



INDIANA EMERGENCY RESPONSE COMMISSION (IERC)  
COMMUNICATIONS COMMITTEE  
Putnam County Emergency Operations Center  
1600 West County Road 250 South  
Greencastle, Indiana 46135  
July 10, 2017  
10:00 AM [start time 10:10]

**COMMITTEE MEMBERS PRESENT:**

Becky Waymire – Morgan County LEPC

Jeff Larmore – Local Government Representative, Chair

Ian Ewusi – IDHS

**COMMITTEE MEMBERS ABSENT:**

Matt Bilkey – Designee for Superintendent of ISP

Shawn French – Business/Industry Representative

Stephanie McKinney – Gibson County LEPC

**COMMITTEE MEMBERS ON THE PHONE:**

James Pridgen – Business/Industry Representative

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

Bernie Beier – IERC Commissioner

Charles Heflin – IDHS

Justin Guedel – IDHS

Krystal Hackney – IDHS

Larry Hamby – IERC Commissioner

Marc Torbeck – IDHS

Tracy Smith – IDHS

**WELCOME AND INTRODUCTION**

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

**QUORUM**

Mr. Heflin indicated a quorum was present.

## **CONSIDERATION OF MINUTES**

A motion to accept the May 16, 2017, meeting minutes was made by Mr. Ewusi and seconded by Ms. Waymire. No further discussion occurred.

### **Roll Call Vote**

Mr. Ewusi – Yes

Mr. Larmore – Yes

Mr. Pridgen – Yes

Ms. Waymire – Yes

### **Motion Carried.**

## **OLD BUSINESS**

Mr. Larmore introduced the meeting topic *IERC Webcasting Update*.

Mr. Larmore reported that since the previous meeting Mr. Heflin contacted Sweetwater and worked with an engineer to obtain two (2) different quotes for the audio equipment needed to improve the streaming of the IERC meetings. Mr. Heflin explained that he worked with Mr. Jackson, a sound engineer with Sweetwater, and explained to him the audio needs of the Commission. Mr. Heflin noted that one quote contained the audio amplification equipment without a wireless microphone and the other quote, which is slightly more expensive, included a wireless microphone that could be used by the audience or guest speakers at the meeting. Mr. Heflin also noted that equipment could be shared with other IDHS boards or Commissions. He reported that both quotes are for an amplified speaker, microphones for the desktops and a mixer. Mr. Heflin noted that the entire system consists of a minimal amount of equipment so it is easier to haul it around from one meeting location to the next. Mr. Pridgen noted that he was pleased with the quotes provided by Sweetwater and he believes that the quality of the equipment was important even if it meant spending a little extra.

Ms. Waymire asked Mr. Heflin to explain how the live streaming works. Mr. Heflin explained that the IERC pays for a WebEx account which is a software program that allows real-time video to be sent out over the internet and is combined with a phone bridge which allows audio to be sent out over a telephone connection. He noted that multiple individuals can access both the video and audio stream at the same time allowing them to follow along with the meeting as it is conducted. Mr. Heflin noted that the Communications Committee is currently using the phone bridge which is how Mr. Pridgen is monitoring the meeting.

Mr. Larmore requested a motion to approve the purchase of the system that included the wireless microphone. Mr. Ewusi requested to know if a demonstration of the equipment can be provided prior to purchasing. Mr. Heflin advised he did not make that request when he was soliciting the quotes but he would contact Mr. Jackson to see if that was an option. Ms. Waymire asked what kind of warranty comes with the equipment. Mr. Heflin advised he would get that information from Mr. Jackson when he inquires about the system demonstration. Mr. Ewusi made a motion to approve the purchase of the equipment contingent on a successful test to be conducted by staff. Mr. Pridgen

seconded the motion. Mr. Ewusi asked Mr. Guedel if purchasing an additional warranty above the warranty offered at time of purchase was allowable. Mr. Guedel advised it is not an allowable expense. Mr. Larmore called for a vote on Mr. Ewusi's motion.

### **Roll Call Vote**

Mr. Ewusi – Yes

Mr. Larmore – Yes

Mr. Pridgen – Yes

Ms. Waymire – Yes

### **Motion Carried.**

Mr. Larmore introduced the meeting agenda item *Discussion on LEPC Award Criteria*.

