

Meeting Title

MINUTES

11/04/09

9:00 AM

INDIANA 811 BOARD ROOM

MEETING CALLED BY	Aaron Holeman
TYPE OF MEETING	Damage Prevention Council
FACILITATOR	Aaron Holeman
NOTE TAKER	Michelle Shoemaker
TIMEKEEPER	
ATTENDEES	See Attached

Agenda topics

INTRODUCTION

AARON HOLEMAN

DISCUSSION	Aaron goes out a follows a dig ticket from inception to completion, makes notes weather or not marked	
	Marked right – all this was first step in this project. The second step is creating the Damage Prevention Council – looking	
	At one in Northern Indiana and one in Southern Indiana. Communication is important	
CONCLUSIONS	Goal is to get a Damage Prevention Council up and running, discussing the structure of the monthly	
	Meetings. Have the Council become a self sustaining entity.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

GUEST SPEAKER

FRANK WARD

DISCUSSION	Has been on a Damage Prevention Council for 12 years, 7 of them with SWOUSC. Their group is made	
	Up of Contractors, Excavators, Contact Locators, Utilities/Municipalities. Being on the Council has allowed networking,	
	Open eyes to unforeseen problems, and everyone is there because they want to do it right. During the meetings they	
	Discuss damages, but do not allow finger pointing, it is about learning from the situation.	
CONCLUSIONS	Q&A Answers: Keeping attendance up is hard, just call people and tell them we need you here.	
	Structure: Chair, Vice Chair, Secretary, Treasurer, CGA Regional Partner. Raise money through fundraisers (golf, etc.)	
	Have the Contractor Association there, get information to CGA of possible best practice updates. By Laws were	
	Developed. Trying to advance industry practices and feedback to CGA. They have liaisons go to locations to hand out	
	Literature. Build partnerships – it goes 2 ways – damage prevention is a partnership	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

CHANGES TO THE LAW

CHUCK MULLER

DISCUSSION	New law affects 3 groups – excavators, pipelines or LDCs, and non member underground facility owners.	
	No more exemption for hand excavation unless you are digging on our own property and less then 12 inches. Added	
	Exemption for probing for gas migration. Better defined who needs to be a member, after 12/31/09 non members can be	
	Fined up \$100 per day. Added white line requirement to the excavation site it a street address, legal description of	
	Location or highway location using mile markers or cross streets can't be given. 2,500 ft – 1,500 ft rule.	
CONCLUSIONS	Advisory Committee appointed to hears violation and recommend penalties – warning letter, mandatory	
	Participation in training or civil penalties. Monies collected to into a fund for training and public awareness	
	Now only accept initial notice tickets of emergencies and normal notice (2 full working days)	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

CONCLUSION/FUTURE MEETINGS

AARON HOLEMEN

DISCUSSION	Will compile email list of all attendees and distribute meeting minutes. Also forward information on to	
	Anyone you think would be interested in attending.	
CONCLUSIONS	Next meeting is December 2 nd , 9 am, at Indiana 811.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

OBSERVERS	
RESOURCE PERSONS	
SPECIAL NOTES	

Meeting Title

MINUTES

12/02/09

9:00 AM

INDIANA 811 BOARD ROOM

MEETING CALLED BY	Aaron Holeman
TYPE OF MEETING	Damage Prevention Meeting
FACILITATOR	Aaron Holeman
NOTE TAKER	Michelle Shoemaker
TIMEKEEPER	
ATTENDEES	See attached

Agenda topics

STRUCTURE OF COUNCIL

AARON HOLEMAN

DISCUSSION	Would like to see 3 councils set up in Indiana – North, Central and South. Most agreed Ohio bylaws and Guidelines looked good. Would like to do elections at the next meeting, feel people should have 30 days notice. What are State requirements/mandates on entities? Would like to see participation in events like "Safe Digging Month", safety fairs, Get involved with technical colleges that educate in construction. Most projects will be done with grant money, work to Become financially independent. CGA Regional Partner Representative at this time will be Chuck Muller.	
CONCLUSIONS	Put in place a committee to look into state requirement/mandates on entities, have them also review Bylaws and amendments of Ohio and draw up ones for Indiana Committee members: Paul Fallon, Len Murray, Chuck Muller, Kevin Roberts, and Jim Bryant	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Bylaws and amendments		January 2010
Election guidelines		January 2010

