



## **Minutes**

**November 19, 2003**

**1400**

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

Chairperson Jeff Kersten called to order the meeting of the Northern Kentucky Emergency Planning Committee at 1400, Wednesday, November 19 at the Kenton County HSEM Training Room at 303 Court St. Covington, Kentucky.

### **VIII. Pledge of Allegiance**

Jeff Kersten led the pledge of allegiance.

### **IX. Roll Call**

Present

Rod Bell

Mike Gabennesch

Jeff Groneck

Jeff Kersten

Ken Knipper

Brad Murphy

Jack Scheben

Rob Schneider

Bob Stark

Evie Van Herpe

Rick Watkins

### **X. Introduction of Guests**

Kirk Reinhart

Patrick Diesman

Dane Boggs

### **Presentation**

Rick Watkins made a presentation and plaque of the on behalf of Malcolm Franklin and KyEM to the NKEPC for their work on the Shelter in Place brochure and program. The plaque reads "To the Northern Kentucky Emergency Planning Committee with a great appreciation to your dedication to the community and Commonwealth in establishing an in place sheltering program for 2003". Individual certificates were sent out to all who worked on the project in addition to the plaque.

## **XI. Approval of minutes**

Jeff Groneck requested to have the minutes of the last meeting be corrected in the Compliance last paragraph to include the wording NKEPC Compliance committee in taking responsibility in further review of the vulnerability zone of the H & S Facility. Ken Knipper made the motion to accept and approve as amended the September 24<sup>th</sup>, 2003 minutes. Bob Stark seconded the motion. The minutes were approved unanimously.

## **VII. Committee Reports**

### **A. Compliance:**

Ron Schneider stated that the subcommittee mentioned looking at the records at being held at Boone County to see if there were any facilities that may not be complying with submission of Tier II paperwork. The reason was that the other counties did not have the records. Also Boone County stated that they were running out of space to store the records. We were suggesting purging all records according to the Record Retention policies older than 5 years to make room.

The discussion then turned to Gleir Meats in Covington. It was determined that the facility has a reportable quantity and will need to comply. Bary Lusby will be sending the proper paperwork to them. They will be reviewed for submission in the next year along with all facilities.

### **B. Planning**

The planning cycle will be beginning again at the first of the year. They will be completed before the March due date. Each county will be making site visits to insure compliance and check the plans.

### **C. Training**

Rob Stark mentioned the SORTA drill that involved Cincinnati, Anderson Township and Northern Kentucky.

Jeff Groneck mentioned a change in the regional fire School. It will become the Northern Kentucky Public Safety Training School. It will involve fire, emergency Management and industry. This is still in the planning stage. Tentative dates will be May 8<sup>th</sup> and 9<sup>th</sup> in 2004. The group is looking for suggestions of classes that all would benefit.

## **VIII. Grant**

Jeff Kersten mentioned that we fulfilled our requirements for next year. In order to be in compliance the places and times of the meetings need to be published in the local papers. Jeff Kersten made a motion to spend up to \$500.00 to fulfill the legal requirements to publish our annual notice. Ken Knipper seconded the motion. The motion was approved unanimously.

Jeff Kersten also mentioned that we have received the money for this years grant and that was \$5,790.33 and the funds were deposited.

#### **IX. Presidents Report**

No report.

#### **X. Secretary/Treasurers Report**

Jeff Kersten presented the financial report on spending by the NKEPC for the last few months. The beginning balance was \$13,317.10. There were expenditures to of \$158.00 to Media Library Inc for the video on the Firestone SIP. Additionally they were expenditures of \$54.10 to US. Net for the domain name for the additional eight years. The there was the deposit of the grant check for \$5,790.33. The current balance of the funds is \$18,895.33. Jack Scheben made a motion to accept the report. Jeff Groneck seconded the motion. The motion passed unanimously.

#### **XI. Old Business**

The current list of members has been added to the web page.

#### **XII. New Business**

Kirk Reinhart presented information regarding the NKEPC Command Bus. There are needs to upgrade to the Bus and there are limited from NKEPC Funds. Funds are needed to replace the cabinets and upgrade the radios in the bus. There was a discussion to send a letter out to the area police, fire departments and Tier II facilities for an annual donation to be used for updating and maintenance for the bus. Additional discussion was made to have EPA fine moneys donated to the NKEPC.

Ron Schneider made a motion to draft and distribute a letter and send it out all police, fire and Tier II companies to solicit funds to update and maintain the NKEPC bus. Ken Knipper seconded the motion. The motion passed unanimously

The Kentucky Hospital Association is having a vendor fair in December on Bioterrorism equipment and WMD equipment in Louisville. The event is December 4<sup>th</sup> at 1000 to 1400 and the event is free. Information and registration is available on the web at [www.kyha.com](http://www.kyha.com).

Brad Murphy mentions that there e is a Response to Terrorism Conference and training May 11-13 in Louisville with a cost of \$85.00 per person for registration. Tom Ridge will be one of the speakers. Brad Murphy made a motion to send at least 3 members to the training with a limit spending up to \$1000.00 total for the three people attending. Ken Knipper seconded the motion. The motion passed unanimously

Jeff Kersten mentioned that Rick Watkins dropped off some books for the NKEPC bus. The books were as follows: “Emergency Handling of Hazardous Materials in Surface Transportation (2002 Edition)”, “Hawley’s Condensed Chemical Dictionary (14<sup>th</sup> Edition) – 2001”,

“Decontamination for Hazardous Material Emergencies (1999)’ and “The First Responders Field Guide to Hazmat & Terrorism Emergency Response (3<sup>rd</sup> Edition) – 2003”. The books were given to Kirk Reinhart to place on the bus.

There was discussion on where the plaque from Kentucky Emergency Management will be held. Jack Scheben made a motion send the award to the Sanitation District. Ken Knipper seconded the motion. The motion passed unanimously. The information will be included on the website with a picture and letter attached to be placed along with the Shelter in Place information.

Dane Boggs passed out information on Tier II database proposal. See Attachment. There was discussion on the information that we need to maintain and the best way to collect and save the information. Mike Gabennesch made a motion to allow Dane Boggs proceed with working on his plan to provide the NKEPC a database to tabulate the data for Tier II requirements and further, Phases I-V to spend up to \$1,000. Any additional funding must be approved by this committee before spending and further funds appropriated. Evie Van Herpe seconded the motion. The motion passed unanimously

Jeff Kersten mentioned that the contract with Dane Boggs for his work on the website expired on 10/31/03. Jeff Kersten made a motion to renew the contract with Dane Boggs for one additional year to expire 10/31/04. Evie Van Herpe seconded the motion. The motion passed unanimously.

There was discussion on the updating the membership. According to the bylaws Mike Weston and Randy Suttles will be removed from the membership list due to there in attendance. Holly Castlen has moved and she will be removed. The KyERC will be notified on the removal from the list.

Ken Knipper made a motion to adjourn. Jack Scheben seconded the motion. The motion passed unanimously.

Next meetings

Sub committee meetings January 14, 2004, 2:00 p.m. at the Erlanger Fire Station, 515 Graves Road, Erlanger, Kentucky.

Regular meeting January 28, 2004, 2:00 p.m. at the Erlanger Fire Station, 515 Graves Road, Erlanger, Kentucky.

Respectfully submitted

Edward Burk  
Secretary