



MICHAEL R. PENCE, Governor  
STATE OF INDIANA

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

**INDIANA EMERGENCY RESPONSE COMMISSION (IERC)  
POLICY/TECHNICAL COMMITTEE**

**Morgan County Administration Building  
180 South Main Street  
Martinsville, IN. 46151**

**September 19, 2016, 10:00 AM**

**COMMITTEE MEMBERS PRESENT**

Jim Pridgen—Business and Industry, Chair  
Ian Ewusi—IDHS  
Jeff Larmore—Local Government Representative

Dean Larson—Public Representative  
Laura Steadham—IDEM  
Becky Waymire—Morgan County LEP

**COMMITTEE MEMBERS ABSENT**

Matt Bilkey—Designee for ISP Superintendent  
Shawn French—Business/Industry Representative  
Allison Moore—IDHS

The following Commissioners, staff and audience members were present:

Cara Cyrus—Madison Chemical Company  
Brad Gavin—IDHS  
James Greeson—IDHS  
Krystal Hackney—IDHS

Charles Heflin—IDHS  
Stephanie McKinney—Gibson Co. LEPC  
Marc Torbeck—IDHS

**WELCOME AND INTRODUCTION**

Mr. Pridgen welcomed everyone to the meeting and asked for a determination of quorum.

**DETERMINATION OF QUORUM**

Mr. Heflin advised there was a quorum.

**CONSIDERATION OF MINUTES**

Motion to accept July 11, 2016, meeting minutes was made by Mr. Larson and seconded by Ms. Waymire. No further discussion. All present were in favor.

**MOTION CARRIED**

**OLD BUSINESS**

Mr. Pridgen introduced the agenda item *LEPC Bylaw Template Changes*. Mr. Heflin and Mr. Ewusi discussed the changes that had been made to the bylaw template which included changes to the fiscal portion of the bylaw template, requirements for meetings and requirements for signatures on the LEPC bylaws. Mr. Gavin asked the Committee for clarification about a few items in the bylaw template and

suggested some additional changes in the language in the bylaw template. Mr. Gavin also asked that any IC code be listed with dashes between the numbers instead of periods. For instance IC 13.25.2.14 should read IC 13-25-2-14. Mr. Ewusi asked if the Committee could approve the bylaw template contingent on Mr. Gavin's corrections before the next meeting. Mr. Larson made a motion to forward the bylaw template changes to the Commission for approval. This motion was seconded by Mr. Larmore. No further discussion. All present were in favor.

## **MOTION CARRIED**

Mr. Pridgen introduced the agenda item *IERC Handbook Revision*. Mr. Ewusi discussed a number of changes made to the IERC Handbook. Mr. Gavin stated he had not had time to review all the proposed revisions. Mr. Pridgen asked to table this topic until the next meeting so Mr. Gavin would have additional time to review all the documents and the Committee members would have more time to review them prior to the November meeting. No objections to his request. Item was tabled.

Mr. Pridgen introduced the agenda item *LEPC Reporting Module Update*. Ms. Hackney and Mr. Ewusi outlined the improvements with the Tier II Manager system and how IDHS staff can now create specialized searches which will benefit the LEPCs. It was noted that the improvements were provided by ISDi at no cost. Ms. Hackney also explained that ISDi had corrected a billing problem where some facilities were not billed for certain chemicals reported. This problem was identified by IDHS staff and after corrected brought in an additional \$50,000 in revenue.

Ms. Hackney reported on the progress being made to shift LEPC compliance reporting from the current online reporting system to a new module in the Tier II Manager system. This new system will help LEPCs improve their emergency planning activities. Mr. Ewusi reported that facilities will be able to upload emergency plan documents in addition to their site plans. Mr. Larmore asked whether an uploaded facility document such as an emergency response plan would be available to the public via a Freedom of Information Act (FOIA) request. Mr. Gavin explained that any document a public agency receives is considered a public document. However, not all documents have to be released to the public. Mr. Gavin indicated that if a FOIA request is made, it would be at the discretion of legal staff as to whether they would release certain documents. This would include any documents uploaded to the Tier II Manager system. Mr. Ewusi reported the initial price quoted by ISDi for the new LEPC reporting module was around \$60,000, but he had worked with ISDi to get the price reduced to one-third of that amount. Mr. Ewusi reported that the relationship with ISDi has been exceptional and he anticipates they will deliver a superior product. The new quote is now \$20,000 for a one-time cost and a \$5000 annual maintenance fee. Mr. Ewusi believes the new system will be completed and ready for deployment and use in 2017. Mr. Pridgen indicated this request would be brought before the Commission at their meeting.

## **NEW BUSINESS**

Mr. Pridgen introduced the agenda item *Ohio County Clean-Up Request*. Mr. Gavin explained this was a category 7 request from the Ohio County LEPC to assist the Rising Sun school to assist in chemical removal in an effort to prevent a future chemical-related accident. The amount requested was \$1400. Mr. Larson motioned to approve the request and was seconded by Ms. Steadham. Ms. Steadham advised the school was attempting to clean up numerous chemicals to prevent a future accident that may harm the students in the school. With no more discussion on the issue, Mr. Pridgen called for a vote. All present were in favor.

## **MOTION CARRIED**

Mr. Pridgen introduced the agenda item *Marion County LEPC Proposal*. Mr. Larmore explained that a representative from Marion County LEPC would be present at the IERC meeting at 1pm and would be able to provide background on the proposal as well as how it would benefit the community. Mr. Larson motioned to move the discussion to the Commission meeting without a recommendation. Ms. Waymire seconded the motion. No further discussion. All present were in favor.

#### **MOTION CARRIED**

Mr. Pridgen introduced another item for discussion that was not on the agenda. He advised he would be presenting Ms. Cyrus to the Commission with a request to add her to the Policy-Technical Committee. This item did not require a vote.

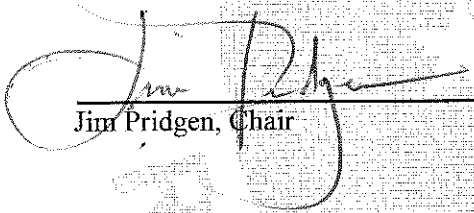
#### **ADJOURNMENT**

With no additional business coming before the Committee, Mr. Pridgen requested a motion to adjourn. Mr. Larmore made a motion to adjourn and Ms. Waymire seconded the motion.

#### **MOTION CARRIED**

#### **NEXT MEETING**

November 14, 2016  
Hamilton County Sheriff's Department  
18100 Cumberland Road  
Noblesville, IN 46060

  
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Jim Pridgen, Chair

