



MICHAEL R. PENCE, Governor  
STATE OF INDIANA

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

**INDIANA EMERGENCY RESPONSE COMMISSION (IERC) MEETING**

**Morgan County Administration Building**

**180 South Main Street**

**Martinsville, Indiana 46151**

**September 19, 2016 1:00 PM (start time was 1:04)**

**COMMISSION MEMBERS PRESENT**

James Greeson—State Fire Marshal, Chair  
Bruce Palin—Designee for Commissioner of IDEM  
Robert Johnson—Designee for IDHS Executive Director  
Dean Larson—Public Representative  
James Pridgen—Business and Industry Representative  
Jeff Larmore—Local Government Representative  
Cara Cyrus—Business and Industry Representative  
Matt Bilkey—Designee for Superintendent of ISP

**COMMISSION MEMBER ABSENT**

Shawn French—Business and Industry Representative  
Bernie Beier—Local Government Representative  
Edward Offerman—Public Representative

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

Brad Gavin—IDHS  
Charlie Heflin—IDHS  
Ian Ewusi—IDHS

Marc Torbeck—IDHS  
Madison Roe—IDHS  
Krystal Hackney—IDHS

**The following members of the audience were present:**

Leonard Huffman—Morgan County LEPC  
Becky Waymire—Morgan County LEPC  
Terry Anderson—Martinsville Fire Department  
Charlie Fraker—Martinsville Fire Department  
John Terrell—Indianapolis Power and Light

Pam Thevenow—Marion County LEPC  
Stephanie McKinney—Gibson County LEPC  
Steve Lyday—Morgan County Health Dept.  
Mike Alley—Resilient Strategies

**WELCOME AND INTRODUCTION**

Mr. Greeson welcomed everyone to the meeting and then requested determination of a quorum.

**QUORUM**

Mr. Heflin indicated a quorum was present.

**CONSIDERATION OF THE MINUTES**

Motion to accept the minutes from the July 11, 2016, and July 12, 2016, meetings was made by Mr. Larson and seconded by Ms. Cyrus. No further discussion. All members present were in favor.

**MOTION CARRIED**

## REPORT OF THE CHAIR

### ROSTER APPROVAL

Mr. Ewusi presented the following 20 LEPC rosters for membership appointments/removals:

Dearborn	Greene	Marshall	Ohio	St. Joseph
DeKalb	Hamilton	Miami	Ripley	Sullivan
Floyd	Hendricks	Monroe	Rush	Tippecanoe
Franklin	Jackson	Noble	Shelby	Whitley

Mr. Greeson requested a motion to approve the roster changes as submitted. Motion was made by Mr. Pridgen and seconded by Mr. Larson. No further discussion was presented. All present were in favor.

### **MOTION CARRIED**

### COMMITTEE REPORTS

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

Mr. Larmore reported the proceedings of the Communications Committee meeting as follows:

Staff presented the changes to the IERC website design to the Committee. There are still some items that need updating but overall the new design is much more user friendly than the previous layout.

Ms. McKinney presented the schedule for the upcoming EMAI/IERC conference and all the IERC Commissioners were encouraged to attend the conference or at least be present for the LEPC awards ceremony.

The Committee reviewed submissions for IERC awards to be awarded at the EMAI/IERC conference. Two requests are being returned to the counties along with a request for additional information. All other submissions were approved.

The Committee approved a request for \$1,500 to purchase the awards for the IERC awards ceremony.

Mr. Greeson requested a motion to approve the \$1,500 for awards. Mr. Larson made a motion to approve an amount not to exceed \$1,500. Mr. Pridgen seconded the motion. No further discussion. All present were in favor.

### **MOTION CARRIED**

#### **Policy/Technical Committee—Jim Pridgen, Chair**

Mr. Pridgen reported the proceedings of the Policy/Technical Committee meeting as follows:

Mr. Ewusi discussed the changes made to the LEPC bylaw template that was submitted for approval. Mr. Pridgen made a motion to approve the changes in the bylaw document pending review by IDHS legal department. Mr. Larson seconded the motion. No further discussion. All present were in favor.

