



MICHAEL R. PENCE, Governor
STATE OF INDIANA

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

**INDIANA EMERGENCY RESPONSE COMMISSION (IERC)
COMMUNICATIONS COMMITTEE**

**Peabody Library
1160 State Road 205
Columbia City, Indiana 46725
March 14, 2016
11:00 AM**

COMMITTEE MEMBERS PRESENT:

Jeff Larmore—Marion County LEPC
Ian Ewusi—IDHS

Dean Larson—Public Representative
Stephanie McKinney—Gibson County LEPC

COMMITTEE MEMBERS PRESENT VIA TELEPHONE:

Becky Waymire—Morgan County LEPC

COMMITTEE MEMBERS ABSENT:

Shawn French—Business/Industry Representative
James Pridgen—Business/Industry Representative

Matt Bilkey—Designee for Superintendent of ISP

The following Commissioners, staff and audience members were present:

Bernie Beier—Local Govt. Rep
Brad Gavin—IDHS
Amy Biggs—Whitley County LEPC
Laura Steadham—IDEM

Mick Newton—Noble County LEPC
James Greeson—IDHS
Richard Dolsen—IDHS
Charlie Heflin—IDHS

WELCOME AND INTRODUCTION

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

QUORUM

Mr. Heflin indicated a quorum was present.

CONSIDERATION OF MINUTES

Motion to approve the January 11, 2016, meeting minutes was made by Mr. Larson and seconded by Ms. McKinney.

Roll call vote

Dean Larson—YES
Jeff Larmore—YES

Stephanie McKinney—YES
Becky Waymire—YES

Ian Ewusi—YES

MOTION CARRIED

OLD BUSINESS

Mr. Larmore introduced the agenda item *EMAI Conference Discussion*. Mr. Gavin asked Ms. McKinney if she was aware if a payment had been made to or requested, by the EMAI, for the 2015 conference. Ms. Kinney stated she was not aware of a payment made but a conference call was planned for later in the week and she would ask about it then. Mr. Gavin advised once payment has been submitted the 2015 conference ledger will be closed.

Mr. Larmore asked Ms. McKinney if the EMAI would be asking for financial support for the 2016 EMAI/IERC conference. She advised they would be requesting financial support this year. Mr. Larson reported that for the 2015 conference, an MOU should have been drafted to indicate what kind of financial support would be given to EMAI. Mr. Gavin reported that MOU was never drafted. Mr. Larson reported a motion was passed in 2015 to provide financial support, to EMAI, not to exceed \$10,000.

Mr. Larson made a motion for the IERC to provide financial support to EMAI for the 2016 conference support not to exceed \$10,000. Mr. Ewusi seconded the motion. Further discussion: Mr. Larmore asked for clarification on the MOU agreement. Mr. Larson reported that EMAI was going to draft the MOU for the 2016 conference but this had not been done. Mr. Gavin advised a representative from EMAI, IERC and IDHS should meet to develop the MOU and to do this before the 2017 conference. Ms. Waymire suggested instead of providing financial support for half of the 2016 conference, the IERC should provide support for one-fourth of the conference thus only needing to provide hazardous materials-related courses for one-fourth of the conference instead of one half. Mr. Larson explained the 2015 conference did offer hazardous materials-related courses throughout 50% of the conference but it was spread out over the entire conference. Ms. Waymire noted that it would be easier to offer classes if only one-fourth of the conference time needed to be filled. Mr. Larmore noted EMAI and IERC could work together to develop enough content to satisfy both entities for the conference. Ms. Waymire requested to know how much was contributed for the 2015 conference. No one present had that figure available. Mr. Larson requested the minutes reflect that the IERC was not complaining about the cooperation with EMAI in getting an acceptable level of hazardous materials-related courses in the 2015 conference. Ms. Waymire indicated she was not complaining about the cooperation between the entities. After no further discussion was presented, a roll call vote was conducted on Mr. Larson's motion.