MEETINGS

AARON HOLEMAN

DISCUSSION	Will have meetings 1 st Wednesday of every month, at Indiana 811, at 9 am **January meeting will be a committee meeting – if you want to attend that is fine – but next Council meeting will be February 3 rd , 9 am. Nominations for elections will be done at that time.
CONCLUSIONS	Emails and email invite, post cards will go out as a reminder, will also give the conference bridge for ones Who cannot attend. Topic for February meeting will be the STPP project and look at examples of damages

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

OBSERVERS	
RESOURCE PERSONS	
SPECIAL NOTES	Meeting adjourned at 10:18 am, Committee will be meeting 01/06/09, Council meeting 02/03/09,

Meeting Title

MINUTES

1/06/10

9:00 AM

INDIANA 811 BOARD ROOM

MEETING CALLED BY	Aaron Holeman
TYPE OF MEETING	Damage Prevention Meeting – Structure Committee
FACILITATOR	Aaron Holeman
NOTE TAKER	Aaron Holeman
TIMEKEEPER	
ATTENDEES	See attached

Agenda topics

STRUCTURE OF COUNCIL

AARON HOLEMAN

DISCUSSION	By-laws were discussed working off of Paul Fallon's mark up from the conference call. The revised laws will be retyped by Aaron Holeman and distributed to the Council via email.	
CONCLUSIONS	By-laws will be presented to entire Council at the February meeting.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Bylaws and amendments rework	Aaron Holeman	February 2010

OBSERVERS	
RESOURCE PERSONS	
SPECIAL NOTES	Meeting adjourned at 10:10 am, Council meeting 02/03/09

Meeting Title

MINUTES

02/03/10

9:00 AM

INDIANA 811

MEETING CALLED BY	Aaron Holeman
TYPE OF MEETING	Damage Prevention Council
FACILITATOR	Aaron
NOTE TAKER	Michelle Shoemaker
TIMEKEEPER	
ATTENDEES	See Attached

Agenda topics

REVIEW BYLAWS

AARON HOLEMAN

DISCUSSION	Bylaws attached, started with the Mission Statement (as written – all in favor), Section 1 Name(as written – all in favor), Section 2 Purpose – discussion noted: would like to see something included that favors the contractor “in an efficient and time sensitive manner to minimize excavator delays”, insert after ..facilities and prior to .. use of (as noted with revision – all in favor), Section 3 Membership - where would rental companies – include other interested parties. Add ‘utility’ in front of locating companies (as noted with revision– all in favor), Section 4 Officers (as written – all in favor), Section 5 Sub-Committees (as written – all in favor), Section 6 Meetings - remove ‘or’ in second paragraph, 1 st sentence; change ‘can’ to ‘may’ (as noted with revision– all in favor), Section 7 Action by Council - #4. Vote shall be by majority of the ... (see section 4 last sentence duplication) (as noted with revision– all in favor)	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Make changes and distribute corrected copy	Aaron	

OFFICE RESPONSIBILITIES

AARON HOLEMAN

DISCUSSION	Chair - Bullet 4/5 compiles agenda with input from other officers and forwards to secretary for Distribution; remove bullet 5; Bullet 8 – add ‘may’ in front of provide; Add bullet – Support special events (as noted with Revision – all in favor); Vice Chair (as written – all in favor); Secretary (as written – all in favor); Treasurer – remove Bullet 3 (as noted with revision – all in favor); CGA Regional Partner - Remove ‘other’ from bullet 4 (as noted with revision - all in favor)	
CONCLUSIONS		

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Make changes and distribute corrected copy	Aaron	

