

INDIANA EMERGENCY RESPONSE COMMISSION (IERC) MEETING
Indiana Government Center South
302 W. Washington Street
Indianapolis, Indiana
November 9, 2009 1:00 P.M.

WELCOME AND INTRODUCTION

Chairman Mike Garvey welcomed everyone to the meeting and asked for roll call.

ROLL CALL TO ORDER

Mike Garvey—IDHS	Bruce Palin—State Government
Brian Lott—Local Government	James Pridgen—Industry
Carol Shelby—Public	Dean Larson—Public
Mike Bigler—State Government	Shawn French—Industry
Sherman Greer—Local Government	

The following Commission members were absent:

William Reed—Public	Roger Powers—Local Government
Thomas Melville—State Government	

The following staff members were present:

Laura Stedham—IDEM	Ian Ewusi—IDEM/IDHS
John Steel—IDHS	

The following members of the audience were present:

Jim Plum – Jefferson County LEPC	Jeff Larmore – Marion County LEPC
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QUORUM

The LEPC coordinator indicated that a quorum was present.

CONSIDERATION OF THE MINUTES

A motion to approve and adopt the minutes from the September 14, 2009, meeting was made by Mr. Lott and seconded by Ms. Shelby. **MOTION CARRIED.**

REPORT OF THE CHAIR

Chairman Garvey reported that Organization Day for the Indiana Senate was coming up, and encouraged members to track bills that may impact the IERC and LEPCs. The report continued that due to potential statewide cuts we will be reviewing the IERC budget and looking at expenses.

COMMITTEE REPORTS

Communications Committee—Sherman Greer, Chair

Mr. Greer reported on the outcome of the 2009 IERC/EMAI Fall Conference. And the positive feedback he has heard from participants about the speakers and topics at the IERC Conference.

Technical/Technical Committee—James Pridgen/Dean Larson, Co-Chairs

Mr. Larson reported on the morning Policy and Technical Committee meeting. The topics that were addressed included;

- A letter to be sent to facilities regarding mandatory electronic filing. In addition to this subject it was discussed that they were looking at using webinars to train reporting facilities on how to use the new electronic filing system. To get the word to facilities the committee discussed using Inside Indiana to help release this information and field testing the new electronic filing system.
- Storage of IERC/LEPC documents. The IERC needed to ensure that there is a secure location for storage of these documents.
- Addressing the document retention schedule. The IERC has never changed our document retention schedule to tell the LEPCs how long they should store their documents. It has been recommended documents be stored for 3 years but has not become official.
- Incentives for active LEPCs to join up with inactive LEPCs. Due to the amount of material related to this topic, this will be tabled for the time being and will be brought up at a future Policy/Technical committee meeting.

Training Committee—Carol Shelby, Chair

Ms. Shelby, Chair of the IERC Training Committee recommended 2 new vendors to be added to the LEPC Training Resource List. The names submitted for approval were Ronald Huffman of Responder Training Inc. and Jason Games.

Fiscal Committee—Bruce Palin, Chair

Mr. Palin discussed the potential of a 10% reduction in the IERC budget that is a result in statewide cutbacks. He will continue to monitor this situation.

Chairman Garvey asked for a motion to approve all committee reports. Motion to accept the reports as submitted was made by Mr. Lott and was seconded by Mr. Larson. **MOTION CARRIED.**

OLD BUSINESS

Chairman Garvey reported on the need for additional funds for the \$1,500 that was previously approved to purchase pad-folios for the EMAI/Higher Education/IERC Conference. There were additional costs such as \$4,000 for shipping and other pad-folios that have brought the bill up to \$8,008.16. Mr. Pridgen was going to talk with the vendor to clarify these costs and recommended that this be tabled until he has made contact with the vendor to resolve this issue.

Mr. Pridgen also discussed in previous years the IERC has always ordered pad-folios for the entire conference, and for some reason this year someone else ordered pad-folios through either Higher Ed or the Alliance.

Motion made by Mr. Larson to table this until further review, second by Mr. Greer. **MOTION CARRIED**

NEW BUSINESS

Chairman Garvey reported on the attendance of commission members over the last several years. He has identified one person who has not been attending and he would make personal contact with him to see his intention to stay active. Chairman Garvey also encouraged commission members to submit bios of themselves to be kept on file.

Mr. Greer brought into discussion that the IERC-LEPC Conference join with the Indiana Fire Chief's Emergency Response Conference, that will be held August 12 and 13, 2010 in Indianapolis. This conference will have a larger audience and registration fees could be reduced from previous years. Chief Lott added that different associations come together for this conference, such as the Indiana Volunteer Firefighters Association, and Indiana Firefighters Association and there will be tracks for fire management, haz-mat, and investigations. Last year there were approximately 140 vendors that were set up.

Mr. Larson made a motion to approve, second by Mr. Pridgen. **MOTION CARRIED**

REPORT OF THE FIELD REPRESENTATIVE

Mr. Ewusi encouraged commission members to participate on the various IERC Committees and discussed planned workshops for training facilities in the new Tier II reporting system.

Mr. Ewusi and Mr. Steel requested approval of the Commission to purchase 2 digital cameras and 1 power point projectors for use in the field to make presentations as well as document LEPC and IERC activities. It was determined that a second projector be purchased to be used by Mr. Steel for field work. Motion was made by Mr. Pridgen to make the purchase as long as it does not exceed \$2,500, second by Ms. Shelby. **MOTION CARRIED**

MEMBERSHIP ROSTER APPROVALS

Mr. Ewusi reported that the following counties had submitted new or updated rosters for approval:

Grant Hamilton Hendricks Jefferson Pulaski Wells

Mr. Lott made a motion to approve the rosters and was seconded by Mr. Larson. **MOTION CARRIED.**

LEPC COMMENTS

Mr. Larmore representing the Marion County LEPC discussed sending letters to facilities that have not submitted their Tier II reports. Mr. Larmore wanted to know would his LEPC need to send the list of non-reporting facilities to the EPA for enforcement. Mr. Ewusi added, that Marion County submit a list of these facilities to the IERC. Once received the IERC would send a letter to these facilities, if no contact is made, it would then be forwarded to the U.S. EPA for enforcement.

Mr. Larmore asked one more question about when is the CAMEO information for this year going to be released. Mr. Ewusi responded that there was an IT problem with the information being moved from the on-line data base into CAMEO. At least he has wanted to release the names of the facilities that have been reporting to the state. This problem has been addressed and should not occur next year.

EPA COMMENTS

No Report

PUBLIC COMMENTS

Mr. Larson, added an update for NFPA Standard 1600. The 9/11 Commission's focus on private sector preparedness with the development of the NFPA 1600 Standard for the private and public sectors as well as not for profit agencies. Mr. Larson encouraged members to look up PS PREP and the NFPA 1600 standard, these are well worth reading.

NEXT MEETING

January 11, 2010, 1:00 P.M.
Indiana Government Center South, Conference Room A

ADJOURNMENT

Meeting was adjourned at 2:42 P.M.

Joseph E. Wainscott, Jr., Chair