Roll call vote

Dean Larson—YES
Jeff Larmore—YES

Stephanie McKinney—YES
Becky Waymire—YES

Ian Ewusi—YES

MOTION CARRIED

Mr. Larmore asked if the EMAI conference committee had started putting together course content for the 2016 conference. Ms. McKinney advised she had begun the process but it was still in the early stages. Ms. McKinney requested Mr. Bernie Beier be the point of contact for the IERC because of his involvement in both the EMAI and the IERC. Ms. McKinney outlined some of the course proposals for the 2016 conference. Mr. Larmore requested to know if it was possible to poll the state Emergency Managers as well as the LEPC Chairpersons for specific 2016 conference topics. Ms. McKinney advised she would like to have a draft list of courses assembled by May. Mr. Larson requested two IERC Commissioners be included on the EMAI Vendor Committee. He stated that in 2015, Mr. Jim Pridgen and Mr. Shawn French were the representatives and suggested those individuals also represent the IERC in 2016. Mr. Larmore requested a motion to place

Mr. Pridgen and Mr. French on the EMAI Vendor Committee, pending their acceptance. Mr. Larson made this motion and was seconded by Ms. McKinney. After no further discussion, a roll call vote was conducted.

Roll call vote

Dean Larson—YES
Jeff Larmore—YES

Stephanie McKinney—YES
Becky Waymire—YES

Ian Ewusi—YES

MOTION CARRIED

Mr. Larmore requested a motion to ask Mr. Beier to serve on the EMAI Planning Committee. Mr. Larson made this motion and was seconded by Mr. Ewusi. After no further discussion, a roll-call vote was conducted.

Roll call vote

Dean Larson—YES
Jeff Larmore—YES

Stephanie McKinney—YES
Becky Waymire—YES

Ian Ewusi—YES

MOTION CARRIED

Ms. McKinney requested permission to use the IERC logo on one side of the EMAI/IERC challenge coin that would be given away to attendees at the 2016 conference. She explained this is to use the logo only not to provide funding for purchase of the coins. Mr. Larson made a motion to allow the EMAI to use the IERC logo on their challenge coins and was seconded by Mr. Ewusi. After no further discussion, a roll call vote was conducted.

Roll call vote

Dean Larson—YES
Jeff Larmore—YES

Stephanie McKinney—YES
Becky Waymire—YES

Ian Ewusi—YES

MOTION CARRIED

Ms. Waymire wanted to include in the minutes that she supported the cooperation between the IERC and EMAI for the 2015 conference. She did not want anyone thinking she was in opposition to the work that Mr. Larson had done in making the 2015 conference a success.

Mr. Ewusi discussed the CAMEO class schedule from the 2015 conference and asked if there was a need for two classes in 2016. Mr. Larmore suggested discussing the course options with Ms. McKinney and Mr. Beier. Mr. Ewusi reported there would also be a Tier II Manager course offered in addition to the CAMEO course offerings.

NEW BUSINESS

Mr. Larmore introduced the agenda item called "*IERC Monthly*" Proposal. Mr. Heflin had developed a one-page newsletter that built on a suggestion made by Mr. Larson at a previous IERC meeting. Mr. Heflin reported this one-page document would be a simple way to push up some key points to the LEPCs or IERC partners throughout the year. Mr. Larmore indicated he was in favor of any form of communication that engaged our local partners. Mr. Larson made a motion to examine the idea of putting together some form of

monthly newsletter that would be distributed to anyone affected by the SARA Title III Program and was seconded by Mr. Ewusi. After no further discussion was presented, a roll call vote was conducted.

Roll call vote

Dean Larson—YES
Jeff Larmore—YES

Stephanie McKinney—YES
Becky Waymire—YES

Ian Ewusi—YES

MOTION CARRIED

Mr. Larmore introduced the New Business topic titled *IERC Webcasting*. Mr. Larmore asked if there was still a plan to webcast/stream the IERC meetings. Mr. Heflin reported that all the computer issues had been addressed already and a WebEx account, as well as a telephone conference bridge had been established. He also reported that due to the Tier II Manager roll out in January and February, there was no time to actually conduct a test of the system. He advised that everything should be ready to go for the May IERC meeting.

Mr. Larmore introduced the New Business topic titled *IERC Website*. Mr. Larmore requested some volunteers to look over the current IERC website and make suggestions to bring the data current. He reported that the Tier II Manager roll out has caused some of the data to be obsolete and some of the calendar data also needs to be updating. Mr. Ewusi reported that revision of the website is a detailed process and requires IDHS staff to make these modifications possible. Mr. Ewusi requested a “mock-up” to be presented at the next Communications Committee meeting.

GENERAL DISCUSSION

No general discussion topics were brought before the committee.

ADJOURNMENT

Motion to adjourn the meeting was made by Mr. Larson and was seconded by Ms. McKinney.

MOTION CARRIED.

Meeting was adjourned at 12:03pm

NEXT MEETING

May 9, 2016
Grant County Office of Emergency Management
401 South Adams Street Suite 601
Marion, Indiana 46953



Jeff Larmore, Chair