



**INDIANA EMERGENCY RESPONSE COMMISSION (IERC) Meeting**  
**Sheraton Hotel Indianapolis at Keystone Crossing**  
**8787 Keystone Crossing**  
**Indianapolis, Indiana 46240**  
**September 20, 2017, 1:30pm**

**COMMITTEE MEMBERS PRESENT**

James Greeson—State Fire Marshal, Chair  
James Pridgen—Business/Industry Representative  
Bernie Beier—Local Government Representative  
Bruce Palin—Public Representative  
Laura Steadham—Designee for IDEM Commissioner  
Larry Hamby—Designee for IDHS Executive Director  
Jeff Larmore—Local Government Representative  
Cara Cyrus—Business and Industry Representative

**COMMITTEE MEMBERS ABSENT:**

Matt Bilkey—Designee for Superintendent of ISP  
Shawn French—Business/Industry Representative  
Edward Offerman—Public Representative

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

Ian Ewusi—IDHS  
Tracy Smith—IDHS  
Charles Heflin—IDHS  
Justin Guedel—IDHS  
Krystal Hackney—IDHS  
Marc Torbeck—IDHS  
Alex Straumins—IDHS

**The following audience members were present:**

Lindy Meyer—Stenographer  
Curtis Taylor—Health Consultant with INDOL  
Valerie Luchauer—Lawrence County LEPC  
John Buchman—State Fire Training  
Mike Alley—Resilient Strategies

## **WELCOME AND INTRODUCTION**

Mr. Greeson welcomed everyone to the Indiana Emergency Response Commission meeting and requested determination of a quorum.

## **QUORUM**

Ms. Buster indicated a quorum was present.

## **CONSIDERATION OF MINUTES**

Mr. Pridgen made a motion to accept July 10, 2017, meeting minutes and was seconded by Mr. Palin. No further discussion. All present were in favor.

## **REPORT OF THE CHAIR**

Mr. Greeson thanked everyone for attending the meeting. Mr. Greeson introduced Ms. Tracy Smith as the new SARA Program Manager for IDHS. Ms. Smith introduced herself and provided a brief description of her background. Mr. Greeson introduced Ms. Cassandra Buster as the new LEPC Coordinator for IDHS. Ms. Buster introduced herself and provided a brief description of her background. Mr. Greeson praised Mr. Marc Torbeck's recent graduation from Franklin University. Mr. Torbeck provided a brief description of his recent accomplishments and future goals. Mr. Greeson thanked staff members Ms. Cassandra Buster, Mr. Charlie Heflin, Ms. Tracy Smith, and Mr. Alex Straumins for their hard work on setting up the interactive webinar for the IERC meeting.

Mr. Greeson advised that the Environmental Protection Agency Region V Conference had been canceled. He further advised that the Indiana Alliance of Hazmat Responders Conference was being held October 12<sup>th</sup> through October 14<sup>th</sup> in Lafayette, Indiana at the National Guard Armory. Mr. Greeson provided an update to the Commissioners about the new LEPC module and explained that staff planned to present a demonstration of the system at the EMAI/IERC Conference on October 18, 2017. Mr. Greeson opened the floor for discussions. No further discussion occurred.

## **ROSTER APPROVAL**

Ms. Buster presented the following 13 LEPC rosters for membership appointments or removals:

Adams	Clark	Dekalb	Dubois	Elkhart
Hamilton	Hancock	Hendricks	Henry	Jefferson
Noble	Randolph	Vermillion		

Mr. Greeson requested a motion to approve the roster changes as submitted. Mr. Larmore made a motion and was seconded by Mr. Palin. No further discussion occurred. All present were in favor.

## **COMMITTEE REPORTS**

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

Mr. Larmore discussed the schedule of events for the EMAI/IERC Conference. He expressed his excitement for hosting the IERC meeting live via webcast and reported that there were nineteen (19) LEPC award recipients this year for the award ceremony. Mr. Larmore requested a vote to approve funding to purchase the awards and for the amount not to exceed \$1,500. He reported that staff developed an LEPC brochure and spill card that would be ready for distribution at the EMAI/IERC Conference.

