



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**

**Madison County 911 Center
200 N. Delaware Street
Anderson, Indiana 46016
March 13, 2017
10:30 AM [start time 11:14]**

COMMITTEE MEMBERS PRESENT:

Jeff Larmore—Local Government
Representative, Chair

Becky Waymire—Morgan County LEPC
Ian Ewusi—IDHS

Matt Bilkey—Designee for Superintendent of
ISP

James Pridgen—Business/Industry Representative

COMMITTEE MEMBERS ABSENT:

Shawn French—Business/Industry Representative
Dean Larson—Public Representative
Stephanie McKinney—Gibson County LEPC

The following Commissioners, staff and audience members were present:

Cara Cyrus—IERC Commissioner
Justin Guedel—IDHS
Krystal Hackney—IDHS
Charles Heflin—IDHS
Marc Torbeck—IDHS
Madison Roe—IDHS

John Erickson—IDHS
Amy E. Smith—IDEM
Laura Steadham—IDEM
James Greeson—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

Motion to approve the January 9, 2017, meeting minutes was made by Mr. Pridgen and seconded by Ms. Waymire. Ms. Waymire requested a change to the minutes on page 2. She requested the line *Ms. Waymire stated that each LEPC should already have a representative that should sit on the local water utilities board.* should be modified to read *Ms. Waymire stated that each LEPC should already have a representative that should sit on the well-head protection committee of the local*

water utilities board. After that modification, no further discussion was presented. All present were in favor of the motion to amend and approve the minutes.

MOTION CARRIED

OLD BUSINESS

Mr. Larmore introduced the agenda topic *RMP Rules Change Discussion*. Mr. Heflin advised that he has communicated with Greg Chomycia with Region V Environmental Protection Agency who would be willing to attend the May, 2017, IERC meeting to discuss the Risk Management Program (RMP) rule changes if approved by his supervisor and Mr. Heflin reported that Mr. Chomycia did indicate there was a possibility that the RMP rule changes could be rolled back but he would still come to discuss the RMP program regardless. Mr. Larmore advised he would still like to see the RMP presentation even if the rules are rolled back and that the Marion County LEPC has already been contacted by one of their local RMP facilities to participate in an exercise in November, 2017. Mr. Larmore noted that in January, 2017, the EPA had modified the RMP rule that required RMP facilities to coordinate with their local LEPCs on an annual basis to enhance emergency response planning. He noted that there are twenty-two (22) RMP facilities in Marion County and if they all waited until the last year of the required exercise cycle to schedule an exercise with Marion County LEPC it would be very taxing on their LEPC. Mr. Larmore reported that as of December, 2015, there were 656 RMP facilities in the entire state. He reported that the cities in Indiana with high counts of RMP facilities were; Elkhart, Logansport, East Chicago, Indianapolis, and Frankfort. Mr. Larmore explained that facilities had to store a certain quantity of specific chemicals to be listed as an RMP facility and those chemicals can be identified in the List of Lists which is available online. He stated these chemicals can reach far off-site if accidentally released and could drastically affect the public. He explained that the RMP rules are a result of the chemical disaster that occurred in West Texas several years ago and the rule changes are designed to get facilities and LEPCs communicating more often.

Mr. Larmore introduced the agenda topic *EMAI Conference Financial Support*. Mr. Pridgen stated that in previous IERC meetings the Committee had requested a copy of the financial report for the expenses and revenues for the 2016 EMAI/IERC conference. He reported that Ms. Stephanie McKinney with the EMAI Board has provided this report and he requested Mr. Heflin pass a copy of the report around to all the audience members. Mr. Pridgen noted that this report provided the Committee with the information they were looking for to determine if they would continue to support the EMAI conference. He indicated that the financial report details where the funds were spent and that the EMAI Board had a remaining balance of \$1500 after revenues and expenses. Mr. Larmore noted that he also agreed the financial report was detailed and that the IERC could not hold their own conference for the amount of financial contribution that they provide to the EMAI Board.

Mr. Pridgen noted that he would like to see longer breaks for participants at the EMAI conference to spend with the vendors at the show. Mr. Larmore reported that he and Mr. Ewusi have been sitting in on the EMAI conference calls and there is an opportunity for two (2) IERC members to sit on the EMAI Vendor Committee. Mr. Pridgen recommended Mr. French to serve on the Vendor Committee. Mr. Larmore stated that he would be willing to be on the Committee if no one else would like to. Ms. Waymire thanked Mr. Pridgen for working hard to get the financial report from the EMAI Board.

Mr. Pridgen made a motion to fund the EMAI conference up to and not exceeding \$10,000 which would include the admission into the conference by IERC Commissioners at no charge. Motion was seconded by Mr. Ewusi. No further discussion. All present were in favor of the motion.

MOTION CARRIED

Mr. Larmore advised the Committee that letters will be going out to the LEPCs in April or May asking them to submit entries for the annual IERC awards and that the letter will have a September 1, 2017 deadline to submit entries to ensure the Communications Committee has enough time to review entries prior to the September meeting.

