



## **Minutes**

**January 26th, 2005  
1400**

### **I. Call to Order**

Secretary Ed Burk called to order the meeting of the Northern Kentucky Emergency Planning Committee at 1410, Wednesday, January 26<sup>th</sup>, at Kenton County Homeland Security & Emergency Management Training Room, 303 Court Street, Covington, Kentucky.

### **II. Pledge of Allegiance**

Ed Burk led the pledge of allegiance.

### **III. Roll Call**

Present

Ed Burk

Ken Knipper

Dan Maher

Mike Meister

John Morawetz

Ed Morris

Kirk Reinhart

Jack Scheben

John Scheben

Ron Schneider

Evie Van Herpe

### **IV. Introduction of Guests**

Patrick Diesman

Steven Mullikin

Charlie Perry

Tom Peterson

Ed Burk requested that all attending members check the membership roster and make sure that the information was current and correct. If there were corrections to be made, make them on the sheet.

### **V. Approval of minutes**

Ken Knipper made the motion to accept and approve the November 24<sup>th</sup>, 2004 minutes. Evie Van Herpe seconded the motion. The minutes were approved by a unanimous vote.

## **VI. Committee Reports**

### **A. Planning :**

Ed Burk mentioned that they were getting ready to do site inspections to insure that all EHS facilities were in compliance and review the plans. Ken stated they were making appointments as was Dan Maher. Ed Burk asked the group if they knew of any new facilities in the area that may need review. There was no response.

### **B. Training**

Ken Knipper stated that he had no report.

### **C. Grant**

Ed Burk mentioned that we submitted the paperwork for \$5,000 grant available to conduct Emergency Response Guidebook (ERG) training. We have been approved for the grant and it is reimbursable upon receipt of bills. The funds can be spent for materials, facilities, instructors, and food. We have made tentative plans to conduct the training at the NKU METS Center but will need approval by the NKEPC before any money was spent. Dan Maher made a motion to spend up to \$5,000 to conduct the class(s). Ken Knipper seconded the motion. Dan Maher encouraged more participation by law enforcement since they are usually first on the scene. The motion passed unanimously.

Ed Burk also informed the membership that a second grant for \$5,000 was available to the NKEPC. The grant was for hazardous Material emergency preparation class. This is similar to the above training grant except that the instructors needed to be KyERC approved and we would be reimbursed up to \$45.00 an hour for instructors. This would be for 6 of the Areas in Kentucky. We had discussion of this at the subcommittee meetings. The classes would have to be held in the different Areas and needed KyERC approved instructors. The restrictions on the curriculum, instructors and number of classes that could be held created the concern. Additionally the funds that could be made by the NKEPC were still restricted on use. Ron Schneider made a motion to Motion to forgo the grant. Dan Maher seconded the motion. Discussion was held and it was determined to forgo the grant by a unanimous vote.

Ed Burk informed the group that there was no information on the NKEPC grant funding for the current year.

## **VII. Presidents Report**

No report.

### **VIII. Secretary/Treasurers Report**

Ed Burk informed the group that an email (letter) of resignation was received from Jeff Kersten to resign from the NKEPC. Mike Meister made a motion to accept the resignation of Jeff Kersten from the NKEPC. Jack Scheben seconded the motion. The motion passed unanimously.

As a result of the resignation by the Chairman, the Vice Chairman Rod Bell becomes the Chairman and the Vice Chairman seat is vacant. Ed Burk made a motion for Ron Schneider to be Vice Chairman. Ed Morris seconded the motion. There was some discussion as to whether or not we should fill the position. Ed Burk informed the group that part of the reason to have the Vice Chair at this time was that the position was the Chairman of the Planning Subcommittee and this was the time of year that we are reviewing plans. The motion passed unanimously.

Ed Burk also informed the group that he was authorized to spend up to \$500.00 for the advertisement for the NKEPC meetings. The cost for the Enquirer/Post was \$134.31 and the cost for the Recorders was \$453.00. The projected cost for the Recorders was higher than anticipated. As a result more funds were spent than were allocated. The expenditure for advertisement was required by law. Dan Maher made a motion to authorize the appropriate amount to pay the expenses for the advertisement. Evie Van Herpe seconded the motion. The motion was passed unanimously.

Ed Burk presented the financial report on spending by the NKEPC for the last few months. The beginning balance was \$16,981.53. The following expenditures were made: check #1064 to Enquirer/Post for \$134.31 for advertising and check #1065 to the Recorder papers for \$453.00 for advertising. The ending balance of the funds is \$16,394.22.

Ed Burk presented the NKEPC Bus Fund account as follows: The beginning balance for the fund was \$614.70. There was a deposit from Boone County Fire Chief's Association for \$335.00. The ending balance of the fund is \$949.70.

Dan Maher made a motion to accept both of the reports. Ken Knipper seconded the motion. The motion passed unanimously.

### **IX. Old Business**

Ed Burk stated that the letter that was to be sent to solicit funds was competed with suggestions from Dan Maher. He asked for any other suggestion from the floor. There was a suggestion to add a photo of the bus to the letter. The Chairman's name will change from Jeff Kersten to Rod Bell.

There was question as to how upgrade to the bus is coming. Ken Knipper discussed the progress on moving the materials inside the bus. There was damage to the awning on the bus from the recent wind storms and the need to get it fixed. Ron Schneider stated that he may be able to get the awning fixed himself with minimal cost. The electronics will be installed after the interior is done. There was a question to see about getting another front seat for the bus. Ed Morris stated he would research and see what he could do.

Ken Knipper asked about a law enforcement representative for the committee. We would seek a representative from one of the three counties.

## **X. New Business**

Ed Burk presented some information from Rod Bell on the development of new goals for the NKEPC. The goals were some compliance training, networking with other LEPC's, public emergency planning, information releases and increase membership. Dan Maher questioned the limit on numbers in the NKEPC. The KyERC has a limit of 25 but the NKEPC does not have a number limit, but insure that all required categories are represented. We have had an issue with getting law enforcement, elected officials, and news media to become members and attending. Ken Knipper made a motion to approve the suggested goals. Ed Burk seconded the motion. The notion passed unanimously.

John Morawetz presented information to the group regarding the chlorine release and response that was in the news recently.

Ken Knipper made a motion to adjourn. Ed Burk seconded the motion. The motion passed unanimously. Meeting adjourned.

Next meetings

Sub committee meetings March 9<sup>th</sup>, 2005 2:00 p.m. at the Erlanger Fire Department, 515 Graves Road, Erlanger, Kentucky.

Regular meeting March 23<sup>rd</sup>, 2005 2:00 p.m. at the Erlanger Fire Department, 515 Graves Road, Erlanger, Kentucky.

Respectfully submitted

Edward Burk  
Secretary