Mr. Pridgen motioned to approve \$1,500 for the purchase of the awards and was seconded by Mr. Palin. No further discussion occurred. All present were in favor.

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

Mr. Pridgen discussed topics from the 2016 retreat. He reported that one of the items on the agenda was a request for the IERC to evaluate hiring a contractor to work with inactive LEPCs. Ms. Smith advised that a plan is in place for Ms. Buster to work with active and compliant LEPCs and she would work with the 14 non-compliant or inactive LEPCs. Mr. Pridgen reported that a former staff member started an in-home hazardous materials outreach program and this program is a work in progress throughout the rest of 2017. He reported that legislative updates were at the top of the list for every meeting. Mr. Pridgen advised that Mr. Guedel would be available to provide legal updates at the 2017 retreat. Mr. Pridgen reported that the website is up-to-date and up-and-running and advised that staff welcomes comments or suggestions from the audience.

Mr. Pridgen discussed that two agenda items were included for the 2017 retreat; the Tier II Manager user Fee and IDHS Exercise Coordinators to discuss the HSEEP compliance process and recent changes. Mr. Pridgen commended the staff for completing the IERC Handbook now uploaded on the IERC website. He noted that the non-compliant LEPCs were an annual item on the agenda for retreats. Mr. Pridgen reported that Executive Order 13650 which addresses the safety and security at chemical facilities is a topic for discussion at the 2017 retreat as well. He reported that all of the agenda items from the 2016 retreat have been accomplished or is currently a work in progress. Mr. Pridgen reported that the 2017 retreat would be held at the EMAI/IERC Conference in October.

Mr. Pridgen reported that the Committee discussed facility compliance with EPCRA sections 302, 304, 311, and 312 and asked Ms. Hackney to speak to it. Ms. Hackney reported that staff members were beginning to work with LEPCs on an outreach to non-complaint facilities and reported that staff was working with IDEM on spill reporting. Mr. Greeson asked if anything needed to be updated regarding the legislative tasks on the topic of moving county boards back to state boards. Mr. Guedel reported that the topic has been discussed and that he is unaware of any further issues or topics regarding this matter. Mr. Ewusi reported that staff had developed a list of pros and cons regarding moving LEPCs back to state boards and will present them to legal when completed.

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

Mr. Beier reported that the Training Committee did not meet this morning. He reported that Mr. Hamby and he would meeting with the Fire Academy Training staff to gather information for the retreat and the next Committee meeting.

### **Fiscal Committee-Ian Ewusi, Acting Chair**

Mr. Ewusi reported that this was the first meeting held since July 2016 and that the proposed 2018 Fiscal Year Budget of \$151,600 needed approval. He reported that the Committee discussed the budget line items and why the 2018 budget appropriation amount exceeded the 2017 budget of \$71,407. Mr. Ewusi assured the committee that IDHS Chief Financial Officer has the approval to augment the previously budgeted amount.

Mr. Ewusi reported that line item one (1) and line item three (3) were not fixed costs and would change. He reported that \$60,000 as line item one (1) is a stop gap measure that IDHS did not budget for and will be removed next year. He reported that line item three (3) of \$68,000 entailed contractual project with IDSi for the Tier II Manager system and would be reduced to \$48,000 the following year. Mr. Ewusi also reported that the \$20,000 increase is for the cost of the new LEPC module and noted that the \$48,000 annual cost for Tier II Manager is a topic of discussion for the 2017 retreat.

Mr. Ewusi requested a motion to accept the budget as presented. Ms. Cyrus motioned to accept the budget and was seconded by Mr. Beier. No further discussion. All present were in favor.

### **APPROVAL OF COMMITTEE REPORTS**

Mr. Beier motioned to approve the Committee reports and was seconded by Mr. Larmore. No further discussion occurred. All present were in favor.

### **GUEST SPEAKER**

Mr. Curtis Taylor, a Health Consultant with the Department of Labor, provided a brief introduction of his roles and responsibilities. Mr. Taylor presented a discussion on the Global Harmonization System (GHS). He encouraged using [www.osha.gov](http://www.osha.gov) to inquire detailed information about GHS rules and regulations and advised that updates to hazmat labeling and OSHA forms are also available on the OSHA website.