Mr. Larmore explained that in the past an LEPC would submit a request for an award and would receive it without a detailed review. Mr. Larmore stated that the Committee should discuss developing some sort of criteria so each award request can be graded according to the criteria selected and on meeting said criteria. Mr. Larmore explained each of the award categories to the Committee. Ms. Hackney explained how she is currently reviewing each LEPC plan submission and grading them against a set criteria that already exists. Mr. Larmore also explained that LEPC exercise awards would be graded on compliance with the Homeland Security Exercise Evaluation Program (HSEEP), compliance with proper submission to the LEPC online portal and a detailed explanation of the exercise provided to the Communications Committee. He noted that the detailed explanation should include all the specifics of the exercise, such as who attended, what was learned and how it is exemplary compared to previous years. Mr. Pridgen noted the After Action Report should also detail much of the information Mr. Larmore mentioned. Mr. Pridgen noted that a successful exercise is vital to the success of the individual LEPC and it is also critical as an element of public outreach. He stated the public needs to see the presence of the LEPC and conducting an exercise and inviting local public safety partners as well as the public helps to build the awareness of the public as to the role of the LEPC. Ms. Waymire stated that she believes Mr. Larmore and Mr. Pridgen are referring to two (2) separate issues. She noted the first issue is the fact that the LEPC members develop an exercise based on what they believe is the biggest need for their county and an award consideration request is based on how well an LEPC performs during their exercise and how good of an outreach program they have. She stated that she believes the outreach award request could be submitted by the LEPC with their description as to why they believe they deserve it and the exercise award should be given based on what the Committee determines is exemplary based on what the LEPC submits. Mr. Larmore summarized that the Committee will be submitting to the Commission a recommendation that staff reviews the LEPC plans and submits their recommendations to the Committee and exercises are submitted to the Committee but only given consideration if they meet HSEEP compliance and include a detailed description as to why the LEPC believes it is deserving of an award. He noted the same would apply for the outreach to public award in that their submission should be as detailed as possible and include pictures, videos or anything else that they would like to have included in consideration for receiving an award.

Mr. Larmore introduced the meeting topic *EMAI/IERC Conference Update*.

Mr. Larmore reported that the final schedule for the EMAI/IERC conference had been released and there were some notable events that he brought to the Committee's attention. He noted that on Tuesday, October 17, 2017 the IERC will be holding a retreat in the morning and then staff will be offering CAMEO class in the afternoon. Mr. Larmore stated the IERC awards ceremony will be held on Thursday, October 19, 2017. He also read through the list of the hazardous material-related classes outlining that fifty percent (50%) of the schedule was related to hazardous materials which meets the requirement of the IERC for the funding they provide to the EMAI. Mr. Larmore highlighted the presentations that will be done on the West Texas fertilizer plant explosion. He noted that the West Texas incident had numerous ramifications and resulted in numerous lessons learned that are now shaping hazardous materials planning and community notification policies.

#### **NEW BUSINESS**

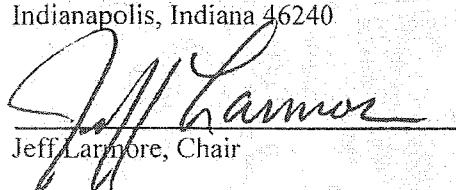
No new business was brought before the Committee. Mr. Heflin provided an update to the Committee on the questions they had from Sweetwater. He stated that everything that Sweetwater sells comes with a two (2) year warranty through Sweetwater at no extra charge but do not offer any extended warranties. Mr. Larmore asked if the two (2) year warranty includes parts and labor and asked if Mr. Heflin could check into the feasibility of doing a test of the equipment prior to making the purchase. Mr. Heflin advised he would email Mr. Jackson after the meeting.

#### **ADJOURNMENT**

Mr. Ewusi motioned to adjourn the meeting seconded by Ms. Waymire. All present were in favor. Meeting was adjourned at 12:10pm.

#### **NEXT MEETING**

September 20, 2017  
Sheraton Indianapolis Hotel at Keystone Crossing  
8787 Keystone Crossing  
Indianapolis, Indiana 46240

  
Jeff Larmore, Chair