



**INDIANA EMERGENCY RESPONSE COMMISSION (IERC) Meeting**  
**Indiana Government Center South**  
**Conference Room 1 and 2**  
**402 W. Washington Street**  
**Indianapolis, Indiana 46204**  
**July 8, 2019, 1:30pm [Start Time: 1:34pm]**

**COMMISSION MEMBERS PRESENT:**

James Greeson—State Fire Marshal, Chair  
Bernie Beier—Local Government Representative  
Clint Bundy Proxy for Matt Bilkey—Designee for Superintendent of ISP  
Shawn French—Business/Industry Representative  
Larry Hamby—Designee for IDHS Executive Director  
Jeff Larmore—Local Government Representative  
Bruce Palin—Public Representative  
James Pridgen—Business/Industry Representative  
Laura Steadham—Designee for IDEM Commissioner

**COMMISSION MEMBERS ON THE PHONE:**

None

**COMMISSION MEMBERS ABSENT:**

Cara Cyrus—Business and Industry Representative

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

Sarah Chaney—IDHS  
Ian Ewusi—IDHS  
Kraig Kinney—IDHS  
Dawn Mason--IDHS  
Madison Roe—IDHS  
Michael White—IDHS

**The following audience members were present:**

Becky Waymire—Morgan County LEPC  
Allison Moore—Monroe County LEPC  
Adam Thiemann—IDHS Chief Financial Officer

**WELCOME AND INTRODUCTION**

The Chairperson welcomed everyone to the Indiana Emergency Response Commission (IERC) meeting, and requested the determination of a quorum.

**QUORUM**

Chairman Greeson indicated a quorum was present after roll call.

**Roll Call**

Chairperson Greeson—Present	Mr. Beier —Present
Mr. Palin—Present	Mr. Bilkey—Present
Mr. French—Present	Mr. Hamby—Present
Mrs. Steadham—Present	Mr. Larmore—Present
Mr. Pridgen—Present	

**CONSIDERATION OF MINUTES**

Mr. French made a motion to approve the May 13, 2019, meeting minutes. Mr. Hamby seconded the motion. No further discussion occurred. All present were in favor

**Motion Carried.**

**REPORT OF THE CHAIR**

Chairman Greeson advised about First Responder day sponsored by the Indiana Department of Homeland Security at the Indiana State Fair on Monday, August 12, 2019.

Chairman Greeson announced the DC Cook Nuclear Power Plant Ingestion Pathway on August 27-28, 2019, with a tabletop exercise conducted. He advised to send any questions to details to the IDHS staff.

Chairman Greeson reported eighty-three (83) LEPCs were funded in 2019, and the funding amount was approximately five hundred and forty-one thousand dollars (\$541,000) dollars.

Chairman Greeson advised no major incidents of hazardous materials, nuclear or radiological standpoint occurred across the state of Indiana in July 2019.

**ROSTER APPROVAL**

Ms. Chaney reported twelve (12) LEPCs submitted rosters for membership appointments or removals as of July 5, 2019, at 1:30 PM.

Allen	Elkhart	Floyd	Hamilton
Hendricks	Howard	Jasper	Jay
Jefferson	Monroe	Starke	Vermillion

Mr. Palin asked about inactive member also being added to the rosters. Ms. Roe explained the Tier II Manager system had a glitch and LEPCs were instructed to re-submit their respective rosters since they were not supposed to delete or edit previous names with new member names. She noted, LEPCs were instructed to correct the rosters to reflect the appropriate status of each member. She also stated the Tier II Manager system has been corrected and resubmitting the rosters was the only way to reflect the current status of each LEPC member.

Mr. Larmore made a motion to approve the submitted rosters and was seconded by Mr. Pridgen. No further discussion occurred. All present were in favor except Mr. Beier who abstained since his home county is on the list.