### **OLD BUSINESS**

Mr. Greeson opened the floor for old business. No further discussion occurred.

### **NEW BUSINESS**

Mr. Greeson opened the floor for new business. No further discussion occurred.

## **SARA TITLE III PROGRAM REPORT— SARA Staff (see attached written report)**

### **LEPC Reporting Module on Tier II Manager**

Ms. Hackney reported that staff met with IDSi, the contractor for Tier II Manager, in August to discuss the rollout of the LEPC reporting module in January 2018 and indicated that the module is expected to be up on the development (DEV) site for testing purposes in October. She advised that staff would present a demonstration at the EMAI/IERC Conference in October. Mr. Larmore asked if LEPCs would be participating in Beta testing. Mr. Ewusi replied, "Yes." Mr. Larmore encouraged LEPCs to participate in the Beta testing. Ms. Hackney reported that staff would be reaching out to the LEPCs for candidates to participate in the Beta testing as soon as the module is available on the DEV test site.

### **SARA Program Management**

Ms. Hackney reported that the GHS will begin reporting in January 2018. She advised that staff were still conducting the facility outreach project to encourage facilities to begin filing their update reports which addresses GHS reporting. She further advised that staff were encouraging facilities to update their chemical hazard categories due to the EPA recently changing the list from five (5) categories to twenty four (24) categories. Ms. Hackney reported that the number of completed update reports had risen from 1004 to 1,166 and the number of initiated reports were 119. She reported that staff was on fourth (4<sup>th</sup>) out of five (5) outreach to facilities and noted that the fifth (5<sup>th</sup>) outreach has the largest number of facilities.

Ms. Hackney next discussed the Value Pay System (IVS) and the billing page on the Tier II Manager site. She advised that staff was working with IVS to update the billing page and to make the billing page more user-friendly. She reported that two updates had been made and three updates were still pending. Mr. Greenson asked if staff has reached out to customers for their input on the IVP system. Ms. Hackney reported that the survey distributed at the beginning of the year included questions regarding customer input and that the updates were based on those comments.

Mr. Larmore asked if the number of licenses available to distribute has increased. Mr. Ewusi reported that there were currently 7,500 licenses with approximately 500 currently available to distribute. Mr. Ewusi reported that licenses were issued on a case by case bases. Mr. Larmore asked if certain circumstances allow sharing passwords. Mr. Ewusi reported that sharing passwords is discouraged by IT policy. Mr. Ewusi advised that facility login practices cannot be monitored by staff but LEPCs access could be in the Tier II Manager system. Mr. Ewusi reported that more licenses may be needed in the near future if more users come online.

### **Staff activities**

Ms. Buster presented staff activities since the July IERC meeting and reported that staff attended ten (10) LEPC meetings, four (4) exercises, and attended four (4) conferences and trainings. She advised that the plan updates were due on October 17, 2017, to the IERC for review. Ms. Buster reported that thirteen (13) plans had been uploaded and two (2) plans were reviewed thus far by staff.

## **Audits**

Mr. Torbeck reported that staff is continuously removing duplicated facilities that were listed in the Tier II reporting system. He further reported that staff has been reaching out to facilities that have initiated their 2016 annual reports to complete the reports.

## **Advanced Searches**

Mr. Torbeck reported that staff completed two (2) advance search requests for the Noble County LEPC which included the facilities emergency contacts and the chemical inventory data on all of the facilities in Noble County.

## **Spill Reports**

Mr. Torbeck advised that there were two (2) spills in Posey County at Country Mark involving Sulfur Dioxide. One (1) spill consisted of 1600 pounds, and the other spill consisted of 603 pounds of Sulfur Dioxide. He reported that staff is continuously working on guidance for facilities on how to use the Tier II Manager System for completing EPCRA section 304 written follow-up reports.

