

THE INDIANA EMERGENCY RESPONSE COMMISSION  
INDIANA EMERGENCY RESPONSE COMMITTEE (IERC) MEETING  
Indiana Government Center-Teleconference Media Center  
302 West Washington Street  
Indianapolis, Indiana 46204  
November 13, 2007 at 1:00 p.m.

**WELCOME AND INTRODUCTION**

Chairman Wojtalewicz welcomed everyone to the meeting. He stated there will be some important information to cover in regards to the upcoming conference and asked for roll call.

**ROLL CALL TO ORDER**

Cliff Wojtalewicz – Chairman	Thomas Melville – State Government
Mike Bigler – State Government	Michael Pace – Industry
Bernie Beier – Local Government	Sherman Greer – Local Government
Jim Pridgen - Industry	

The following Commission members were absent:

William Reed – Public	Dean Larson - Public
Bruce Palin – State Government	Carol Shelby – Public
Robert Reilly- Industry	Brian Lott – Local Government

The following staff members were present:

John Steel – IDHS	Mara Snyder – IDHS
Laura Stedham - IDEM	

The following members of the audience that was present:

Jordan Graves – IDHS	Jeff Larmore – Marion County Health Department
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**QUORUM**

The IERC Council Coordinator called roll and that a quorum was present.

**CONSIDERATION OF THE MINUTES**

Chairman Wojtalewicz asked for a motion to adopt minutes from the September 10, 2007 Meeting. Mr. Melville, so moved, second by Mr. Pridgen. **MOTION CARRIED**

**REPORT OF THE CHAIR**

No Report at this time.

## COMMITTEE REPORTS

### Communications Committee

Mr. Sherman Greer reported that the Communication Committee met this morning and discussed the LEPC 101 workshop at the Fall Conference. Mr. Greer also stated has been contacted with questions on ethics. This was referred to Mara Snyder and answered any questions. The policy manual was also discussed and that it needs to be updated, and said it will take an effort of all the IERC Committees to bring this up to date. The Communications Committee went through the policy Manual and there is nothing in there referring to Communications Committee or the communications policy. The committee would develop a policy and procedure for the manual update. At the meeting they discussed having an area on the website so people can submit questions electronically and have the ability to respond, and leave the question and answer on the website for others to see.

In this report, Mr. Greer suggested that the IERC look into a bulk purchase of materials like brochures. One of things that we would like to do is get a consistent message out there for anything like shelter in place and evacuations. If we bought these in bulk and distributed them to the LEPCs we would have one consistent message going out. These could also be used as a motivation to the inactive LEPCs. This could be developed in an electronic format and put on the website for LEPCs to download. Mr. Bigler added that adding emergency numbers will make it much more useful of a tool. The communications committee will work with IDH Public affairs to develop this and get a cost.

### Technical Committee — James Pridgen, Chair

The Technical Committee had no formal meeting. Though the committee has been reviewing the Policy Manual at the request of Mr. Larson. I have determined by looking at this we can get down to about one third if not less of the manual that is there and come up with something smaller. Mr. Pridgen suggested that the IERC do a cursory review of the Policy Manual at least one time per year. He does think the idea of having a chat room will help. Because it is something people will go to over and over again. We are in the electronic age and we all have to learn to utilize it.

### Policy Committee — Dean Larson, Chair

Dean Larson was absent, and had nothing to report. Mara Snyder added that the Policy Committee did conduct a conference call to cover a lot of these issues. We had sent out a draft of the minutes from the call and have not heard back any comments, so we didn't have them available for today's meeting but will be available for the next meeting. Ms. Snyder added to the other committee chairs to contact Mr. Larson in respects to the Policy Manual, what your specifics are and what you want to be included the Policy Manual.

### Training Committee — Bernie Beier

Nothing to report.

### Fiscal Committee — Bruce Palin

Nothing to report.

Chairman Wojtalewicz called for a motion to approve all committee reports, so moved by Mr. Pridgen second by Mr. Greer. **MOTION CARRIED**

### **OLD BUSINESS**

Ms. Snyder reported that she has not had contact with Jessica Orr the new legislative liaison for IDHS, on the request to amend the statute to allow LEPCs to use their money for maintenance and calibration of equipment. Once Ms. Snyder makes contact, she will have a report at the January meeting. It was questioned by Mr. Bigler to why it couldn't be a policy rule instead of legislative amendment. Ms. Snyder explained the legislative statute is set up for the purchase of new equipment, not for maintenance and calibration. So money could not be spent on a policy rule.

Mr. Beier asked about records retention, and how long records need to be maintained, what the state rules are for how long do they maintain and how do they dispose of them. Ms. Snyder will research this with Commission of Public Records and get an answer back to Mr. Beier.

### **NEW BUSINESS**

Mr. Melville encouraged the committee members to use conference calling more between commission meetings. Ms. Snyder highlighted that if a committee had less than a quorum of the commission it is not covered by the public open door rules.

### **REPORT OF THE FIELD COORDINATOR**

No Field Coordinator report given. Ian Ewusi is attending the State Emergency Response Commission Conference at the EPA Region V Office in Chicago, IL. SO he has nothing to report right now.

John Steel reported that the policy manuals will be copied and sent out to commission members in the next few days for review for recommended changes.

### **MEMBERSHIP ROSTER APPROVALS**

No new roster submission for approval.

### **LEPC COMMENTS**

None

### **EPA COMMENTS**

None

### **PUBLIC COMMENTS**

None

### **NEXT MEETING**

Monday January 7, 2008 1:00pm  
Indiana Government Center South, Conference Room 1

### **ADJOURNMENT**

Meeting was adjourned at 1:57pm

  
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Bruce Palin, Acting Chair