NOMINATIONS

AARON HOLEMAN

DISCUSSION	Discussion noted that all attendees can be nominated (all in favor) Nominations are as follows: Chair – Jim Bryant (seconded/accepted), Paul Fallon (seconded/accepted); Vice Chair – Paul Fallon (seconded/accepted), Kevin Roberts (seconded/accepted), Len Murray (seconded/accepted); Secretary – Aaron Holeman (seconded/accepted)	
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CONCLUSIONS	
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

ROUND TABLE

DISCUSSION	Outline for future meetings – once elections are complete the chair will forward them; emergency status Regarding tickets was questioned – what happens if it is not a true emergency in regards to the new law past, at this Point the Advisory panel is not together so hold onto those and once the panel is in place submit them. Mandatory membership question – Jan 1 \$100 a day fine, non members cannot collect damages IDEM and DNR are working on becoming members, still working on INDOT	
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CONCLUSIONS	
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

OBSERVERS	
RESOURCE PERSONS	
SPECIAL NOTES	Next meeting is March 3, 2010, 9:00 am, at Indiana 811



AGENDA for 2/3/10

- Introductions – Name and Company
- Minutes from last meeting
- Discussion of DPC structure
- Questions and Answers
- Future Meeting Information



AGENDA for 12/6/09

- Introductions
- Minutes from last meeting
- Discussion of DPC structure
- Questions and Answers
- Future Meeting Information

Meeting Title

MINUTES

03/03/10

9:00 AM

INDIANA 811 BOARD ROOM

MEETING CALLED BY	Aaron Holeman at 9:10 am
TYPE OF MEETING	Damage Prevention Counsel
FACILITATOR	Aaron Holeman
NOTE TAKER	Michelle Shoemaker
TIMEKEEPER	
ATTENDEES	See attached

Agenda topics

OPEN DISCUSSION

AARON HOLEMAN

DISCUSSION	What can be done to increase attendance 1. look at another mailing, 2. look at utilizing irth to contact Members, 3. do a membership drive, 4. put together a flyer to pass out a 'tradeshows', 5. get information out on the Website, 6. put logo together and get it on things and out there; 7. contact insurance agencies who insure contractors	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Committee for designing logo	Aaron	
Spring rural water meeting, research time frame	Aaron	

BALLOT VOTE

AARON HOLEMAN

DISCUSSION	Ballots were passed out and counted and the following people were elected to the following positions: Chair - Jim Bryant; Vice Chair - Len Murray; Secretary - Aaron Holeman	
CONCLUSIONS	The meeting was turned over to Jim Bryant	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

DISCUSSION	What would member like to see from future meetings: 1. each meeting have a topic from 'Best Practices',	
	2. have representative from upcoming dig projects, 3. review damages from the prior month, 4. examine current large	
	Dig job (airport-fedex, speedway), 5. open forum for dicussion	
	Len is going to survey to see interests of education topics people would like to see	
	Discuss public works meetings and INDOT white papers	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

OBSERVERS	
RESOURCE PERSONS	
SPECIAL NOTES	Meeting adjourned at 10:21 am, next meeting 04/07/10 at 9:00 am at Indiana 811



AGENDA for 3/3/10

- Introductions – Name and Company
- Minutes from last meeting
- Election of Officers
- Questions and Answers
- Future Meeting Information

Indiana Damage Prevention Council – Central Chapter

MINUTES

04/07/10

9:00 AM

INDIANA 811

MEETING CALLED BY	Aaron Holeman, Jim Bryant
TYPE OF MEETING	Damage Prevention
FACILITATOR	Jim Bryant
NOTE TAKER	Michelle Shoemaker
TIMEKEEPER	
ATTENDEES	See attached sign in sheet

Via conference: Tracey Bryant // Absent: Len Murray

Agenda topics

APPROVAL OF MEETING MINUTES

AARON HOLEMAN

DISCUSSION	Review of minutes from March meeting, a motion was made by Mike Orr and seconded by Glen to accept Minutes as written. Motion Approved	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

