



**INDIANA EMERGENCY RESPONSE COMMISSION (IERC)  
COMMUNICATIONS COMMITTEE**

**Zionsville Town Hall**

**1100 W. Oak Street**

**Zionsville, Indiana 46077**

**January 13, 2020 [Start Time: 10:02 am]**

**COMMITTEE MEMBERS PRESENT:**

Jeff Larmore—Local Government Representative, Chair  
Matt Bilkey—Designee for Superintendent of ISP  
Ian Ewusi—IDHS  
Dawn Mason—IDHS  
Stephanie McKinney—Local Government Representative  
James Pridgen—Business/Industry Representative  
Madison Roe—IDHS  
Becky Waymire—Local Government Representative

**COMMITTEE MEMBERS ON THE PHONE:**

No members on the phone

**COMMITTEE MEMBERS ABSENT:**

Shawn French—Business/Industry Representative

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

Kraig Kinney—IDHS Attorney  
Larry Hamby—Designee for IDHS Executive Director

**WELCOME AND INTRODUCTION**

Mr. Larmore welcomed everyone to the Communications Committee meeting and requested the determination of a quorum.

**QUORUM**

Ms. Mason indicated a quorum was present.

**Roll Call**

Mr. Larmore—Yes  
Ms. Roe—Yes  
Ms. Mason—Yes

Mr. Pridgen—Yes  
Mr. Bilkey—Yes  
Ms. McKinney--Yes

Ms. Waymire—Yes  
Mr. Ewusi—Yes

## **CONSIDERATION OF MINUTES**

A motion to accept September 9, 2019, meeting minutes was made by Mr. Pridgen and seconded by Ms. McKinney. No further discussion occurred. All present were in favor.

### **No Roll Call Occurred**

## **OLD BUSINESS**

### **LEPC Newsletter Decision**

Mr. Larmore discussed the progress of the LEPC newsletter. Ms. Mason explained that the Public Information Office (PIO) suggested merging the LEPC Newsletter with the Hoosier Responder rather than creating another newsletter to be distributed by the Indiana Department of Homeland Security (IDHS). Mr. Pridgen and Mr. Larmore conversed about the idea and stated it was suggested years ago by the former IDHS PIO Director, Mr. Ericson. Mr. Larmore asked about the release dates for articles and how much space the LEPC would be allotted. Ms. Mason explained a meeting is schedule with PIO to discuss the article sizes, content requirements, and suggested articles to be sent out once the IERC approved of the merger.

Ms. Mason discussed the initial plan to submit articles for LEPC information twice a year, with required due dates for LEPCs at the beginning of each year, and then upcoming events/exercises throughout the year. Ms. Roe and Ms. Mason confirmed the Hoosier Responder is sent out every other month. Mr. Pridgen, Mr. Larmore and Ms. McKinney suggested producing at least three articles a year. Mr. Pridgen suggested sending out information every four months, with the due dates in the last addition of each year, and a reminder of due dates again at the beginning of each new year. Mr. Larmore discussed highlighting LEPCs throughout the year, as well as upcoming exercises. The decision was made to distribute LEPC information quarterly in the Hoosier Responder, with dates to be determined upon meeting with PIO. Additionally, staff will keep the Communication Committee informed and request content and suggestions for articles as needed. Mr. Pridgen suggested articles about the appointment of new commissioners, as well as any legal information from federal or state agencies that the LEPCs and committee/commission members should be aware of, including any frequently asked questions. Mr. Kinney agreed.

No further dialogue or voting occurred.

### **LEPC Brochure Funding**

Ms. Mason stated several copies of the LEPC brochure are still available from the printed brochures offered at the EMAI/IERC conference in October of 2019. She stated the idea was to send out the electronic version to LEPCs first, and then determine if the counties need extra copies to reduce the cost of printing. Mr. Larmore ask if LEPCs could print the brochures as an eligible expense, in which Mr. Ewusi confirmed and he stated the cost would fall under category two of eligible expense items. Mr. Larmore suggested communicating to the LEPCs that the electronic version is available to print and to use the information box on the back of the brochure to list LEPC contact information. Ms. Mason advised two counties have already used the back of the brochure to list meeting times and the locations for upcoming LEPC meetings throughout the year.

Mr. Larmore confirmed the discussion to print LEPC brochures from state funds has been tabled. Mr. Larmore asked if the cost for printing the brochure should be added to future budgets. Mr. Ewusi stated it is not a significant cost and PIO should include printing cost in their budget. It was determined that the cost could be internalized rather than requesting funding from the Fiscal Committee. Mr. Ewusi advised an emergency request to the Fiscal Committee for funds could occur if funding needs arise, however he would prefer not to have it as a line item because PIO has funds available for printing. Mr. Larmore suggested having several copies readily available by the state to hand out at events. Mr. Pridgen suggested also staging the LEPC brochures outside of room 208 at the Indiana Government Center (IGC).