**Motion Carried.**

## **COMMITTEE REPORTS**

### **Training Committee-Bernie Beier, Chair**

Chairman Greeson introduced Mr. Beier who discussed the Training Committee meeting which focused on establishing goals and objectives for the Training and Exercise Subcommittee, which will focus on fixed facilities and partnering with some existing successful programs, such as Traffic Incident Management Effort (InTIME) and Indiana Department of Environmental Management (IDEM), on hazmat response related to transportation. He stated they would work with staff before the next Training and Exercise Committee meeting to find the right way to incorporate the requirement. He advised the purpose is to build a better and stronger LEPC program tied to fixed facilities, which would take more time to develop.

Mr. Beier also discussed EMAI/IERC conference agenda items, and stated the EMAI board would meet on July 10, 2019 to discuss the conference and agenda items. He stated he would present ideas to the EMAI board to make sure the ten thousand (\$10,000) dollar contribution from the IERC would receive the appropriate areas of training items for the IERC in the conference. Mr. Beier stated they would meet at 10:00 am in person at the Marriott East on Shadeland Avenue, and there was an invitation extended to the Executive Director to work on other business at the same time.

Mr. White raised a question about the counties without fixed facilities and if they have the option to do a transportation exercise. Mr. Beier discussed tying a transportation incident to a fixed facility with the understanding the exercises are more plausible to prevent made up scenarios, but to instead use real life scenarios. Mr. White discussed one county who thought they were required to work with fixed facilities but there was confusion and he instructed them to do a transportation exercise if that is all they have in their county. Mr. Beier stated all counties currently have fixed facilities reporting in Tier II Manager, but further investigation will occur over the next month.

No further discussion occurred.

### **Communications Committee-Jeff Larmore, Chair**

Chairman Greeson introduced Mr. Larmore who discussed the newsletter and brochure. He stated the newsletter content will be reviewed by staff, and the expected publish date is August or September of 2019. He said examples of topics include the Risk Management Plan (RMP) discussion and other items of interest to LEPCs.

Mr. Larmore discussed the LEPC Brochure created for the Indiana LEPCs in which Ms. Mason passed out a rough draft of the brochure to the Commission members. He stated the brochure draft discussed at the last IERC meeting is being created for LEPCs to use and promote activities within their county. He stated the content is similar to what Kentucky uses and he worked with Ms. Mason to add more information. He noted that more work is needed, such as adding more photographs to show case LEPC activities. He discussed the color and style of the brochure as a trifold with the IERC logo and IDHS information on the back, and an area reserved for the LEPCs contact information. He stated the final draft will be presented at the September 2019 IERC meeting, and requested any suggestion, comments, ideas for photographs or content be sent to Ms. Mason to incorporate.

Mr. Larmore discussed funding for the brochure, but stated the goal is to get a finished product to discuss at the September 2019 IERC meeting and determine if they will purchase copies. He advised the brochure will be available both electronically and as a printed copy, and LEPCs can upload the item to their website and/or print more copies as needed.

Mr. Larmore ask Ms. Chaney to discuss the IERC awards ceremony and how the nomination process will take place. Ms. Chaney stated the categories will stay the same, however the self-nomination process will change and the selection process will be internal between IERC staff who will present the selection to the IERC for a final review and decision. She stated the purpose of the new awards selection is to make the award ceremony more specialized and meaningful. Mr. Larmore clarified those selected for a final review will receive certificates and the selected LEPC from each category will receive the award. He stated those who receive certificates will stand for recognition, but those who receive an award will come up for a photograph. Mr. Beier asked if there was discussion about each county receiving several awards. Ms. Chaney stated the consensus among staff is to pull different counties for each category.

Chairman Greeson asked if any official action is required by the commission. Mr. Larmore stated not at this time, but once nominations come in and the selection process is complete, then the Communication Committee will ask for funds to purchase awards at that time.

No further discussion occurred.

#### **Policy-Technical Committee-Jim Pridgen, Chair**

The Chairperson introduced Mr. Pridgen who discussed two items of business and nothing that required voting action. He discussed updating the IERC handbook in August 2019 expeditiously with staff and input from the commissioners.

Mr. Pridgen also discussed the special recognition for hard work and dedication for LEPC members who retire or pass away. He asked Ms. Roe to discuss the list of criteria developed by

staff. He wanted input from the commissioners before criteria was finalized and brought to the September 9, 2019, IERC meeting. Ms. Roe stated the retirement and death recognition have separate criteria.

