



## **Minutes**

**November 19, 2008**

**1400**

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

Rod Bell called to order the meeting of the Northern Kentucky Emergency Planning Committee at 1408, November 19<sup>th</sup>, 2008, 2:00 p.m. at the Northern Kentucky Water District, 2835 Crescent Springs Road, Erlanger, Kentucky.

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

Rod Bell led the pledge of allegiance.

### **III. Roll Call**

Present

Jeff Bechtold

Rod Bell

Scott Bowden

Ed Burk

Bill Dorsey

Mike Flannery

Ed Morris

Brad Murphy

Jack Scheben

John Scheben

Ron Schneider

Rick Watkins

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

Chris Jenkins

Eugene Langschwager

Stella Barber

Wade Price

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

Ron Schneider made the motion to accept and approve the May 28<sup>th</sup>, 2008 minutes. Scott Bowden seconded the motion. The minutes were approved by a unanimous vote.

Scott Bowden made the motion to accept and approve the September 24<sup>th</sup>, 2008 minutes. Ron Schneider seconded the motion. The minutes were approved by a unanimous vote. .

## **VI. Committee Reports**

### **Planning Committee**

The Planning Committee Chair Ron Schneider stated no report.

### **Grant Committee**

Ed Burk stated that he has received the grant submission from the state and that we were receiving \$6,256.94 and that was all placed in the Right to Know line of the budget.

### **Training Committee**

Ed Burk asked Ron Schneider if there were going to be any IS 400 classes and training in the future. He stated that there would be some in the near future. Rod Bell reminded the committee that one of the goals was for all members to complete the Incident Command Courses. Ron Schneider informed the committee that Ken Knipper was going to be retiring in the future. Ron Schneider made the motion for the NKEPC recognize Ken Knipper's service to the organization. Rod Bell seconded the motion. The motion was approved by a unanimous vote.

## **VI. Presidents Report**

Rod Bell mentioned the status on the regional Fingertip booklets. Rod stated that he received an email from John Lyons that the Fingertip books are in Los Angeles and ready to ship. They will be shipped to the Sanitation District as agreed and that Rod Bell will distribute to all those that ordered them from the region. Ed Burk asked how many were committed to by the regional entities. Rod Bell stated that there were 23,100 have committed to in the region and 22,000 were originally ordered. The NKEPC is committed to pay for 6,000 books.

## **VII. Secretary/Treasurers Report**

Ed Burk presented the financial report for NKEPC from last meeting. He also presented the information from the September meeting again. The beginning balance of the funds for the November meeting is \$22,377.64. The following expenditure was made; Check #1098 for \$5,527.55 to Spitfire Ventures for the Fingertip books and there was a deposit from the Kentucky Finance Department for \$6,256.94. The ending balance of the funds is \$23,107.03.

Brad Murphy made the motion to accept and approve the September 24<sup>th</sup>, 2008 Treasurers report. Mike Flannery seconded the motion. The report was approved by a unanimous vote.

Brad Murphy made the motion to accept and approve the November 19<sup>th</sup>, 2008 Treasurers report. Bill Dorsey seconded the motion. The report was approved by a unanimous vote.

Ed Burk also presented the NKEPC Bus Fund account and the beginning balance of the funds for the November meeting is \$537.20. The following expenditure was made; Check #1103 for \$109.42 to Ed Burk for reimbursement for stamps and envelopes for the mailing soliciting money for the bus. The ending balance of the funds is \$427.78.

Scott Bowden made the motion to accept and approve the NKEPC Bus Fund Report. Mike Flannery seconded the motion. The report was approved by a unanimous vote.

Ed Burk wanted to thank both Kirk Reinhart and Debbie Schadler for their help in addressing, stuffing and sending out the mailing for the NKEPC Bus fund solicitation. Their assistance was key in getting the letter out. About 200 letters were sent out.

### **VIII. Old Business**

Ed Burk mentioned that we needed to establish our meeting schedule for next year and to advertise the meetings in the papers. The meeting dates are as follows:

January 14 and 28	Campbell County EMA will host.
March 11 and 25	Erlanger Fire will host.
May 27	Sanitation District #1 will host.
September 23	Interplastic's will host.
and November 18	Northern Kentucky Water District will host.

John Scheben made the motion to spend up to \$700.00 for the placing of the ads in the papers. Jeff Bechtold seconded the motion. The motion passed by a unanimous vote.

Ed Burk mentioned that the current membership list needed to be sent to the state at the end of the month. He passed around last year's list. He requested that all members check the list to insure the information is correct and make changes as necessary.

Ed Morris spoke about the Bus wrap project and that it was just about complete. Ed Burk mentioned that he wanted to make sure that when the project was complete that we have a major press release. We wanted to have as many of the NKEPC members present for the press release. We will have some information on the interior of the bus for distribution.

### **IX. New Business**

Mike Flannery had some questions about the potential of going to electronic submission for Tier II reports. The discussion went to the state still wanted to get hard copies in the mail. The discussion revolved around the state getting the checks with the hard copy.

Eugene Langschwager discussed some of the work that he was doing on behalf of Cincinnati Bell and their facilities and the facility plans.

Rod Bell discussed the work on the website and whether the committee wanted to continue the relationship with our service provider and web master. There was discussion regarding the costs and needs of the site and the work involved. Rod Bell solicited input from the members about the site to his email address.

Rod Bell discussed with the visitors their interest in being members of the committee. He requested that they think about the prospects and come to the next meeting for consideration.

The meeting adjourned at 1500.

Next meeting:

Regular meeting January 28<sup>th</sup> 2009, 2:00 p.m. at the Campbell County Fire Training Center, 10 Fire Training Drive, Highland Heights, Kentucky.

Respectfully submitted,

Edward Burk  
Secretary