Mr. Larmore introduced the agenda item *IDHS PIO Discussion*. Mr. Larmore introduced Mr. John Erickson with the Public Information Office of Indiana Department of Homeland Security (IDHS). Mr. Erickson explained how IDHS provides public information materials for outreach activities to other departments within the IDHS agency and they would be willing to assist the IERC in developing additional outreach material. Mr. Erickson explained that they already have some outreach material developed but it may require updating. He explained how they will reach out to the local agencies and determine what their needs are and then develop material from there. He suggested developing a survey that would be distributed to some of LEPCs and tailoring the marketing material based on the responses from the survey. Mr. Pridgen noted that in the past the IERC has pushed information out to the LEPCs without asking them what they need. Mr. Larmore noted the marketing material would be good to have to distribute at community events like parades or county fairs. Mr. Pridgen stated that people who attend county fairs always get a fan and a yardstick. Mr. Larmore asked Mr. Erickson how they could obtain items like a fan and yardstick from IDHS. Mr. Erickson explained it would require submitting a request through a committee that would approve those expenditures and that he does not currently have a budget to purchase those items. Mr. Pridgen advised the LEPCs have the available funding to pay for purchasing items like fans and yardsticks so long as IDHS could provide the message that would go on them. Mr. Pridgen noted that he believes if IDHS can develop the material then the LEPCs would be willing to purchase it and brand it with their own information. Mr. Larmore agreed with Mr. Pridgen and also suggested developing Public Service Announcements (PSAs) that could be run on local access cable stations. Mr. Erickson wanted to know what the end goal is with their outreach material. Mr. Pridgen advised it was primarily for public education. Mr. Larmore stated it would be designed to educate the public on what role the LEPC plays in their community, discuss chemical safety, explain sheltering in place, and other topics important to the mission of the LEPCs. Mr. Pridgen stated the material could all be contained in a tri-fold pamphlet. Mr. Pridgen requested that Mr. Erickson explain the role of the IDHS Public Information Office (PIO). Mr. Erickson noted that his department consists of five (5) employees who handle distribution of public information for numerous divisions within IDHS: Emergency Medical Services, Emergency Management, Fire Service, LEPCs, Building Inspections, Construction Plan Review, and any other topic related to Homeland Security within the State of Indiana. He also stated that they can develop PSAs, social media campaigns, press releases, and numerous other messaging options. Mr. Larmore asked Ms. Waymire if the IERC were to develop educational material would the material be used by Morgan County. Ms. Waymire stated that they would certainly utilize any material that would educate the public. Mr. Pridgen asked Mr. Erickson if IDHS has a monthly newsletter that is available to the public. Mr. Erickson noted that they provide the public with the *Hoosier Responder* which is posted on the IDHS website every month. He also noted that anyone can submit a story or story idea to the IDHS PIO office and that the explanation on how to do that is located in the *Hoosier Responder* newsletter which is located at this website: <http://www.in.gov/dhs/2397.htm>. Mr. Pridgen noted that

the IERC has distributed a newsletter called *The Sercular* in the past. He noted that publication of *The Sercular* was discontinued approximately twelve (12) to fifteen (15) years ago. Mr. Erickson advised that if information needs to be distributed sooner than the normal one (1) month cycle, the PIO office can distribute another publication called the *Hoosier Responder Bulletin* which is a short publication that only contains a few short messages but can be sent out as needed. He also noted the PIO office has a large email list that they can utilize which sends notifications to public safety providers all around the state. Mr. Larmore requested to know what is the deadline for submitting an article for consideration in the *Hoosier Responder*? Mr. Erickson advised the newsletter is published online on the first Wednesday of every month. He noted if someone would like to submit an article to get it in as soon as possible but no later than two (2) weeks prior to the publication date.

Mr. Larmore introduced the agenda item *IERC Webcasting Status*. Mr. Heflin advised that IDHS is still attempting to locate an affordable and viable solution to improve the audio portion during a live webcast. He noted the video feed works fine but the audio microphone does not pick up voices unless they are very close so he is attempting to find a way to amplify everyone's voice and supply that audio feed into the webcast. Ms. Roe noted that she did locate a potential option to solve the audio problem but the purchase request was denied. She noted that she will attempt to work with the Indiana Department of Administration to get an approval to purchase this device.

NEW BUSINESS

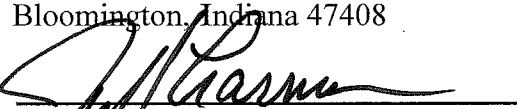
Mr. Larmore introduced the agenda item *IERC Policy on Websites Updates*. Mr. Larmore advised the he requested this agenda item to be placed on the agenda because he found an outdated item on the IERC website. He asked if there was a policy which ensured items on the IERC website are updated in a timely manner. Mr. Larmore noted that he was reviewing the website and found a letter to facilities which was dated in 2008 and still had an old reference to facilities to submit their Tier II data to IDEM. Mr. Ewusi advised there was a 2011 document that replaced the 2008 letter. Mr. Ewusi explained that the IDHS legal department would like to archive old documents instead of just removing them completely. He noted that if anyone locates an outdated document to please bring it to the attention of staff and it will be updated with a document that has been dated in the lower right-hand corner. The old document will be removed from the website and placed in the IERC handbook for historical purposes.

ADJOURNMENT

Mr. Pridgen motioned to adjourn the meeting seconded by Ms. Waymire. All present were in favor. Meeting was adjourned at 11:58am.

NEXT MEETING

May 16, 2017
Northern Monroe Fire Territory
5081 North Old State Road 37
Bloomington, Indiana 47408


Jeff Larmore, Chair