## **HMEP Grant**

Ms. Smith reported that the Hazardous Materials Emergency Preparedness (HMEP) grant staff contacts are Ms. Buster and Ms. Carver. She advised that staff attended the HMEP Grant Conference in Virginia and brought back valuable information and advised that staff plans to conduct presentations on the grant process at various counties. Mr. Larmore asked about any significant changes to the grants. Ms. Smith advised that staff is working on the system being more user friendly. Mr. Ewusi reported that the grant cycle is still in year one. He encouraged LEPCs to reach out to staff with questions and concerns on how to make the process more efficient. Mr. Larmore commended staff for conducting outreach programs. No further discussion occurred. Mr. Palin motioned to approve the SARA report and was seconded by Ms. Cyrus. No further discussion occurred. All present were in favor.

## **PUBLIC COMMENTS**

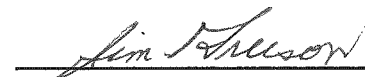
Mr. Greeson thanked Mr. Meyer for recording all of the IERC meetings and asked if there were any questions from the public. No further discussion occurred.

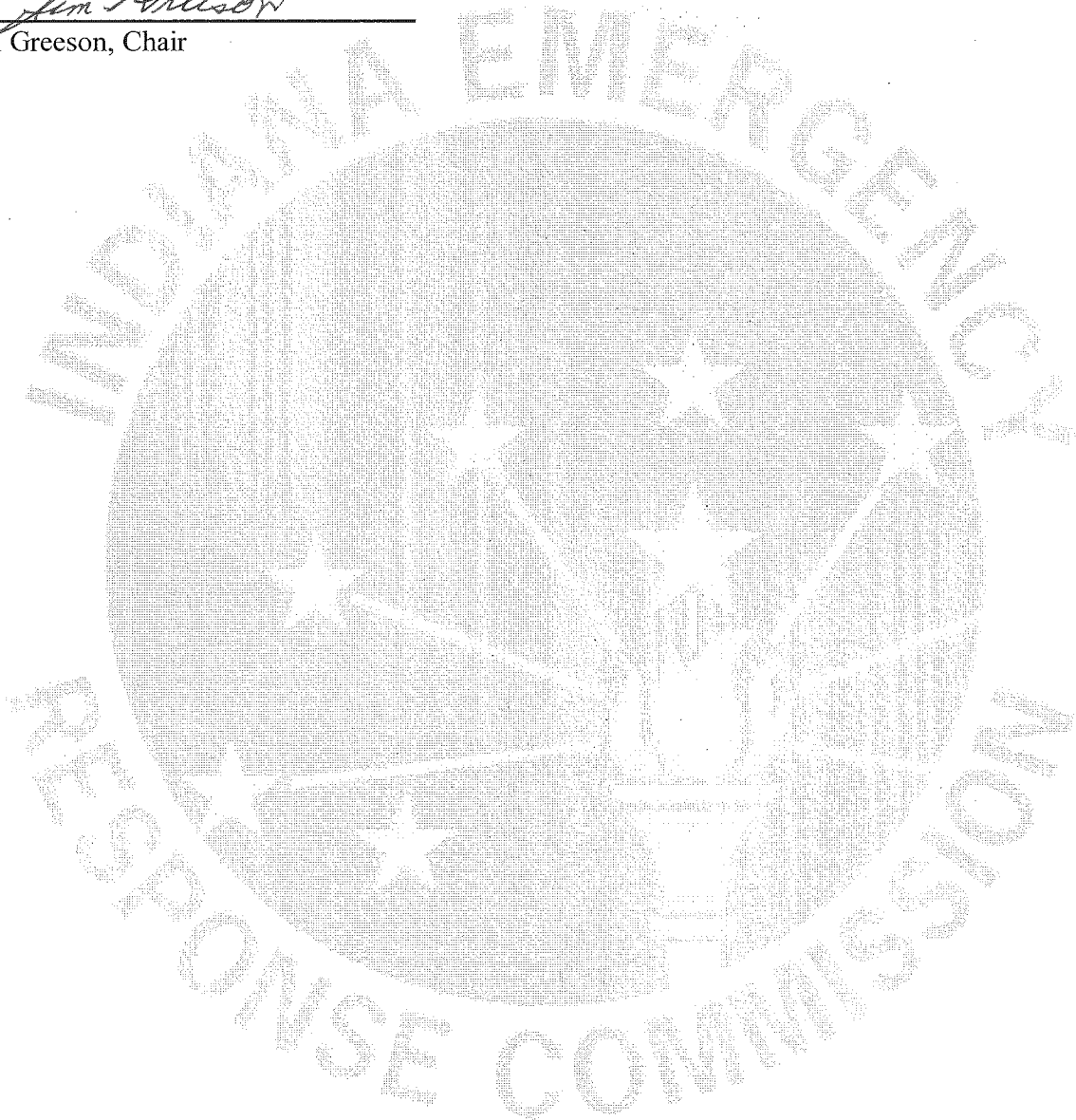
## **ADJOURNMENT**

Mr. Beier motioned to adjourn the meeting and was seconded by Ms. Cyrus. All present were in favor. Meeting adjourned at 2:42 pm.

**NEXT MEETING**

Intelliplex Conference Center  
2154 Intelliplex Drive  
Shelbyville, Indiana  
November 13, 2017 1:30 PM

  
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Jim Greeson, Chair







ERIC J. HOLCOMB, Governor  
STATE OF INDIANA

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

**TO:** IERC Commission Members  
**FROM:** IERC Staff  
**DATE:** September 20, 2017  
**SUBJECT:** SARA Program Activity Report

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

**LEPC Reporting Module on Tier II Manager**—Met with IDSi in August, and the LEPC Reporting Module will be up on the DEV site for testing in October with Production and roll-out in January 2018.

#### **Updates to SARA Program Management**

- GHS Program Outreach — Completed Update 1004 reports, and Initiated 90 Updates