No further discussion or voting occurred.

## **NEW BUSINESS**

### **Communication from Risk Management Plan (RMP) Facilities**

Mr. Larmore stated the Environmental Protection Agency (EPA) published the official Reconsideration Rule in December of 2019. The importance of the rule is the requirement of annual coordination or notifications meeting and tabletop or field exercises. He stated the EPA pushed the deadlines for tabletop and field exercises back. He suggested sending information to LEPCs to make them aware that RMP facilities will request meetings and exercises with them.

Ms. Waymire asked about the role of the LEPC. Mr. Larmore advised LEPCs would conduct a notification exercise due to facilities requirement to inform LEPCs of a chemical release. He stated a coordination exercise may be required, but at this time more information is needed to understand what that type of exercise would look like, and who would be involved. He stated involvement may include local law enforcement, jurisdictional fire departments, a county hazmat team, an Emergency Medical Services (EMS) representative, an Emergency Management (EMA) representative and someone from the health department. He stated each county requirement would be different, and that LEPCs have no requirements other than to respond to the facilities when they are contacted.

Mr. Larmore explained that an RMP is a facility that holds larger quantities of extremely hazardous substances (EHS), such as cold storage facilities with more than 10,000 pounds of Anhydrous Ammonia. He advised that Ms. Roe could provide the LEPCs with a list of RMP facilities in each county. Ms. Roe pointed out that the responsibility falls on the facilities and will not affect LEPCs compliance requirements with the state. She stated the facilities are aware they are required to reach out to the LEPCs first, or the EPA will get involved. She advised that the National Association of SARA Title Three Program Officials (NASTTPO) is building a document to assist with information from the LEPC perspective and explaining that LEPCs should work with the facilities to participate in the exercises. She stated LEPCs can use these exercises to count toward their annual exercise requirements. Mr. Larmore advised facilities must complete the exercises within the next four years, and it is the responsibility of RMP facilities to contact the LEPCs. Ms. Roe suggest sending out the information to LEPCs once NASTTPO creates their document and advise the LEPCs of the requirements to be prepared. Mr. Larmore suggested putting the information on the IERC website.

## Tier II Facilities Questionnaire

Mr. Larmore discussed the questionnaire facilities will submit in Tier II Manager system. Ms. Roe advised she is working with IDSI to coordinate the questionnaire with the creation of the LEPC yearly Hazardous Materials Plan module. She stated the project is on hold by IDSI due to the current busy Tier II reporting season, but more information should be available in March of 2020.

Ms. Roe stated the goal is to have the questionnaire in Tier II Manager system for facilities to answer and thus help LEPCs obtain information required in their Hazardous Materials Plan that they currently have trouble obtaining from facilities. She stated there will be a fee for creating the program. Mr. Larmore asked about the timeline for the creation of the module. Ms. Roe stated she would like to have the module in place by the middle of 2020, but hopefully within the next year upon approval. Mr. Larmore discussed the facilities being concerned about divulging certain information and the type of questions asked, and he suggested talking to facilities to address their concerns about the type of questions. He stated waiting until midyear or fall to implement the questionnaire would allow for contact with facilities to address their concerns, which he felt would be more acceptable.

Ms. Roe stated she created workshops and seminars to inform facilities about the Tier II reporting and she would discuss the questionnaire during those workshops. Mr. Larmore said keeping the first responders aware of chemicals housed in facilities is important, however the concern from facilities regarding the Chemical Facilities Anti-Terrorism Standard (CFATS), and the public gaining access to such information was an issue.

## IERC Awards Preparation for 2020

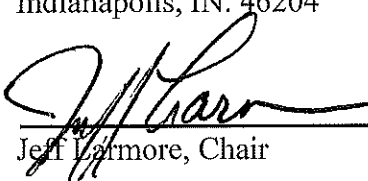
Mr. Larmore discussed presenting awards for 2020. It was decided that 2019 awards will be determined from staff recommendations, as was done in the previous year. Ms. Roe stated the awards were appreciated more during the last ceremony based on categories and not just participation. Mr. Larmore stated this year's award nomination would be discussed in September 2020 to be presented at the October 2020 EMAI/IERC conference, assuming the schedules remain the same.

## ADJOURNMENT

A motion to adjourn the meeting was made by Mr. Pridgen and seconded by Ms. McKinney. The meeting adjourned at 10:40 am. No further discussion occurred. All present were in favor.

## NEXT MEETING

Firefighters Union Hall  
748 Massachusetts Avenue  
Indianapolis, IN. 46204

  
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Jeff Larmore, Chair