REVIEW LOGOS

AARON HOLEMAN

DISCUSSION	The committee discussed the various choices of logos and came up with the following changes:	
	<ul style="list-style-type: none"> Keep the state blue, but change the ring to yellow The center area should be white Like the glowing dot for the location 	
CONCLUSIONS	Topic being table until next meeting	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Discuss with artist the changes	Aaron	Next mtg

LAST MONTHS' DAMAGES/ISSUES

JIM BRYANT

DISCUSSION	Several issues were discussed:	
	<ul style="list-style-type: none"> Piggybacking on tickets Road saws Tent rental Design process issues with no locates 	
CONCLUSIONS	Utilities and marking companies are holding meetings hoping to educate. CGA is working on best	

Practices for standard marking. Do a damage case study on website, possible blog format.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Discuss with Matt possibilities for website	Aaron	Next mtg
Get CGA Best practices book to everyone	Chuck	Next mtg

OPEN DISCUSSION

JIM BRYANT

DISCUSSION	Items to add to agenda:	
	<ul style="list-style-type: none">• A Best Practices review of a section• Up and coming projects• New technology – theories behind locating	
	April 19 th is the Rural Water event, Chuck is attending. Would like to see information regarding the rule making process for the Advisory Committee with the new law. Chuck discussed the CGA Pirate video.	
CONCLUSIONS	Chuck will add the Council information to "The Dirt". April is safe digging month.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

OBSERVERS	
RESOURCE PERSONS	
SPECIAL NOTES	Meeting was adjourned at 11:18 am. Next meeting 05/05/10, 9 am, at Indiana 811.



AGENDA for 4/7/10

- Introductions – Name and Company
- Minutes from last meeting
- Review of Logo Designs
- Last Month Damages/Damage Issues
- Open Discussion
- Next Meeting Date & Location **May 5th at Indiana 811**

Indiana Damage Prevention Council – Central Chapter



MINUTES

05/05/10

9:17 AM

MEETING CALLED BY	Jim Bryant
TYPE OF MEETING	Damage Prevention
FACILITATOR	Jim Bryant
NOTE TAKER	Aaron Holeman
TIMEKEEPER	Aaron Holeman
ATTENDEES	See attached sign in sheet

Agenda topics

APPROVAL OF MEETING MINUTES

JIM BRYANT

DISCUSSION	Review of minutes from April meeting, a motion was made by Tanny Triplitt and seconded by Mark Ritter to accept	
	Minutes as written. Motion Approved	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

REVIEW LOGOS

AARON HOLEMAN

DISCUSSION	The committee discussed the 2 versions of the logo presented	
	<ul style="list-style-type: none"> The version with the blue state and yellow ring was voted as the official logo 	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None		

LAST MONTHS' DAMAGES/ISSUES

JIM BRYANT

DISCUSSION	Several issues were discussed:
	<ul style="list-style-type: none"> Damage at an Apartment complex to water line that was investigated by Jim, Chuck believes the Complex should be a member as they own the water and phone lines inside the complex.

CONCLUSIONS		
The CGA is working on Best Practices for this type of situation, but no timetable for publication.		
ACTION ITEMS		
Jim will send the report to Chuck and he will forward to the CGA.	Chuck	N/A

OPEN DISCUSSION

JIM BRYANT

DISCUSSION		
<ul style="list-style-type: none"> • Len responded to a lightning strike on a gas line in his capacity as a Volunteer Fireman • Mark has several recent occurrences of contractors finishing work before locates are complete • Len talked about the problem of splice boxes causing inaccuracy in locates • Paul Fallon gave information on the Insurance Agent he is in contact with for a future speaker • Aaron discussed the Reds Opening Day Parade and participation of IN 811 and KY 811 • Chuck discussed the Firehouse house marquee contest for Safe Digging Month 		
CONCLUSIONS		
ACTION ITEMS		
PERSON RESPONSIBLE		
DEADLINE		

EDUCATION

JIM BRYANT

DISCUSSION		
<ul style="list-style-type: none"> • Jim talked about Ground Penetrating Radar units and their operation using a unit from Bloodhound and then after adjournment gave a demonstration in the parking lot. 		
CONCLUSIONS		
ACTION ITEMS		
PERSON RESPONSIBLE		
DEADLINE		

OBSERVERS	
RESOURCE PERSONS	
SPECIAL NOTES	Meeting was adjourned at 11:12 am. Next meeting 06/02/10, 9 am, at Indiana 811.



