



**INDIANA EMERGENCY RESPONSE COMMISSION (IERC)
TRAINING COMMITTEE
Marion County Health Department
4012 North Rural Street
Indianapolis, Indiana 46205
March 11, 2019, 8:20 am**

COMMITTEE MEMBERS PRESENT:

Bernie Beier—Local Government Representative, Chair
James Greeson—IDHS
Ian Ewusi—IDHS
Larry Hamby—Designee for IDHS Executive Director
Dawn Mason—IDHS
Sarah Chaney—IDHS

COMMITTEE MEMBERS ON THE PHONE:

None

COMMITTEE MEMBERS ABSENT:

Matt Bilkey— Designee for Superintendent of ISP
Charles Heflin— IDHS

The following Commissioners, IDHS staff, and audience members were present:

Kraig Kinney—IDHS Attorney
Jeff Larmore—Local Government Representative

WELCOME AND INTRODUCTION

Mr. Beier welcomed everyone to the Training Committee meeting and requested the determination of a quorum.

QUORUM

Ms. Chaney indicated a quorum was present.

CONSIDERATION OF MINUTES

A motion to accept January 14, 2018, meeting minutes was made by Mr. Ewusi and seconded by Mr. Hamby. No further discussion occurred. All present were in favor.

Motion Carried

OLD BUSINESS

Planning & Training Resource List

Mr. Beier stated the requirement for LEPCs to use the planning and training resource (LPTR) list is being changed from a compulsory to advisory and a new Training Course List (TCL) has been created. He reported that the TCL will be consistently evolving over time as a result of recommendations from counties and staff. He expressed his appreciation for the flexibility it provides for LEPCs to choose training courses. He asked if the list was posted on the IERC website, in which Mr. Ewusi and Mr. Roe stated no. He advised in addition to the IERC website he is working with the Emergency Management Alliance of Indiana (EMAI) to create an EMA and LEPC section on their website to conduct business outside what the IERC conducts. He stated the EMAI website would allow EMAs to share information about companies/vendor they have hired, for exercise scenarios from the LPTR, and new TCL.

Mr. Ewusi asked Mr. Hamby if any specific language was needed for the TCL relating to National Fire Protection Association (NFPA) guidance. Mr. Hamby stated there are variations, especially when it relates to the topics of courses, but he advised as long as it meets the intent of what they are looking for in a course then the language should be fine. Mr. Hamby discussed the Occupational Safety and Health Administration (OSHA) as the main entity involved in Hazmat training, and that OSHA requires specific competencies in awareness, operations and technicians. He pointed out the TRL could help meet competencies depending on what employers want and what they want their employees to do with training. He suggested keeping the list general to allow the counties to determine the specifics.

Mr. Larmore suggested renaming the Training Course List to a Training Subject List. He agreed the list would make it easier for locals to have recommendations of subjects they can teach or pay for instruction on, rather than trying to find a specific courses such as Chemistry of Hazmat part 1 & part 2.

Mr. Ewusi referred to the previous Resource Planning and Training List and pointed out the language used concerning conflicts of interest and disclosure. He cited an example related to whom an LEPC could hire to stage a course and stated he would add the language derived from the previous training list, developed by Mr. Brad Gavin a former IDHS legal staff, to the new Resource List which points out the legal issues LEPCs should always be aware. Mr. Beier suggested making the list not only a separate document but also an accompanying document as it relates to planning, training, and exercise. He suggested it would be good guidance for LEPCs in all three areas. Mr. Beier also stated the list was initially created to prevent ethic issues, although the counties are no longer required to follow the state ethics rule, but it gives LEPCs something they can adopt as an abbreviated version in planning, training and exercises. He also suggested the LEPCs could consider putting it into their by-laws as an attachment or appendices to remind them of ethic requirements. Mr. Larmore agreed that the LEPCs could add ethics rules to their by-laws which would lead them to either adopt or modify the rules as they see fit.

Mr. Ewusi deferred to Mr. Kinney for legal guidance concerning the ethics language and whether the language should remain together or separate, and determine how to keep the LEPCs apprised of ethical issues. Mr. Ewusi questioned whether ethics rules supersede a Conflict of Interest declaration or if they are standalone. Mr. Ewusi pointed out an LEPC member must preclude him/her self from voting if there is an appearance of financial interest for the selection of a vendor teaching the course. Mr. Beier stated they would have to disclose who they are and announce they would preclude themselves to the governing body if there was a conflict. He reiterated counties are separate from the state and annual state ethics training is no longer required, however he agreed with Mr. Ewusi that information must be passed on to the LEPCs because many of them do not have ethics rules in writing and the board members may not have seen the ethics rules based on where they are stored.

Mr. Beier discussed the role of the Training Committee and how it provides guidance and suggestions to help LEPCs make better decisions. He suggested deciding if there needed to be a requirement for LEPCs to sign something in the future attesting that they are familiar with or have adopted the rules that they could upload annually to the state. Mr. Kinney suggested a policy that could provide guidance and could be placed in a handbook and distributed instead of a by-laws that determine how to do things. Mr. Beier suggested using the states policies and rules and he deferred to the Policy Committee to determine future ethics requirements equal to or greater than the states requirements and how they would recommended them to the LEPCs. Ms. Chaney suggested making a recommendation to the upcoming Policy Committee meeting for them to make a decision on the topic.

No further discussion occurred.