### **MOTION CARRIED**

Mr. Ewusi reported on the status of working with IDSi to develop a new LEPC reporting module to be integrated onto the Tier II Manager platform. The initial quote of approximately \$65,000 to development/implement the new system has been negotiated down to \$20,000 with an annual \$5,000

maintenance fee. He noted that the relationship between IDSi and IDHS has been exceptionally cooperative and positive. Mr. Pridgen made a motion to spend an amount not to exceed \$25,000 for the development of the program and \$5,000 for annual maintenance. Ms. Cyrus seconded that motion. No further discussion. All present were in favor.

**MOTION CARRIED**

Mr. Pridgen reported on a request from Ohio County LEPC to appropriate \$1,400 to help Rising Sun school in removing chemicals that could pose a danger to the students. The chemicals are stored in the school laboratory. Mr. Pridgen made a motion to approve the request to spend up to \$1,400 towards clean-up of the chemicals. Mr. Larson seconded the motion. No further discussion. All present were in favor.

**MOTION CARRIED**

Ms. Thevenow requested permission for the Marion County LEPC to spend a one-time amount of \$16,634 to replace their Survive-Alive house which had to be removed due to reconstruction efforts being done by the Indianapolis Fire Department. The Survive-Alive house will educate both children and adults on how to shelter-in-place during an accidental chemical release in their neighborhoods and she noted that there are other entities also contribute funding towards the Survive-Alive program and the total cost of the project is \$17,951. She also indicated that the Indianapolis Fire Department requested funding assistance from the Marion County LEPC and the LEPC is requesting permission to spend \$16,634 under LEPC spending Category 7 specifically under "Title III Risk Communications." Ms. Cyrus made a motion to approve the request by Marion County to appropriate a one-time payment of \$16,634 of their LEPC funds for the Survive-Alive house. Mr. Johnson seconded the motion. No further discussion. All present were in favor with the exception of Mr. Larmore who abstained from the vote.

**MOTION CARRIED**

Mr. Pridgen introduced Ms. Cara Cyrus who was recently appointed as a Commissioner to the IERC. Ms. Cyrus had expressed interest in serving on the Policy-Technical Committee. Mr. Larson motioned to add Ms. Cyrus as a member of the Policy-Technical Committee. Mr. Larmore seconded the motion. No further discussion. All present were in favor.

**MOTION CARRIED**

**Training Committee — Bernie Beier, Chair**

The Training Committee did not hold a meeting

**Fiscal Committee**

The Fiscal Committee did not hold a meeting

**APPROVAL OF COMMITTEE REPORTS**

Mr. Greeson requested a motion to approve all committee reports. Motion was made by Mr. Larson and seconded by Ms. Cyrus. No further discussion was presented. All present were in favor.

**MOTION CARRIED**

**SPECIAL PRESENTATION**

The presentation scheduled for this meeting was rescheduled to the November IERC meeting.

## **OLD BUSINESS**

Mr. Larson inquired how many Commissioners were planning to attend the EMAI/IERC conference. All Commissioners present raised their hand to indicate they would be attending the conference.

Mr. Greeson made a request for the Commissioners to begin reaching out to the LEPCs and attempt to attend some of the LEPC meetings around the state. Mr. Pridgen advised that he had recently attended a county LEPC meeting and was able to get some feedback from the LEPC members. The LEPC did not have any major concerns and advised they were getting good support from IDHS Staff. Mr. Ewusi asked if it would be helpful to provide the Commissioners a calendar of the scheduled LEPC meetings at the end of each month. Mr. Pridgen and Mr. Greeson advised it would be helpful to get a listing of the upcoming LEPC meetings on a monthly basis. Mr. Greeson also reminded everyone they could access the current meeting list via the IERC website.

## **NEW BUSINESS**

Mr. Pridgen took time to praise the IDHS staff members for their engagement with the IERC and LEPCs and stated he was very pleased with all their efforts.