AGENDA for 5/5/10

- Introductions – Name and Company
- Minutes from last meeting
- Review of Logo Designs
- Speaker - Jim Bryant
- Last Month Damages/Damage Issues
- Open Discussion
- Next Meeting – June 2ndth at Indiana 811

Indiana Damage Prevention Council – Central Chapter



MINUTES

06/02/10

9:08 AM

MEETING CALLED BY	Jim Bryant
TYPE OF MEETING	Damage Prevention
FACILITATOR	Jim Bryant
NOTE TAKER	Aaron Holeman
TIMEKEEPER	Aaron Holeman
ATTENDEES	See attached sign in sheet

Agenda topics

APPROVAL OF MEETING MINUTES

JIM BRYANT

DISCUSSION	Review of minutes from April meeting, a motion was made by Tanny Triplitt and seconded by Len Murray to accept as written. Motion Approved		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

EDUCATION

KHRYSANNE KERR

DISCUSSION	Khrysanne Kerr of the CGA gave a presentation stressing the importance of Regional Partners to the CGA		
	<ul style="list-style-type: none"> She talked about and showed the Pirate themed Child Education Video and went over the PSA program offered by the CGA. Tracey Bryant also brought up the recent PHMSA grading of the states on their compliance with the 9 Elements program. Indiana did very well. A link to the report will be forthcoming. 		
	Contact information of Khrysanne is: Kerr@commomgroundalliance.com		
CONCLUSIONS	It was decided that the Council will enter the education video contest and participation is voluntary.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
All members distributing the video will keep a log of activities for the contest.		October	

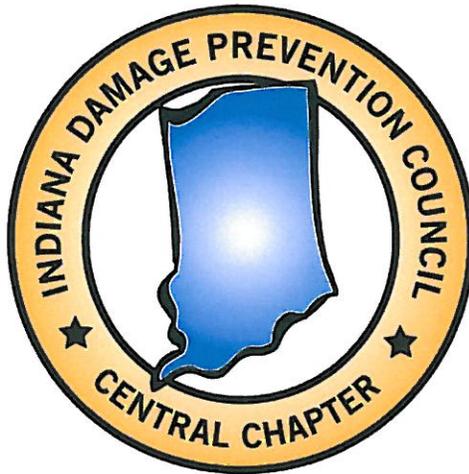
DISCUSSION		
	<ul style="list-style-type: none"> Len Murray made note of a damage caused by an excavator taking "just one more bucket full". This was followed by a discussion on the responsibility of utilities to provide a depth on facilities. Paul Fallon made note of crews looking in vain for marked utilities without any idea of the depth they are buried at. 	
CONCLUSIONS	There is no remedy for this situation at this time, but is an excellent topic for further discussion.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None		

OBSERVERS	
RESOURCE PERSONS	
SPECIAL NOTES	Kevin Roberts moved to adjourn and it was seconded by Randy Weathers. Meeting was adjourned at 11:00 am. Next meeting 07/07/10, 9 am, at Indiana 811.



AGENDA

- Introductions – Name and Company
- Minutes from last meeting
- Speaker – Khrysanne Kerr
- Last Month Damages/Damage Issues
- Open Discussion
- Next Meeting – July 6th at Indiana 811



AGENDA for July 7th

- Introductions – Name and Company
- Minutes from last meeting
- Speaker – Len Murray – EM Locating
- Last Month Damages/Damage Issues
- Open Discussion
- Next Meeting – **August 4th at Indiana 811**