NEW BUSINESS

LEPC Exercise and Training Requirements

Mr. Beier reiterated information from the January 14, 2019 meeting about making sure the Training Committee is focused on what they can do to improve LEPCs and help them grow. He asked if any counties did not receive funding due to not completing required exercise proposals. Ms. Chaney stated that IDHS was not aware of any such circumstances at this time.

Mr. Beier discussed the new exercise options, workshops and seminars, under HSEEP compliance requirements and explained the significance of giving staff the latitude and flexibility to determine the type of HSEEP exercises appropriate for a county based on their needs. He stated the decision to allow LEPCs to conduct either a workshop or seminar will assist upcoming counties to become established or allow counties that need to develop their plans time to complete the improvements. Mr. Beier expressed the importance of the Training Committee to take full advantages of HSEEP improvements and explained staff discretion was important to make sure counties develop the exercises to test their plans. He also stated the importance of limiting workshops and seminars to improvement for the LEPC, but then to promote tabletops and full-scales exercises after they show progress.

Mr. Beier was under the impression games were included, in which Mr. Ewusi stated they were not included. Mr. Ewusi suggested sending a notice to all LEPCs informing them of the types of HSEEP exercises they can conduct in 2019. Mr. Larmore asked if Tier II Manger is set-up for

workshops and seminars documentation, in which Mr. Ewusi confirmed it is. Mr. Larmore asked if a chemical is still required in a workshop and seminar and Mr. Ewusi confirmed yes. Mr. Larmore stated Marion County plans to conduct a workshop or seminar this year and they are currently interviewing contractors. Mr. Larmore suggested informing LEPCs to contact staff if any issues arise while uploading information into Tier II Manager. The Committee discussed the submission date for the Exercise Proposal of May 1, 2019, a change from previous years of March 1.

Hazmat Technician Level Training

Mr. Beier deferred to Mr. Hamby to discuss Hazmat Training and the changes the state made in curriculum due to the adoption of new books. Mr. Beier stated Allen County ran the last Hazmat Technician course in the state under the old books. Mr. Hamby discussed the fire departments involved in the Training throughout District 2, and how training was conducted with Fort Wayne, Warsaw, Kendallville, and Auburn Fire Departments.

Mr. Beier conversed about the importance of course books being purchased, and stated libraries have awareness and operations books for loan, but he believes the technician level books should be the property of the students so they can refer back to the book for information. He stated Allen County purchased books for all the students across the county, and suggested the IERC purchase the hazmat technician books for everyone that takes the Hazmat Technician Course in the state of Indiana. He stated he was unaware of the number of courses taught. Mr. Hamby listed five counties that teach the course, and Mr. Greeson advised Indianapolis alone currently has sixty-eight recruits, and he is not in favor of buying books for all hazmat technicians. Mr. Beier rescinded the request for the IERC to purchase all books for technicians after speaking with Mr. Greeson. A side discussion occurred between Mr. Larmore and Mr. Greeson on the requirements and training of a hazmat technician which can be accessed through the Committee recording.

Mr. Larmore stated Marion County purchased books for their students, and Mr. Hamby suggested keeping the purchase of books at the local county level similar to what St. Joseph county and the city of South Bend practice. Mr. Hamby discussed the different type of hazmat technician books used over the years, and explained the latest technician book meets the National Fire Protection Association (NFPA) standard for hazmat technician's. He explained there are two committees with representatives from industry, fire and other agencies, and explained he oversees the committee that conducts awareness and operation, while Mr. Capobianco oversees the committee that conducts training for Technicians. Mr. Hamby, Mr. Beier, Mr. Larmore and Mr. Ewusi discussed more information about the Hazmat books 472 and 1072 that explains the evaluation process and HSEEP requirements, which further information can be obtained through the Committee meeting recording. Mr. Beier suggested sharing information throughout the year with LEPCs with the counties get information on Training to link and create connections and pass out details on anything that can help an LEPC.

Mr. Beier and Mr. Ewusi discussed LEPCs making the application for funds to help with the purchase of books which could be reimbursed through the Hazardous Materials Emergency Preparedness (HMEP) Grant. Mr. Ewusi deferred to Ms. Roe who stated requirement were removed that funds only had to be awarded to LEPCs but could also be awarded to local response agencies and used for Hazmat transportation. Ms. Roe advised a fire department could apply for an HMEP Grant. Mr. Beier stated there is a lot of discussion about funds on the Homeland Security Side, but

he stated the EMAs have advised senior staff not to allow anyone but an EMA to apply for grants due to the Threat Hazard Identification and Risk Assessment (THIRA), Core Capabilities and the gaps which becomes an overall strategy for the county as a whole because Hazmat is not just LEPC but countywide.

Mr. Beier talked to Mr. Hoover from Fulton County and that the auditor received an email notice from the state about the October EMAI conference and found they should be receiving paperwork for payment, however there is still no movement for payment at the county level. Mr. Ewusi stated he and the legal department made sure the right documents were signed and the contract was in place electronically and it was completed, but he would conduct a follow up. Further discussions occurred regarding payments and grants for the EMAI conference which can be assessed through the Training Committee recording.

No further discussion occurred.

No motions or actions were taken by the committee.

ADJOURNMENT

A motion to adjourn the meeting was made by Ms. Chaney and seconded by Mr. Beier. The meeting adjourned at 9:10 am.

NEXT MEETING

Indiana Government Center South
402 W. Washington Street
Conference Room 1 & 2
Indianapolis, Indiana 46204
May 13th, 2019



Bernie Beier, Chair