



Minutes

January 28, 2004

1400

I. Call to Order

Chairperson Jeff Kersten called to order the meeting of the Northern Kentucky Emergency Planning Committee at 1403, Wednesday, January 28th at the Erlanger Fire Station, 515 Graves Road, Erlanger, Kentucky.

II. Pledge of Allegiance

Jeff Kersten led the pledge of allegiance.

III. Roll Call

Present

Rod Bell

Edward Burk

Jeff Gronck

Jeff Kersten

Ken Knipper

Bary Lusby

Dan Maher

Mike Meister

John Morawetz

Ed Morris

Brad Murphy

Jack Scheben

John Scheben

Rob Schneider

Bob Stark

Evie Van Herpe

Rick Watkins

IV. Introduction of Guests

Bill Fletcher

Rick Ginn

Kirk Reinhart

V. Approval of minutes

Ken Knipper made the motion to accept and approve the November 19th, 2003 minutes. Bob Stark seconded the motion. The minutes were approved unanimously.

VI. Committee Reports

A. Planning :

Bary Lusby stated that Glier Meats Inc. will be visited to finalize the plans for the facility. The membership was informed that Bluegrass Meats was approved at the last KyERC meeting. Formal notification has yet to arrive to the NKEPC.

The Committee was informed that there was a meeting held at H & S Chemicals. As a result of the meeting the vulnerability zones will not change however the response points and staging areas will be changed. Rob Sharkey of the Hamilton County EMA looked at the plan, the chemical involved and he agreed with the initial vulnerability zone that Bill Fletcher had applied. Bob Sharkey forwarded his finding to Kenton County in an email.

Boone County has completed two of its site visits and has eight more to complete. Campbell County has five of their facilities completed with one more to go. Kenton County had all of their facilities scheduled within the next month.

There was some discussion regarding the information that was being stored and collected at the Boone County office. The concern was that some facilities that should be reporting may not be and we need to look at the historical data to compare and verify. Copies of the electronic data along with the CAMEO data go to Boone County in April. The information is not completed until sometimes July. Part of the changes had to do with the change in reporting in 1998. Service stations no longer had to report. We still need hard copies of changes in the plans. Monies at the state are used for maintenance of KyERC and training. Dan Maher stated that his administrative person will do master files for each county and distribute them on or about June or July.

B. Training

There was the International hazardous Spills Conference to be held May 4th -6th in San Antonio Texas. The cost of the conference will be \$200 before April 1st and \$225 after that date. It was stated that there was a HAZWOPER track at the conference.

There is going to be a Management Training Seminar in Boone County February 21st. This was going to be Gordon Graham speaking. There was a motion by Rod Bell to send 2 people from each county at a cost of \$45 each to the seminar if approved by the KyERC. Mike Meister seconded the motion. The motion passed unanimously.

C. Compliance

There was discussion of Bylaws changes. The discussion also included placing some things into procedures to be in compliance with the Bylaws. A Sub committee was suggested to meet and discuss things such as membership etc. The Subcommittee was comprised of Bary Lusby, Dan Maher, John Morawetz, Ken Knipper, Ed Burk and Rod Bell.

D. Grant

There was no report under grants.

VII. Presidents Report

No report.

VIII. Secretary/Treasurers Report

Ed Burk presented the financial report on spending by the NKEPC for the last few months. The beginning balance was \$18,895.33. There were expenditures to of \$378.27 to The Community Press papers and \$129.00 to the Cincinnati Post press for the 2004 public notice of the meetings as mandated by law. The ending balance of the funds is \$18,388.06. Rod Bell made a motion to accept the report. Dan Maher seconded the motion. The motion passed unanimously.

Bob Stark submitted his letter of resignation as a representative of the Water District from the board but did request to remain a member as a Concerned Citizen. Ken Knipper made a motion to accept his request. Dan Maher seconded the motion. The motion passed unanimously.

The committee was informed of the Award that was presented to the NKEPC through the County Emergency Management Directors for the work on the Shelter in Place program. A copy of the letter will be submitted to KyERC.

IX. Old Business

There was a question about the Command Bus. Kevin Daniels will be looking at the cabinets to see if he has possible replacements for same and see about the radio equipment. Ron Schneider will follow up on these issues.

X. New Business

Election of officers was held. Nominations for the Chair were opened by Jeff Kersten. Rod Bell nominated Jeff Kersten for the Chair. Ed Burk seconded the motion. Jack Scheben moved that the nominations be closed. Ken Knipper seconded the motion. The motion passed unanimously.

Nominations for Vice Chair were opened by Jeff Kersten. Evie Van Herpe nominated Rod Bell for Vice Chair. Jeff Groneck seconded the nomination. Jack Scheben moved that the nominations be closed. Ken Knipper seconded the motion. The motion passed unanimously.

Nominations for Secretary Treasurer were opened by Jeff Kersten. Bary Lusby nominated Ed Burk. Dan Maher seconded the nomination. Jack Scheben moved that the nominations be closed. Ken Knipper Dan Maher seconded the motion. The motion passed unanimously.

John Morawetz moved to approve the slate of candidates. John Scheben seconded the motion. The motion passed unanimously.

Jeff Kersten then assigned subcommittees chairs as follows:

Grant Sub committee – Ed Burk

Training Sub committee - Ken Knipper

Compliance Sub Committee – Bary Lusby

Planning Sub Committee – Rod Bell

Community Emergency Response Coordinator – Dan Maher

Information and Public Relations Coordinator – Rod Bell

John Scheben made a motion to adjourn. Dan Maher seconded the motion. The motion passed unanimously. Meeting adjourned at 1540

Next meetings

Sub committee meetings March 10, 2004, 2:00 p.m. at the Campbell County Training Center, 10 Fire Training Drive, Highland Heights, Kentucky.

Regular meeting March 24, 2004, 2:00 p.m. at the Campbell County Training Center, 10 Fire Training Drive, Highland Heights, Kentucky.

Respectfully submitted

Edward Burk

Secretary