



MICHAEL R. PENCE, Governor  
STATE OF INDIANA

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

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

**Peabody Library  
1160 State Road 205**

**Columbia City, Indiana 46725**

**March 14, 2016, 10:00 AM (start time was 10:14 AM)**

**COMMITTEE MEMBERS PRESENT**

Jeff Larmore—Marion County LEPC  
Dean Larson—Public Representative

Ian Ewusi—IDHS  
Laura Steadham—IDEM

**COMMITTEE MEMBER PRESENT VIA TELEPHONE**

Becky Waymire—Morgan County LEPC

**COMMITTEE MEMBERS ABSENT**

Shawn French—Business/Industry Representative  
Allison Moore —IDHS

James Pridgen —Business and Industry, Chair  
Matt Bilkey —Designee for ISP Superintendent

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

Bernie Beier—Local Government Representative  
Brad Gavin—IDHS  
Amy Biggs—Whitley County LEPC  
Charles Heflin—IDHS

Stephanie McKinney—Gibson County LEPC  
James Greeson—IDHS  
Mick Newton—Noble County LEPC

**WELCOME AND INTRODUCTION**

Ms. Laura Steadham, acting Chairperson, welcomed everyone to the meeting and requested determination of a quorum.

**QUORUM**

Mr. Ewusi indicated a quorum was present.

**CONSIDERATION OF MINUTES**

Motion to accept January 11, 2016 meeting minutes was made by Mr. Larson and seconded by Mr. Larmore. No further discussion.

**Roll Call Vote**

Mr. Larmore—YES      Ms. Steadham—YES      Mr. Larson—YES      Ms. Waymire—YES  
Mr. Ewusi—YES

**MOTION CARRIED.**

**OLD BUSINESS**

Ms. Steadham introduced the agenda item *IERC Retreat*. Ms. Steadham asked for any updates on the IERC retreat. Mr. Heflin advised that Mr. Pridgen called in prior to the meeting and provided a couple of dates to hold the retreat. Mr. Pridgen was working on finding a facility that would provide plenty of room, easy access, WIFI and some other amenities. He suggested a date in June but would like a date and an alternative date to be suggested by the Policy-Technical Committee. Mr. Larson suggested using “Survey Monkey” to survey the proposed attendees to come up with a date that everyone would be available. Mr. Larson asked what the objective of the meeting was and if there was a possibility of holding the retreat in conjunction with the IERC meeting in May or July.

There was some discussion on the topics for the retreat. Mr. Larmore suggested expanding training on the Tier II Manager program to get additional fire departments signed up for the system, and what to do with the licenses for the fire departments that were not going to use their license. Mr. Larson suggested the IERC have a booth at the Indiana Emergency Responders Conference to educate the local fire departments and help sign them up for accounts on Tier II Manager. Mr. Larson also suggested doing some kind of recorded online training program for Tier II Manager. Mr. Heflin advised that this was in the works now that IDHS has the ability to do live streaming via WebEx.

Mr. Larmore suggested initiating some kind of outreach program to facilities around the state to better educate facilities on the Tier II Manager reporting as well as getting feedback as to how to make their reporting experience more user friendly. Mr. Ewusi requested suggestions to improve the Tier II Manager experience for the facilities.

**NEW BUSINESS**

Mr. Larmore suggested adopting a document on SARA Title III reporting currently used by the State of Michigan. He noted that the document would help clarify some of the reporting issues that the facilities raised during the Tier II Manager reporting system.

**ADJOURNMENT**

Meeting was adjourned at 10:37AM.

**MOTION CARRIED.**

**NEXT MEETING**

May 9, 2016  
Grant County Office of Emergency Management  
401 South Adams Street Suite 601  
Marion, Indiana 46953

  
Jim Pridgen, Chair