Mr. Greeson advised that Mr. Heflin was currently working on the 2017 meeting calendar and if any counties within a 1-hour drive of Indianapolis would like to host a meeting to please contact Mr. Heflin. Mr. Greeson explained that he wanted to keep the meetings within an hour of Indianapolis so no one in the state would have to travel a huge distance should they wish to attend an IERC meeting.

## **SARA TITLE III PROGRAM REPORT – Ian Ewusi (see attached written report)**

Ms. Hackney and Mr. Torbeck introduced several updates to the Tier II Manager system and explained what each update was and how it improved the functionality in the Tier II Manager. The SARA Title III staff would be focusing on removing duplicate facility ID numbers from the Tier II Manager system. Removing duplicate numbers ensures the reporting facilities use the correct ID number when reporting. The SARA staff now have the ability to run a report to see monies collected on a monthly, quarterly or yearly basis. Mr. Ewusi provided the attached written report and discussed the activities within the SARA Title III Program. He noted the acquisition of the new advanced module on the Tier II Manager system, will considerably increase the ability of staff members to run specialized reports as well as it improve the ability to assist the LEPCs when they request specific information. Some of these improvements will be demonstrated at the upcoming EMAI/IERC conference.

Ms. McKinney asked if there was a document available that outlines the responsibilities of each member on an LEPC. Mr. Ewusi explained there was only information available that described the functions/duties of a Community Emergency Coordinator (CEC). Mr. Larmore asked whether there was any LEPC feedback regarding the statutory change that made LEPCs county boards instead of special state appointees. Mr. Heflin explained that some LEPCs were in the process of modifying their bylaws to reflect the change, some will keep their bylaws the same, while others will likely wait until 2017 to make any significant changes. Ms. Thevenow asked if LEPCs could still function without making any changes. Mr. Gavin advised there were no changes that an LEPC would have to make that would prohibit them from operating as they have done in the past. LEPCs are not required to update their bylaws if they choose not to so long as the bylaws do not mention anything about the members being special state appointees.

Mr. Greeson asked for a motion to accept the SARA Program report. Mr. Pridgen motioned to accept the SARA Program report. Mr. Johnson seconded the motion. No further discussion. All present were in favor.

## **MOTION CARRIED**

**PUBLIC COMMENTS**

Mr. Pridgen requested all attendees in the audience to please introduce themselves.

**NEXT MEETING**

November 14, 2016 1:00PM  
18100 Cumberland Road  
Noblesville, Indiana 46060

**ADJOURNMENT**

Chair asked for meeting adjournment.

Motion to adjourn the meeting was made by Mr. Larmore and seconded by Mr. Pridgen.

**MOTION CARRIED**

**MEETING ADJOURNED**

  
James Greeson, Chair



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**TO:** IERC Commission Members  
**FROM:** Ian Ewusi, IERC Field Representative  
**DATE:** September 19, 2016  
**SUBJECT:** SARA Title III Activity Report

This is a report on staff activities since the last IERC meeting on July 7, 2016, held in Indianapolis, Indiana.

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

**Updates of IERC website**—The process of updating the appearance and content of the website is complete.

**Updates of Indiana Department of Homeland Security SharePoint**—SharePoint has been updated to provide IDHS with an interactive online system. It contains vehicle scheduling, agency-wide shared documents, human capital page and agency calendars and an IT Knowledge base. The SARA III program has a designated SharePoint page that facilitates document sharing, calendar sharing, direct communication between SARA staff and IDHS fiscal, and training announcements.

**Audits of Tier II site plans**—The process was completed by mid-July 2016.

**LEPC Reporting Module on Tier II Manager**—The discussions with IDSi on the development and cost of facilitating an LEPC reporting module on the current Tier II Manager system were finalized last month. The new reporting module is intended to replace the current/antiquated LEPC reporting system hosted by IDHS Oracle servers because the old system continues to have significant operational problems. The negotiated price is \$25,000, which breaks down to \$20,000 for the module and \$5,000 for annual technical support, and the quote expires on September 30, 2016.

