



**INDIANA EMERGENCY RESPONSE COMMISSION (IERC)
COMMUNICATIONS COMMITTEE
Hamilton County Sheriff's Department
18100 Cumberland Road Noblesville, In 46060
May 14, 2018, 10:00am [Start Time: 10:12am]**

COMMITTEE MEMBERS PRESENT:

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

COMMITTEE MEMBERS ON THE PHONE:

James Pridgen—Business/Industry Representative
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

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

James Greeson—State Fire Marshall
Kraig Kinney—IDHS Attorney
Larry Hamby—IDHS
Marc Torbeck—IDHS
Madison Roe—IDHS

WELCOME AND INTRODUCTION

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

QUORUM

Ms. Buster indicated a quorum was present.

CONSIDERATION OF MINUTES

A motion to accept March 12, 2018, meeting minutes was made by Ms. McKinney and seconded by Mr. Pridgen. No further discussion occurred.

Roll Call Vote

Mr. Ewusi—Yes
Ms. McKinney—Yes

Mr. Larmore—Yes
Mr. Pridgen—Yes

Ms. Buster—Yes
Ms. Waymire—Yes

Motion Carried.

OLD BUSINESS

2018 IERC Communication projects

Mr. Larmore began the discussion with the first agenda item under the 2018 IERC Communication projects, the IERC Newsletter.

Newsletter (Semi-annual)

Ms. Buster reported that staff and Mr. Larmore met with the Indiana Department of Homeland Security Public Information Office (IDHS PIO) and they have a template for the IERC newsletter. She advised that the model was similar to the IDHS Hoosier Responder and staff planned to write articles and submit them to IDHS PIO for development. She further reported that the headings would include a message from the IERC Chair, a feature article, highlights of LEPC meetings and exercises, important dates to remember, a calendar of events. Ms. Buster reported that the target date for distribution was August 1, 2018. Mr. Larmore recommended that the Communications Committee members notify staff of interesting articles for the newsletter. He inquired if the newsletter would be an electronic document that can be uploaded onto the IERC website. Ms. Buster reported that LEPCs and the public would be able to access the newsletter online and IDHS PIO would send the newsletter electronically to LEPCs. No further discussion occurred.

Spill Card

Mr. Larmore reported that the spill card was complete and staff presented a copy of the card to all committee members. He inquired if the spill card was available in a PDF file and Ms. Buster reported, yes. He further reported that the spill card had a professional appearance and contained essential contacts and the process to report a spill. Mr. Pridgen inquired if the cards were available to all LEPCs and Ms. Buster requested feedback on who should receive the spill card. She recommended distribution at truck stops or by the LEPCs at the county fairs. Mr. Larmore inquired if the committee needed to establish a budget to print the spill cards and Mr. Ewusi reported that he included communications expenditures in the annual IERC budget. Mr. Ewusi reported that IDHS PIO had a set budget for the entire agency to cover printing costs. Mr. Larmore inquired if the committee needed to provide direction on how many spill cards to print and Mr. Ewusi reported that staff could make that determination.

Mr. Larmore reported that since the card was available, it needed to be distributed at truck stops or to Emergency Management Agency's (EMAs). Ms. McKinney suggested that staff send the spill cards to the Indiana Fire Association Committee and to local fire departments. She further reported that a spill occurred recently in Gibson County that required them to submit a report to the Indiana Department of Emergency Management (IDEM). Mr. Larmore reported that EMAs could distribute the spill card to their local first responders and Mr. Pridgen reported that staff could email the spill card to EMAs and they could distribute them countywide. Ms. McKinney recommended that staff send the spill card in PDF format to prevent unapproved edits. Ms. Roe reported that a PDF formatted spill card was available and Ms. Buster reported that staff would distribute the card electronically to EMAs and LEPCs to save funds. Mr. Pridgen reported that EMAs should have the

ability to print them from their local offices. Mr. Larmore reported that the spill card needed to be sent out to EMAs, LEPCs, and local fire departments. Mr. Pridgen recommended that staff explain the purpose of the spill card and the method of distribution in the email. He reported that the Department of Natural Resources (DNR) should also receive the spill card and Ms. Roe suggested sending the spill card to the Indiana Department of Transportation (INDOT). No further discussion occurred.

Community Outreach (County Fairs)

Ms. Buster reported that county fairs begin at the end of June and if the committee planned to assist with handouts action needed to be taken immediately, Mr. Pridgen agreed. Mr. Larmore reported the IERC mentioned booth spaces at county fairs and the high costs of setting up a booth. He advised that the IERC would not have the funds to pay for LEPCs booth spaces, but the IERC could provide handouts to LEPCs to distribute at county fairs. Mr. Larmore reported that the committee would not have handouts available for any county fairs this year and the topic should carry forward into 2019. Mr. Pridgen reported that a consistent template needed to be developed for LEPCs and they could fill in the blanks with their LEPC information. Ms. Buster reported that LEPCs had requested education material for the community to learn about the LEPC program and she advised that outreach material was essential for LEPC growth and development.

