



## **Minutes**

**March 24, 2004**

**1400**

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

Chairperson Jeff Kersten called to order the meeting of the Northern Kentucky Emergency Planning Committee at 1403, Wednesday, March 24th at the Campbell County Training Center, 10 Fire Training Drive, Highland Heights, Kentucky.

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

Jeff Kersten led the pledge of allegiance.

### **III. Roll Call**

Present

Rod Bell

Mike Gabennesch

Mike Giordano

Jeff Groneck

Jeff Kersten

Ken Knipper

Bary Lusby

Dan Maher

John Morawetz

Ed Morris

Brad Murphy

Jack Scheben

John Scheben

Rob Schneider

Evie Van Herpe

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

Kirk Reinhart

Kevin Daniels

## **V. Approval of minutes**

Ken Knipper made the motion to accept and approve the January 28th, 2004 minutes. Ed Morris seconded the motion. The minutes were approved unanimously.

## **VI. Committee Reports**

### **A. Planning :**

Rod Bell stated that from the spreadsheet all plans are completed. We have a total of 22 EHS facilities in the three counties. There was a request by Jeff Kersten that the spreadsheet of the facilities be attached to the minutes from this meeting and sent to all members. Dymethel sulfate should be added to the spreadsheet at H & S Chemical facility.

Rod Bell also stated that the Alliance for Chemical Safety is looking for new member to support the regional approach to things. They have meetings on a monthly basis. They have recently gone through the OSHA process safety management and EPA Risk Management format.

From Campbell County Ron Schneider stated that the plan for Northern Kentucky Water is being removed from the EHS list. All other plans should be sent to Rick Watkins. We have one new plan for Glier's Meats in Covington. The plan was developed working with the Covington Fire department and Kenton County HSEM. Bary Lusby verbally reviewed the plan with the members. Brad Murphy made the motion to accept and approve the Glier's Meats plan. Ron Schneider seconded the motion. The plan was approved unanimously.

Jeff Kersten stated that the vulnerability zones for Kenton County were updated using the 2000 census numbers. Campbell County has not changed their zones. Boone County uses the most current data.

### **B. Training**

Ken Knipper mentioned that the International hazardous Spills Conference was cancelled.

Ken Knipper mentioned the American Preparedness Conference in Louisville being held May 11-13<sup>th</sup>. Jeff Kersten read the minutes of November 2003 where the NKEPC approved sending 3 to the conference with a spending limit of \$1,000. Ken Knipper made a motion to send an additional 3 members to the training with a limit spending up to \$2000.00 total for a total of six people attending. Evie Van Herpe seconded the motion. The motion passed unanimously.

### **C. Compliance**

Bary Lusby stated that he went out to Boone County and Sherry purged all of the old records. He stated that he obtained the old records so we could review the records. Ron Schneider picked up the old Campbell County records. Upon review there were three facilities that filed Tier II reports in the past but are no longer doing so. He stated that they will follow up and review these. Ron Schneider stated that Castellinis has been an EHS facility but has not filed a Tier II report. They have corrected the failings. Ron stated that he also stopped at Home City Ice since they have been told to file the Tier II reports and have not done so to this point. If they have not filed by the next meeting he recommends that a letter be sent to the KyERC. Ron will report back at the next meeting.

Ken Knipper made the motion to send a letter to Home City Ice advising them of the need to respond. Rod Bell seconded the motion. The motion was approved unanimously.

### **D. Grant**

There was no report under grants other than paperwork was in the process.

## **VII. Presidents Report**

No report.

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

Rod Bell presented the financial report on spending by the NKEPC for the last few months as prepared by Ed Burk. The beginning balance was \$18,388.06. . There were no expenditures during the period. The ending balance of the funds is \$18,388.06. Mike Giordano made a motion to accept the report. Dan Maher seconded the motion. The motion passed unanimously.

## **IX. Old Business**

There was a question about the Command Bus. Kevin Daniels presented some information regarding the change of the Command Bus. He discussed obtaining some materials to change the layout and configuration of the Bus. There was discussion on the use of NKEPC funds to update the bus. Bary Lusby mentioned that the Coast Guard was donating two Marine Band Radios for the bus. Mike Giordano made a motion to come up with \$1,000 to get the Bus project underway. Ron Schneider seconded the motion. The motion passed unanimously.

There was discussion on funding issues, the KyERC and there limits on the spending purposes.

Ken Knipper mentioned the condition of former member Larry Atwell who is also a member of the KyERC. He is currently in Drake Hospital.

Ken Knipper presented the proposed SOPs that were worked on by the appointed subcommittee. The committee consisted of the following members: Ken Knipper, Ed Burk, John Morawetz and Dan Maher. The committee went through the proposed items one by one the draft being

presented is the recommendation to the NKEPC for approval. Mike Giordano made a motion to adopt the SOPs. Evie Van Herpe seconded the motion. The motion passed unanimously.

The Sub committee is making the recommendation to change the bylaws as follows:

**D. NOTIFICATION**

The NKEPC chairperson shall cause written notification served to all members of the date, time, and location of each NKEPC meeting. This notice shall be delivered by regular U.S. Mail or by electronic means at least seven (7) calendar days in advance of the scheduled meeting date.

Ken Knipper made a motion to change the bylaws Section 5.D and add or by electronic means. Dan Maher seconded the motion. The motion passed unanimously. The revision will be made on the last page of the bylaws.

**X. New Business**

Bary Lusby mentioned the information on river incidents and the ORCA group. The responding agencies will use marine band channel 85 as primary communication channel and responding agencies will check in on that channel. The other thing mention was that the ARTIMIS Center would be the command center for a river incident. He also mentioned that Kenton County now has 2 weather stations to use in the event of a release in the area that will interface with ALOHA and Marplot. They may also be used for brush fires.

Brad Murphy will be leaving St. Luke but will be remaining on the committee as the Northern Kentucky Water Districts representative. He is recommending that Dave Guetlein will replace him on the committee from St. Luke.

Jack Scheben mentioned that there will be hazardous material shipments beginning in March.

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

Next meetings

Sub committee meetings May 12, 2004, 2:00 p.m. at the Point Pleasant Fire Department, 3444 Turfway Road, Florence, Kentucky.

Regular meeting May 26, 2004, 2:00 p.m. at the Point Pleasant Fire Department, 3444 Turfway Road, Florence, Kentucky.

Respectfully submitted

Edward Burk  
Secretary