- ValuePaySystems (Billing) — Two (2) Updates made to the billing page have been made and three (3) are currently pending

### **STAFF ACTIVITIES**

#### **LEPC Meetings Attended (10)**

Pike	Henry	Wabash	Miami	Marion
Gibson	Tippecanoe	Jennings	LaGrange	Morgan

#### **Exercises Attended (4)**

Henry County Tabletop	Morgan County Tabletop
Clay County Tabletop	Huntington County Tabletop

#### **Training and Conferences (3)**

National Weather Service Outreach - SEOC	Buckeye Terminal Functional Exercise -
Duke Energy Outreach Gallagher Station - New	Brownsburg
Albany	HMEP Grant Conference - Virginia
Ohio SERC Meeting - Ohio	

### **2017 Plan Reviews Completed—(2 counties)**

In accordance with Indiana code, all active LEPCs must develop and implement hazardous materials plans. The required plan updates or the entire plan must be submitted annually on or by October 17 to the IERC for review, and an evaluation of each submission must be provided to the LEPCs. LEPCs use the evaluation provided to update their respective hazardous response plans for compliance in the next funding year. To date, thirteen (13) 2017 LEPC Plan Updates have been received and two (2) have been reviewed.

Wabash  
DeKalb

### **Audits**



Tier II Reports—Staff continues removing duplicate facilities, outreach to facilities with initiated 2016 Annual reports, and outreach to non-compliant facilities.

### Advanced Searches

Staff completed two advanced search report requests for Noble County LEPC. The advanced search report detailed the emergency contacts for the county as well as the chemical inventory data for all facilities in their county.

### SPILL REPORTS (EPCRA Section 304)

<i>County</i>	<i>Date</i>	<i>No. of Reports</i>	<i>Facility/Individual</i>	<i>Chemical</i>	<i>Quantity</i>	<i>Status</i>
Posey	7/13/17	1	Country Mark	Sulfur Dioxide	1600 Pounds	Closed
Posey	8/8/17	1	Country Mark	Sulfur Dioxide	603 Pounds	Closed

Staff is continuing working on providing guidance for facilities on using the Tier II Manager system for EPCRA section 304 written follow-up reports.

### HMEP

Amanda Carver and Kassandra Buster are currently the contacts for HMEP related questions.