Mr. Larmore reported that staff could reach out to larger LEPCs for samples of outreach material that was already in use. Mr. Ewusi inquired if Marion County had material and Mr. Larmore reported that there was material that could be edited and replicated by smaller LEPCs. Mr. Larmore reported that the discussion should carry forward to the July Communications Committee meeting. Ms. McKinney recommended developing material that explained the purpose of the LEPC program to assist in increasing LEPC meeting attendance. Mr. Pridgen reported that staff or commissioners could contact local radio stations or newspapers as a method of explaining the LEPC program. Mr. Pridgen reported that staff could reach out to all LEPCs for print information and material to use as templates and he advised that yardsticks and rulers were high commodity items for county fairs. Ms. Buster reported that Hamilton County passes out bags with rulers, Frisbees, and other LEPC items.

Mr. Larmore inquired if LEPCs could purchase yardsticks or rulers with LEPC funds and Mr. Ewusi reported that Indiana Code 13-25-2-10.6(1) permits the purchase of outreach material. Ms. Roe recommended that LEPCs reach out to facilities for donations to purchase outreach materials. Mr. Pridgen recommended that LEPCs reach out to the Chamber of Commerce. Mr. Larmore reported that the Communications Committee should have outreach material available for LEPCs to distribute at county fairs in 2019 and the content would focus on the importance of the LEPC program. No further discussion occurred.

Public Service Announcements (PSAs, Podcasts)

Mr. Larmore reported that during the meeting with IDHS PIO, Public Service Announcements (PSAs) were mentioned and the discussion needed to carry forward into 2019 after the development of the IERC newsletter and outreach material. No further discussion occurred.

2018 EMAI/IERC Conference

Ms. McKinney reported that there was a tentative agenda that was subject to change and drafts had been distributed. She reported that the Emergency Management Alliance of Indiana\Indiana Emergency Response Commission (EMAI\IERC) Planning Committee was waiting on Mr. Weaver to confirm his drone workshop. She further reported that the Governor's Council had been notified about presenting on responding to large-scale incidents or disasters for persons with disabilities. Ms. McKinney inquired if staff planned to present an LEPC 101, awards ceremony, and LEPC related workshops. She reported that Ms. Shelly Lam with the Environmental Protection Agency (EPA) was scheduled to present on the White River Spill project on Friday, October 19, 2018.

Mr. Pridgen recommended reaching out to Harris County, Texas for information on responding to nursing homes and other health care homes. Ms. McKinney reported that the Indiana State Board of Health was the lead agency that responded in Indiana and they have contacted the EMAI. She further reported that Mr. Langley and Ms. Rowe had contacts in southern Indiana and also had agenda items for the EMAI/IERC Conference.

Mr. Larmore inquired if the committee members wanted to move forward with keeping that time slot for the IERC workshops on Tuesday, October 16, 2018. He inquired if a retreat could be held during the three-hour time frame and Ms. McKinney advised that the IERC could have as much time as needed and the agenda was open for the IERC. She reported that Ms. Buster had provided information on TRANSCAER to give a presentation. Ms. Buster reported that 911cellular was interested in presenting or setting up a vendor booth. Ms. McKinney reported that the Planning Committee was looking for vendors that sold clothing or response equipment. Mr. Larmore reported that Mr. Capobianco was presenting on the Green County gas leak and the EPA was presenting on the White River Spill Project. He advised that the Gas Leak, the EPA, and LEPC awards ceremony were all hazmat related. Ms. McKinney reported that Ms. Jen Tobey from Elkhart County planned to present on incidents that have occurred in their county and that pertained to hazmat so LEPCs could attend.

Ms. McKinney reported that Mr. Whitaker and Ms. Baldwin were available to discuss Homeland Security Exercise Evaluation Program (HSEEP) compliance and Ms. Buster reported that IDHS Grants could present on the Hazardous Material Emergency Preparedness (HMEP) grant. Mr. Ewusi pointed out that there was not a section for the LEPC 101 and staff would need 30-40 minutes. Ms. McKinney reported that they can include the LEPC 101 on the main conference agenda and Mr. Ewusi reported that staff would discuss the purpose of conducting an exercise. Mr. Pridgen recommended having Mr. Reuter, the statewide 911 Executive Director present on the future and direction of their program. Mr. Pridgen recommended taking a poll on which IERC Commissioners planned to attend the conference. No further discussion occurred.

Webcasting (Purchasing equipment)

Mr. Ewusi reported that staff found a webcam that they were interested in purchasing and pointed out that the webcast equipment was not available for the meeting that day. Mr. Ewusi recommended moving forward with buying the webcast equipment already approved by the IERC. Mr. Larmore reported that staff could move forward with purchasing the equipment since the IDHS Fire Section have meetings the same time as the IERC. No further discussion occurred.

NEW BUSINESS

No old business on the agenda for this meeting. Mr. Larmore opened the floor for any old business. No further discussion occurred.

ADJOURNMENT

A motion to adjourn was made by Mr. Ewusi and seconded by Ms. Buster. The meeting adjourned at 10:58 am.

Roll Call Vote

Mr. Ewusi —Yes
Ms. McKinney—Yes

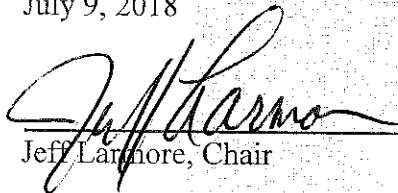
Mr. Larmore —Yes
Mr. Pridgen—Yes

Ms. Waymire—Yes
Ms. Buster—Yes

Motion Carried.

NEXT MEETING

Elkhart County Sheriff's Department
Jail Training Room
26861 County Road 26
Elkhart, Indiana 46517
July 9, 2018



Jeff Larmore, Chair