Ms. Roe discussed the retirement recognition requirements and indicated the selected the LEPC member must have served 10 years but non-concurrent. They must have held an elected position for at least 5 years, non-concurrent, and attended 75% of the exercises held to show their participation in LEPC activities. She stated LEPC member must nominate the person to be recognized, and IERC staff will evaluate the nominees and present them to the IERC for review and approval.

Ms. Roe discussed the death recognition criteria and stated the member must be on the LEPC at the time of death, or be a recognized retiree of the LEPC upon death. They must have been on the LEPC for at least 5 years, held an elected position on the LEPC for at least two years, and finally staff and IERC commission member reserve the right to make exceptions to the rule.

Mr. Pridgen directed any suggestion or recommendation be submitted to staff one week prior, or sooner, to the September 9, 2019 IERC meeting so the changes can be incorporated before an official action at the meeting. Chairman Greeson agreed.

Mr. Palin asked about those who served but did not meet the criteria. Chairman Greeson stated there should be a special consideration category for individuals who do not meet all the requirements and recommended to be vague in order to avoid missing someone that has given their time to the LEPC. Mr. Kinney asked if the death recognition retired portion was to be recognized under the IERC or the LEPCs. Ms. Roe stated it would be under the IERC criteria. Mr. Kinney suggested clarifying the rule.

No further discussion occurred.

#### **Fiscal Committee-Laura Steadham, Chair**

Chairman Greeson introduced Mrs. Steadham who discussed approving two prior sets of minutes, and discussed the Fiscal year 2020 budget. She explained a brief discussion occurred concerning the categories of the budget and whether funds would be available for the LEPC Brochure developed for the Communications Committee.

Ms. Steadham stated Mr. Ewusi spoke with Mr. Thiemann (IDHS CFO) about the budget line item one for personal services which could be used for other category expenditures due to the fact that no staff is currently coded to that particular fund. Mr. Thiemann stated he was under the impression Ms. Chaney's position was paid from that particular fund. He explained it is not being paid for out of the dedicated fund or the revenue from the Tier II fees but rather from IDHS's general appropriation fund restored from IDEM and IDHS MOU. He said although a portion of the fifty-seven thousand (\$57,000) dollars is not needed to cover Ms. Chaney's position out of the IERC fund, it still has to be in the budget and paid for from the general fund. Ms. Steadham stated the explanation clarified the budget.

Ms. Steadham stated they discussed funding for the brochure printing cost through other venues. She said that completed the committee report unless the full commission needed to make a motion to approve the 2020 budget. Mr. Greeson pointed out budget points two through nine are allocated for contracts, travel, training or supplies.

Mr. Thiemann discussed considering the printing cost related to the brochure and he stated the cost might not be covered by seven thousand (\$7,000) dollars on line item nine. He recommending addressing the subject at the next meeting. He said the appropriation was submitted and requested August 2018 based on two years of the appropriation request for the legislature, so they specifically allow this fund augmentation authority. He also said the exact spending cannot be planned two years previous, therefore if the exact amount for printing is submitted at the next meeting, and it is not available in 2020 appropriation, it would easily be approved by the state budget to go over the appropriation for the printing cost as long as the committee and commission are comfortable with that decision. Mr. Thiemann recommending using line item nine for charging cost to this fund, and any changes would be submitted for approval.

Chairman Greeson asked if a motion was needed to approve the budget as presented. All agreed. Mr. Palin asked for clarification about the general fund and if actually IDHS general was the fund. He asked if all of the IERC expenditures come out of the dedicated fund. Mr. Thiemann stated the IERC fund is made up of the funds generated from Tier II Manager, whereas the fifty-seven thousand dollars (\$57,000) was provided from the general fund, and the IDHS general fund is from the State of Indiana. Mr. Palin stated the position was to be covered by IDHS but in reality the appropriation was made from the general budget rather than IDHS general fund. Mr. Thiemann stated that is correct. Mr. Palin stated there was never a general fund contribution for any activities. Mr. Thiemann stated he believed when the position transferred to IDHS from IDEM there were general fund positions, however it was not corrected in the budget bill so they asked the funding for the personnel to be covered by IDHS for two years until it could be fixed in the budget bill. Mr. Thiemann went back and asked that the general fund that went to IDEM come to IDHS, which was approved in the fall. He stated that allows funding for personnel for the next two years. Mr. Palin reiterated the funds are for IDHS general fund. Mr. Thiemann stated yes, but it does not for fireworks, inspection or plan review, it comes straight into the IERC budget.

