



ERIC J. HOLCOMB, Governor
STATE OF INDIANA

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

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

**Northern Monroe Fire Territory
5081 N. Old State Road 37
Bloomington, Indiana 47408**

**May 16, 2017
11:00 AM**

COMMITTEE MEMBERS PRESENT:

Jeff Larmore—Local Government Representative, Chair
Ian Ewusi—IDHS

Becky Waymire—Morgan County LEPC
Stephanie McKinney—Gibson County LEPC

COMMITTEE MEMBERS ABSENT:

Shawn French—Business/Industry Representative
Matt Bilkey—Designee for Superintendent of ISP
James Pridgen—Business/Industry Representative

The following Commissioners, staff and audience members were present:

Cara Cyrus—IERC Commissioner
Justin Guedel—IDHS
Krystal Hackney—IDHS
Charles Heflin—IDHS
Allison Moore—Monroe County EMA
Stephanie McKinney—Gibson County LEPC

Adam Theimann—IDHS
Larry Hamby—IDHS
Laura Steadham—IDEM
Marc Torbeck—IDHS
Bernie Beier—IERC Commissioner

WELCOME AND INTRODUCTION

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

QUORUM

Mr. Heflin indicated a quorum was present.

CONSIDERATION OF MINUTES

A motion to accept the March 13, 2017, meeting minutes was made by Ms. McKinney and seconded by Ms. Waymire. No further discussion occurred.

Motion Carried.

OLD BUSINESS

Mr. Larmore introduced the meeting agenda item *EMAI/IERC Conference Update*. Ms. McKinney stated that she had recently sent out an email to all interested parties with draft version of the EMAI/IERC program agenda. Ms. McKinney indicated that she had reserved a timeslot for an IERC retreat but she was not sure if the Committee and Commission members still wanted to schedule a retreat or if they still wanted that timeslot reserved. She also indicated that she needed to know if there was still interest in scheduling an IERC meeting during the conference. Ms. McKinney noted that there was a timeslot reserved on Thursday during the conference for a panel discussion geared for individuals who are new in the topic of Emergency Management and Local Emergency Planning Committees (LEPC). She noted that the panel current has two definitive speakers but should have a representative from an LEPC or the IERC to help answer questions related to those topics.

Mr. Larmore asked Ms. McKinney about the timeslot that was allocated for the IERC retreat on October 17, 2017. She explained that she had an 8-hour timeslot open for either an all-day retreat or for a 4-hour retreat and a 4-hour CAMEO class. Mr. Ewusi noted that it was not advisable to do a CAMEO class as one of the last sessions on Friday of the conference due to the lack of attendance. Mr. Larmore noted that a CAMEO class should be scheduled for much longer than one (1) hour due to the amount of information provided at the class. Ms. McKinney stated that she could schedule a separate room for a longer CAMEO class if the Committee felt it was necessary. Mr. Ewusi noted that he was currently working to offer some CAMEO training specific to how to use CAMEO to develop population counts and mapping for use in the LEPC plans and that this specific training could be offered during the conference in lieu of doing a full CAMEO training. Mr. Larmore asked if there would be a room available to hold an IERC retreat. Ms. McKinney stated that she will check on the room availability and get back to Mr. Larmore. Ms. Waymire suggested having an IERC retreat for half of one day and offering a CAMEO class for the other half of the day and then it could all happen in the same room which alleviates the need for an additional room. Mr. Larmore suggested reserving a room for all day on Tuesday, October 17, 2017 to conduct an IERC retreat in the morning and then a CAMEO course in the afternoon.

Mr. Larmore asked about the timeslot reserved for an IERC meeting on Wednesday, October 18, 2017 at 4:30pm. Mr. Heflin noted that there is no regular IERC meeting scheduled for October so the Commission would either have to schedule an additional meeting or move the September or November meeting to October. Mr. Heflin noted that an additional meeting would mean the Commission would meet three (3) months in a row. Mr. Larmore asked if the IERC Chairman was still interested in conducting an IERC meeting during the EMAI/IERC conference. Mr. Heflin stated that he was aware that the Chair was interested in doing a retreat during the conference but was not aware as to his intentions as it relates to conducting an IERC meeting during the conference. Mr. Larmore noted that the Committee should table the discussion and he would attempt to determine the desire of the Commission at the Commission meeting later in the day. Mr. Heflin added that the September IERC meeting will be held in conjunction with the Indiana Emergency Response Conference in Indianapolis which was geared towards an attempt to attract First Responders to the business of the IERC. He noted that the meeting schedule for the Committees and the Commission will still be the same times but the meeting would be held at the Sheridan Hotel on the north side of Indianapolis. Ms. McKinney requested to know if staff still wanted to do an LEPC 101 class during the conference. Mr. Ewusi stated he still wanted a timeslot

as Ms. Hackney and her team would still want to provide the annual update as Mr. Ewusi has done in the past. Mr. Larmore asked if it was possible to do the LEPC update in thirty (30) minutes and then do the LEPC awards in the next thirty (30) minutes. Mr. Ewusi stated one (1) hour time would work for both presentations.

