



MICHAEL R. PENCE, Governor
STATE OF INDIANA

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

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

**Brownsburg Fire Protection District Headquarters
470 Northfield Drive
Brownsburg, Indiana 46112
July 12, 2016
8:00 AM**

Attendees

**Jeff Larmore, Local Gov. Representative
Shawn French, Industry Representative
Dean Larson, Public Representative
Jim Greeson, State Gov. Representative
Bruce Palin, State Gov.
Robert Johnson, State Gov. Representative
Charles Heflin, IDHS
Krystal Hackney, IDHS**

**Cara Cyrus, Industry Representative
Jim Pridgen, Industry Representative
Lisé Crouch, Hendricks Co. LEPC
Becky Waymire, Morgan Co. LEPC
Marc Torbec, IDHS
Ian Ewusi, IDHS
Madison Roe, IDHS
Brad Gavin, IDHS**

Marshal Greeson opened the retreat by welcoming all in attendance and requested the Commission focus on reaching out to the inactive LEPCs around the state and suggest ideas to get them active again.

Mr. Pridgen went around the room and asked everyone what was their expectation for the retreat. The following is a list of expectations presented:

- How can the IERC help the LEPCs go beyond what is required for compliance?
- What can the IERC do to the LEPCs the value of being active and more involved in their communities?
- Do we need to have 92 LEPCs or can we possibly look at a regional concept like some other states? It was mentioned that some of the County Commissioners and/or Councils may not want to give up their LEPC.
- Can the IERC reach out to industry partners and have them stimulate LEPC involvement in their communities?
- LEPC should be an “all-hazards” approach and should partner with IOSHA to adopt CFR 1910.38
- The IERC should evaluate the possibility of hiring a contractor to do LEPC administrative work.
- The IERC should develop a roadmap to success which should include face-to-face interaction with LEPCs

- The IERC should mirror the IDHS mission and consider aligning the IERC goals with the IDHS strategic goals.
- How can the efforts of the IERC and LEPCs benefit the whole community? How can improved technology be used to benefit both the IERC and LEPCs?
- The IERC should reach out to the Indiana Association of Counties and Town (IACT) to receive information on newly elected state officials and educate them on the SARA Title III programs.

NASTTPO

Ms. Madison Roe recently attended the National Association of SARA Title III Program Officials (NASTTPO) conference. She reported on the conference and what was discussed. She noted that Commission members could attend the NASTTPO conference using HMEP grant funds. Ms. Roe or Mr. Heflin will be sending out information on the next NASTTPO conference when it becomes available.

In-Home Hazardous Materials Outreach

Ms. Madison Roe provided a short presentation on an in-home hazard materials outreach program she has been working on. This program she indicated is geared towards utilizing the LEPCs to educate the public on the hazardous associated with storing hazardous materials in their homes. She suggested the IERC work with the IDHS Public Information Office (PIO) to develop some online resources to educate the public. The LEPCs could focus on disseminating this information to their local schools, universities, churches, etc.

Legislative Updates

Mr. Brad Gavin passed out copies of the LEPC legislation and a copy of the State Ethics Code. He explained that LEPCs now considered County Boards and are no longer considered Special State Appointees. Members are no longer required to take annual state ethics training. He noted that the local counties may have their own individual ethics training requirement for LEPCs and members are still considered public servants so any criminal laws, applicable to public servants, apply to LEPC members as well. Mr. Gavin reported that the Federal Government has conflict of interest rules that apply to management of Hazardous Materials Emergency Preparedness (HMEP) funds so if someone is aware of violation of HMEP rules, they should be reporting it to the appropriate state agency or federal government. He also noted that IERC members are still Special State Appointees and are bound by state ethics code.

Lunch Break

Attendees took a break for lunch at 10:20 and returned at 11:25, and during the break, Mr. Jeff Larmore provided a public service announcement video that Marion County LEPC developed. The video utilizes children to educate the public on what to do if an evacuation or when shelter-in-place declaration is ordered for their community.

New Commissioner Introductions

Mr. Pridgen asked the newly appointed IERC Commissioners to introduce themselves. Cara Cyrus and Jeff Larmore both introduced themselves and gave a short synopsis of their background and who they currently work for.

Mr. Pridgen reported the IERC is still missing 2 positions; 1 position representing local government and another position representing the public. It was suggested that individuals in the southern portion of the state recruit individuals to fill these roles.