### **LEPC ACTIVITIES**

#### **Meetings Attended (8 Counties)**

LaPorte (8/10)  
Putnam (8/12)  
Rush (cancelled—8/15)

Elkhart (8/16)  
Steuben (8/17)  
Howard (8/18)

Switzerland (8/24)  
Morgan (8/26, 9/1)

#### **Training and Conferences**

FEMA Instructor Training Certification class  
(7/18–7/22)  
Indiana Emergency Response Conference (8/26)

Indiana Volunteer Firefighters Association (8/28)  
EMAI/IERC Conference (10/25–10/28)

## Upcoming Facility Training on Tier II Manager

October: 14 & 19

November: 4, 10, 18 & 30

December: 9, 14, 16 & 20

## Plan Reviews Completed—(53 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, all 81 LEPC plans submitted have been reviewed and the evaluations provided to the respective LEPCs. Twenty-seven (27) LEPC plans were reviewed earlier in the year, and the following list of 53 LEPC plans were reviewed by September 27, 2016:

Allen	Fulton	Johnson	Parke	Tipton
Bartholomew	Gibson	Knox	Pike	Vanderburgh
Boone	Hamilton	LaPorte	Porter	Vigo
Brown	Hancock	Lawrence	Pulaski	Wabash
Clark	Harrison	Madison	Putnam	Warren
Clay	Hendricks	Miami	Rush	Washington
Clinton	Henry	Monroe	Spencer	Wayne
Daviess	Huntington	Morgan	St. Joseph	Wells
Decatur	Jackson	Noble	Steuben	White
Dubois	Jasper	Ohio	Sullivan	
Franklin	Jennings	Owen	Tippecanoe	

## Audits

Tier II Reports—Staff are currently working on a project to eliminate various recording duplications on the system, which entails the following:

1. Identifying duplicate Facility IDs and mis-assigned Tier II Facility IDs
2. Transferring 2014 Tier II reports from the duplicate Facility ID to the current Tier II Facility ID

LEPC Fund Balances—Staff continue to audit all of the 2015/2016 LEPC fiscal reports. The audits entail the following activities:

1. Ascertaining that all expenditures reported are in accordance with IC 13-25-2-10.6
2. Ensuring that all expenditures are properly recorded in the online reporting system
3. Ensuring that funds received from the state (EPCRA fees and grants) are reported and recorded in the online reporting system
4. Ensuring that year-end county auditors' reports on LEPC expenditures match LEPC-recorded expenditures

5. Ensuring that all LEPC funds held in investment accounts and derived interests are accounted for and recorded in the fiscal module of the online reporting system
6. Ensuring that staff records of LEPC expenditures reconcile with LEPC fund balances

Staff met with LaPorte County auditors and LEPC officials to discuss discrepancies with the LEPC fund appropriation and expenditures on 7/22/16, 8/2/16 and 8/10/16. An official letter detailing staff findings and agreement between county officials and staff has been completed for final review by legal. The letter details \$40, 655.30 to be returned to the LEPC account. Some lessons learned and recommendations provided by the county officials to help educate county officials on LEPC fund appropriation and expenditures are as follows:

- Participating in meetings such as Association of Indiana Counties and Indiana Association of County Commissioners at the beginning of each fiscal year to provide guidance
- Providing guidance annually to county auditors at Indiana Auditor's Association and conferences
- Sending reminders and notices to LEPC chairs and members at beginning of the year to educate incoming LEPC officers
- Reviewing LEPC meeting minutes and fiscal report to ascertain compliance and data reconciliation

#### **SPILL REPORTS (EPCRA Section 304)**

<i>County</i>	<i>Month</i>	<i>No. of Reports</i>	<i>Facility</i>	<i>Chemical</i>	<i>Quantity</i>
Lake	August	1	BP Refinery	Hydrogen Sulfide	150 lbs

Staff has access to IDEM's TEMPO reporting system. The TEMPO system is used to record various emergency response activities reported to IDEM by facilities and the public. These activities include hazardous materials accidents and spills which sometimes involve EPCRA Section 304 accidental release notifications.