Mr. Ewusi noted that he would like the LEPC awards to be more meaningful this year and, in the past, the LEPCs have been recognized simply as a result of their submission. He suggested the awards this year to be based on quality LEPC projects that exemplify what an LEPC should be doing in their community. Ms. McKinney stated that just because they submit for an award does not mean they have to be chosen for one especially if another LEPC has a better submission in the same category. Mr. Larmore agreed with Ms. McKinney and suggested that maybe the Committee develops some criteria to grade submissions with the approval of the Commission. Mr. Ewusi asked for Mr. Heflin to weigh in on the discussion. Mr. Heflin noted that he is not a fan of everyone getting an award but that most of the requests for an award do come from LEPCs that put extra effort into their programs or exercises and it would be appropriate to recognize the LEPCs that do give an extra effort since they are all volunteer committees. He suggested asking the LEPC Chairperson to come to a Communications Committee meeting and explain the background of their submission and why they feel they deserved an award. Mr. Larmore agreed that would be a reasonable request. Ms. Cyrus noted it may be better to allow them to either attend a Communications Committee meeting or explain their submission via conference call. Mr. Heflin suggested that the Committee consider taking some of the most exemplary submissions and submitting them to the IDHS Public Information Office (PIO) for inclusion in the monthly newsletter, the Hoosier Responder or on the IDHS website. He noted that this would give even more visibility to those submissions. Ms. McKinney suggested allowing the exemplary submissions to be highlighted during the EMAI/IERC conference. Mr. Larmore stated that used to be the practice in the past and it would be a good idea if there could be space reserved in the exhibit hall to display some of the award-winning projects. Mr. Larmore stated he would take the suggestions made in the Communications Committee meeting to the Commission for consideration.

Mr. Ewusi asked if the Committee had considered getting a booth at the Indiana Emergency Response Conference later this year. Mr. Heflin noted that he did not ask for a booth for that conference, only space to conduct the July IERC meeting. Mr. Ewusi asked what would be in the booth if the Committee did have one and who would staff the booth. Mr. Larmore stated the IERC Commissioners can help staff the booth so they can answer questions about LEPCs and the IERC. Ms. McKinney suggested that LEPC members should be invited to staff the booth since they can answer specific questions as to what happens on the local levels with LEPCs. Mr. Heflin suggested having pamphlets available to pass out that could be developed by IDHS PIO. Mr. Larmore advised he would be willing to staff the booth for some time to help answer questions if it was agreed upon to set up a booth and there was space available to set up a booth. He also noted if the booth was not successful this year it would be discontinued in the future. Mr. Ewusi suggested asking some officials from counties with non-compliant LEPCs to attend the retreat and using that as an opportunity to help coach them in becoming active again. Mr. Larmore noted it might be a good idea to send letters to the counties with non-compliant LEPCs and explain to them about the upcoming IERC retreat and invite them to attend. Mr. Ewusi asked if the content of the letters should be more of an invite versus making it more optional for them to attend. Mr. Larmore asked Mr. Beier for his opinion. Mr. Beier stated he believed the IERC retreat should be more geared towards just the Committee and Commission members attending to map out a direction for the future of the IERC. He also noted that the idea to invite officials from the counties with non-

compliant LEPCs was a good idea but it should be built in to the normal course of events during the EMAI/IERC conference so those officials are not saddled with additional hotel costs and other expenses as a result of coming outside of the normal conference timeframe. Mr. Beier suggested using one of the built-in networking events that are scheduled as part of the conference and pulling those officials aside to have them network directly with compliant LEPC leaders and hope they can spark an interest in the non-compliant LEPC towards becoming compliant. Mr. Beier stated that he would be willing to work with staff to identify officials in the counties with non-compliant LEPCs and that he would make some phone calls to discuss attending the conference prior to sending them an official invite.

Mr. Larmore introduced the meeting topic *Development of Public Information Materials*. Mr. Larmore noted that in a previous meeting it was discussed developing some informational materials that could be distributed to educate the public on the LEPCs and the IERC. He noted that the IDHS PIO suggested doing a survey of the LEPCs around the state to see what their needs may be and tailoring the marketing material towards those needs. Ms. Waymire supported the idea of conducting a survey and stated that she believes anything that can help draw attention to the LEPCs is a positive step.

Mr. Larmore introduced the meeting topic *IERC Webcasting Update*. Mr. Heflin discussed that problems that he has had in the past with broadcasting the IERC meeting via the internet. He noted that the problem with streaming stems more from issues with audio than with video as the audio tends to drop out when individuals speak from across the room. Mr. Heflin displayed several options of equipment that could be purchased to rectify the audio problems. The options included a public address system, desktop microphones and an audio mixer to tie everything together. He explained it would be advisable to purchase a public address speaker that has an audio amplifier built in so it reduces the amount of equipment that would have to be transported to and from each meeting. He noted that each microphone would be placed between two Commission members so a maximum of six (6) microphones could be purchased. He also noted the system he presented included a wireless handheld microphone which would be good for guest speakers or comments from the public. Mr. Beier noted that many of the options presented by Mr. Heflin were products made by Sweetwater which is a music and sound equipment manufacturer in Allen County. He suggested contacting an engineer at Sweetwater and allowing them to develop a solution based on the challenges being faced during live streaming. Mr. Heflin stated he would contact Sweetwater and get a quote on the solution that they engineer. Ms. Waymire stated that she believed this would greatly contribute towards the outreach effort of the IERC.

NEW BUSINESS

No new business was brought before the Committee.

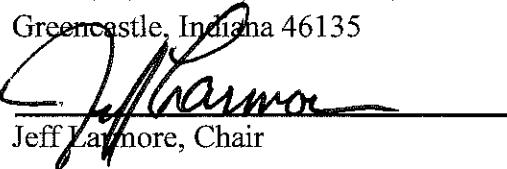
ADJOURNMENT

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

NEXT MEETING

July 10, 2017

Putnam County Emergency Operations Center
1600 West County Road 225 South
Greencastle, Indiana 46135


Jeff Larmore, Chair