Website Update

Mr. Charlie Heflin presented updates on the changes to the IERC website and showed a comparison to the current layout. It was suggested that the homepage be revised to include 4 separate links: IERC Information, LEPC Information, Industry Information and Public Information. Mr. Heflin reported that a website showing a draft of the proposal cannot be published with the current website information still active. He indicated that once the changes are ready and approved by the PIO office, the old layout will be replaced by the new layout with the updates. It was suggested that there should be a regular schedule for reviewing the information on the website and ensuring the data is kept current.

Tier II Fee Discussion

Mr. Ian Ewusi discussed the current fee structure the state has as it relates to what facilities pay for reporting chemicals they are store. He suggested the IERC look at other states, such as North Carolina and possibly change the fee structure and schedule. It was noted that raising fees may not be possible unless the IERC can show legislators a greater need.

HSEEP

IDHS Exercise Manager, Jon Snell, gave an overview of the Homeland Security Exercise and Evaluation Process (HSEEP) and noted where the HSEEP templates are located online. He also passed out a laminated cheat-sheet that he requested to be distributed to the LEPCs. Marshal Greeson suggested the LEPCs have their exercise proposals submitted by March 1 each year, beginning in 2017 so IDHS staff has time to review it and begin the HSEEP approval process. Mr. Snell was invited to do a presentation on the HSEEP process at the upcoming EMAI/IERC conference later this year.

IERC Handbook Discussion

Mr. Ewusi reported that he was in the process of updating the current IERC Handbook. He noted sending out the current version to all the IERC Commissioners for review and to solicit proposed changes be sent to him as soon as possible. One suggestion for improvement offered was to include a page near the index to track changes made to the Handbook. Mr. Ewusi also passed out a draft checklist to be used to evaluate the applications for the LEPC Planning and Training Resource List. Some suggestions to improve the checklist included defining all acronyms and make the checklist

available to applicants for them to use when preparing to appear before the IERC Policy/Technical Committee in front of the IERC Committee for consideration.

County Non-Compliance Discussion

A discussion took place as to how the IERC can help non-compliant counties become compliant. Mr. Ewusi provided a map of the state showing the non-compliant LEPCs. He noted that Benton and Blackford LEPCs have never been compliant. It was suggested to reach out to the neighboring compliant LEPCs encouraging them to assist the non-compliant LEPCs and to take advantage of the LEPC Assistance Grant. He also noted that the assisting LEPC could also possibly be eligible for the funds that are withheld from the non-compliant county. It was also suggested to look at a regional LEPC concept like what Florida is currently doing. It was also suggested to reach out to the industries in non-compliant counties to ascertain if they can help get the LEPCs reactivated and compliant. It was also suggested conducting future IERC meetings in the non-compliant and have IERC Commissioners reach out to officials in the non-compliant counties to discuss ways to revitalize efforts. Mr. Shawn French suggested putting a sub-committee together to analyze the issues in the non-compliant counties and explore ways to bring them into compliance. Mr. Brad Gavin suggested an individual plan be drafted to address each non-compliant LEPC since each may have has its own unique issues that need to be addressed.

Executive Order 13650

Mr. Heflin briefly talked about Executive Order 13650: Improving Chemical Facility Safety and Security. While attending an LEPC meeting in Greene County, the LEPC Chairman gave Mr. Heflin a copy of an article that led readers to believe each LEPC would have to conduct annual table top exercises with all their reporting facilities. Mr. Heflin indicated that he had read through the Executive Order but could not find this provision in the rule. Mr. Larmore then discussed how the Marion County LEPC is reaching out to facilities that must comply with Clean Air Act (CAA) 112r regulations. The CAA 112r report is a Risk Management Plan that some facilities are required to file if they fall under special guidelines put in place by the EPA under the Clean Air Act.

Closing

Mr. Pridgen concluded the meeting by asking for additional topics and then revisiting individual expectations stated earlier and to make sure each expectation was addressed during the meeting. Mr. Greeson suggested putting a general discussion question on the agenda for each IERC meeting and that this discussion question would address many of the topics brought up during the retreat. After going around the entire room, Mr. Pridgen asked Mr. Greeson to offer a closing statement. Mr. Greeson thanked everyone for attending and stated it appears the IERC is heading in the right direction. He also stated he would like to see a revival of annually scheduled retreat.



James Greeson, Chairman