Mr. Palin asked if the seventy-four thousand four hundred and thirteen (\$74,413) dollars was all that was approved out of the dedicated fund for the IERC to use on budget items two through nine. Mr. Thiemann stated yes.

Mr. Larmore made a motion to accept the Indiana Emergency Response Commissions budget presented to the Commission for the Fiscal year of 2019 through 2020 and was seconded by Mr. Pridgen. No further discussion occurred. All present were in favor.

### **Motion Carried**

### **APPROVAL OF COMMITTEE REPORTS**

Mr. Palin made a motion to approve the Committee Reports and was seconded by Mr. Beier. No further discussion occurred. All present were in favor.

**Motion Carried.**

## **OLD BUSINESS**

### **Presentation**

#### **Retreat**

Chairman Greeson introduced Mr. Thiemann to give a presentation about the Fiscal process discussed at the retreat in Columbus Indiana. Mr. Thiemann explained the Fiscal budget for June 30, 2019, and the balance of the legal fund, which was six hundred and sixty-nine thousand and thirty (\$669,330) dollars. He said the only item withstanding is the appropriation from the general fund for personnel, which was approved by budget but not by the legislature at the time. He did advise the item is now fully approved and the LEPC position will be sustained by the general fund for the next two years. He said it will not be funded by the IERC fund or legal fund, and he does not foresee any pushback moving forward.

Mr. Thiemann advised the agency will be submitting their budget in August 2020, and suggested meeting with the Fiscal Committee prior to August 2020 to determine what it would like the agency to request on their behalf.

Mr. Thiemann discussed appropriating seventy-four thousand (\$74,000) dollars out of the dedicated fund, and he received a report from Mr. Ewusi explaining that 10 percent of the Tier II Manager fund is given back to the IERC to support the commission, which accounts for sixty thousand (\$60,000) dollars. He discussed the legal fund will dwindle over time due to the different between bring in sixty thousand (60,000) dollars but appropriating seventy-four thousand (\$74,000) dollars. He explained the legal fund is kept up by money from non-compliant LEPCs, which accounted for thirty-six thousand (\$36,000) dollars this year, and due to the non-compliant LEPCs that brought the total to ninety thousand (\$90,000) dollars in the legal fund for 2019. He reminded the commission that the fund would typically only be sixty thousand (\$60,000) dollars.

Mr. Thiemann discussed the idea of potentially restructuring fees in the future, which he suggested visiting as a topic with the Fiscal committee as they enter the next Bi-annual.

Further discussion occurred about fiscal spending, personnel cost and expenditures for the Tier II Manager program. Further information can be accessed through the July 8, 2019 IERC meeting recording.

### **Presentation**

#### **Unmanned Aerial Systems (UASs):**

Chairman Greeson introduced Mr. White to discuss the new Unmanned Aerial Systems (UASs) being considered for purchased by IDHS. Mr. White explained the UAS program will be used to support IDHS and other state agencies such as arson and Search and Rescue (SAR).

Mr. White discussed how LEPCs can preplan with mapping, ingress, egress and exercises using UASs, however they will not be used to fly into a plum for a hazmat incident since the equipment is fragile. He advised they work the same for Law Enforcement with Search Warrants and supporting SWAT teams etc.

He discussed attending the Colorado Safety Conference and Skyfire in Atlanta, who creates Certificates of Operations (COAs) for the UASs. He promoted programs such as Drone Sense, founded by the Federal Bureau of Investigations (FBI). He stated the State EOC could use UASs to assist with search plots, and view these plots from anywhere in the state, however the problem of connectivity in certain areas of Indiana exist. He advised Drone Sense can eliminate bad spots with satellites to provide better connectivity.

