, 2016	Fire Marshal Leadership Seminar		12:00 noon
January 12, 2016	Hamilton County 4H Fairgrounds, Annex Building 2003 Pleasant Street, Noblesville, IN 46060 317-770-4435 <a href="mailto:lepc@hamiltoncounty.in.gov">lepc@hamiltoncounty.in.gov</a>	Hamilton	9:00 am -12:00 noon
January 13, 2016	Intelliplex Conference Center 2154 Intelliplex Drive, Shelbyville, IN 46176 317-392-6406 <a href="mailto:lepc@co.shelby.in.us">lepc@co.shelby.in.us</a>	Shelby	9:00 am -12:00 noon
January 19, 2016	Bloomington Township Fire Department 5081 North Old State Road 37 Bloomington, IN 47408 812-322-5793 <a href="mailto:emjhook@yahoo.com">emjhook@yahoo.com</a>	Monroe	9:00 am -12:00 noon
January 21, 2016	Randolph County Jail 155 East South Street Winchester, IN 47394 765-584-9641 <a href="mailto:randolph.hsem@randolph.in.gov">randolph.hsem@randolph.in.gov</a>	Randolph	9:00 am -12:00 noon
January 22, 2016	Greater Elkhart Chamber of Commerce	Elkhart	8:00 am
January 23, 2016	Fire Marshal Leadership Seminar, North Vernon	Jennings	12:00 noon
January 26, 2016	Tipton County Foundation 1020 West Jefferson Street, Tipton, IN 46072 765-675-2112 <a href="mailto:tiptoncoema@gmail.com">tiptoncoema@gmail.com</a>	Tipton	9:00 am -12:00 noon
January 28, 2016	Public Safety Academy: Ivy Tech Community College Fort Wayne South Campus 7602 Patriot Crossing, Fort Wayne, IN 46816 260-449-4671 <a href="mailto:lori.mayers@co.allen.in.us">lori.mayers@co.allen.in.us</a>	Allen	9:00 am -12:00 noon
February 4, 2016	Neff Center 608 Oakland Ave, Elkhart 46516 574-361-4731 <a href="mailto:tls313@frontier.com">tls313@frontier.com</a>	Elkhart	9:00 am -12:00 noon
February 6, 2016	Fire Marshal Leadership Seminar, Brownsburg	Hendricks	12:00 noon
February 9, 2016	Adams Memorial Hospital 1100 Mercer Avenue, Decatur, IN 46733 260-724-5320 <a href="mailto:kmarbach@co.adams.in.us">kmarbach@co.adams.in.us</a>	Adams	9:00 am -12:00 noon
February 11, 2016	Howard County EMA Berkley Training Complex 627 South Berkley Road, Kokomo, IN 46901 765-456-2242 <a href="mailto:janice.hart@co.howard.in.us">janice.hart@co.howard.in.us</a>	Howard	9:00 am -12:00 noon
February 16, 2016	Noble South Office Complex 2090 North State Road 9, Albion, IN 46701 260-636-2938 <a href="mailto:mnewton@nobleco.us">mnewton@nobleco.us</a>	Noble	9:00 am -12:00 noon
February 18, 2016	Ogle Center 401 College Avenue, Hanover, IN 47243 812-866-7241 <a href="mailto:sutterc@hanover.edu">sutterc@hanover.edu</a>	Jefferson	9:00 am -12:00 noon
February 23, 2016	County Justice Building 121 North Lake Street, Warsaw, IN 46580	Kosciusko	9:00 am -12:00 noon

### **UPCOMING PROJECTS—2016**

- Update IERC Handbook—Web links, IERC policies, correspondence, templates, etc.
- Work with LEPCs to identify EPCRA noncompliant facilities—retail gas stations, dockside fuel locations, new facilities, etc.
- Notify EPCRA facilities identified by LEPCs about their EPCRA reporting status with the state
- Provide LEPC plan writing/development workshops to ensure compliance with IC 13-25-2-5(c) and integration of Comprehensive Preparedness Guidance (CPG)-101
- Provide early plan review comments in accordance with IC 13-25-2-5(e) by mid-year to assist LEPCs in developing, improving and updating their respective hazardous materials plans for the funding year
- Provide CAMEO workshops to county planning and response agencies—LEPCs, EMAs, fire departments, hazmat teams