Mr. White discussed Pix4D, an accident reconstruction program, used by State Police and presented by a professor at Purdue University, which is used to fly over the accident scenes to create a 3D model.

Mr. White explained the difference between COAs vs FAA Part 107, discussed the pros and cons of each, and stated IDHS went with the FAA Part 107 which is a pilot's license. He explained the Incident Commander can set up a Temporary Restricted Flight Area (TFR) and control airspace through the FAA at the incident. He also described the different types of UASs of interest to IDHS.

Mr. Ewusi explained the state can help LEPCs and share information, experience and good practices including what they must do before using allocated funds to purchase UASs. He recommended coming up with policies to cover all the requirements of owning a UAS.

Further discussion occurred on the UASs which can be found on the July 8, 2019, recording of the IERC commission meeting.

### **NEW BUSINESS**

No further new business was discusses other than what was presented in the committee reports.

### **SARA TITLE III PROGRAM REPORT**

#### **FOLLOW-UP FROM PREVIOUS MEETING**

**LEPC 2019 Funding** — On May 13, 2019, the IERC approved 83 out of 92 counties to receive funding for meeting 2018 statutory requirements. The approved list was submitted to the Indiana Department of Revenue and funds were released to LEPCs in mid-June.

**Tier II Manager** — SARA Staff previously reported that there was a discrepancy in what the Tier II Manager system was showing for collected funds in the 2018 reporting cycle. After working with IDHS fiscal and IDOR it was found that six hundred and one thousand– eight hundred and seventy eight dollars and twenty-nine cents (\$601,878.29) was collected.

### **STAFF ACTIVITIES**

#### **LEPC Meetings Attended (14)**



Benton—5/14  
 Monroe—5/15  
 Howard—5/16  
 Rush—5/20  
 Floyd—5/21

Morgan—5/22  
 Lake—5/28  
 Crawford—5/31  
 Grant—6/3  
 Clark—6/4

Clay—6/4  
 Jay—6/6  
 Tippecanoe—6/6  
 Benton—6/10

**Exercises Attended (2)**

Whitley—6/19 TransCanada & Shelby—6/27

**Meetings and Conferences Attended**

District 8 Emergency Planning Committee (EPC) (LEPC HSEEP Seminar) — 4/22  
 International Hazmat Conference- Baltimore, MD— 6/11-6/16

**Spill Reports (EPCRA Section 304)**

<i>County</i>	<i>Date</i>	<i>Facility/Individual</i>	<i>Chemical</i>	<i>Quantity</i>
Fulton	May 29, 2019	Kewanna Water Works	Chlorine	26lbs
Steuben	June 9, 2019	Steuben Lakes Regional Waste District	Ferrous Chloride	1000lbs
Tipton	June 14, 2019	Reagent Chemical (Transportation)	Hydrochloric Acid	46168lbs
Harrison	June 20, 2019	Daramic	Sulfuric Acid	Unknown

**Discussion**

Ms. Mason and Ms. Chaney discussed the different courses they attended and what they learned at the International Hazmat Conference June 11-16, 2019.

Ms. Roe discussed anonymous reports of chemicals being transported by companies

**APPROVAL OF SARA PROGRAM ACTIVITY REPORT**

Mr. Palin made a motion to approve the SARA Program Activity Report and was seconded by Mr. Hamby. No further discussion occurred. All present were in favor.

**PUBLIC COMMENTS**

Chairman Greeson discussed his retirement on September 6, 2019. He expressed his gratitude to everyone on the commission and his appreciation to everyone he has meet along the way throughout his career. The commission and staff expressed their gratitude for his service.

No further discussion occurred.

**ADJOURNMENT**

Chairman Greeson adjourned the meeting. No further discussion occurred, and the meeting adjourned at 3:30pm. All present were in favor

**Motion Carried.**

**NEXT MEETING**

Indiana Government Center South  
402 W. Washington Street  
Conference room 1 and 2  
Indianapolis, Indiana 46204  
September 9, 2019

  
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Laura Steadham Interim Chair

