



Minutes

**November 16, 2016
1400**

I. Call to Order

Rod Bell called to order the meeting of the Northern Kentucky Emergency Planning Committee at Boone County Emergency Management, 3000 Conrad Lane, Burlington KY 41005

II. Pledge of Allegiance

Rod Bell led the pledge of allegiance.

III. Roll Call

Present

Carl Agner
Kelly Aylor
Rodney Bell
Greg Buckler
William Fletcher
Dave Guethlein
Steve Hearne
Steve Hensley
Mark Ihrig
Kirk Reinhart
John Scheben Jr.
James Sparks
Bob Stark
William Turner
Kevin Unkraut
Rick Watkins
Todd Shulkers



IV. Introduction of Guests

None

Approval of minutes

Mark Ihrig motioned to approve the minutes from the September 21, 2016 meeting. Kirk Reinhart seconded the motion. **The motion was approved by unanimous vote.**

VI. Committee Reports

Planning Committee

Committee Members: William Fletcher, Rick Watkins, Valerie Hines, Greg Buckler, David Guethlein, Kelly Aylor, Kevin Unkraut & Kirk Reinhart

Everything is up to date with Sharepoint.

Grant Committee

Committee members: William Turner, Rod Bell, Bob Stark, Mark Ihrig, Steve Hensley, James Pilcher & James Sparks

State grant money in the amount of \$10,162.43 was received on October 18th. The HMEP grant was submitted without a signature and returned to the State. The committee is currently waiting for a letter regarding this.

Training Committee

Committee members: Kelly Aylor, Chuck Korzenborn, Kirk Reinhart, Bill Turner, Steven Hearne, Stella Barber & Dave Guethlein

January 19, 2017 - NKEPC is hosting the **Emergency Response Planning for EHS Facilities Workshop** at the Campbell County Fire Training Center. A letter will be mailed to all EHS facilities encouraging them to attend.

March 22-23, 2017 - NKEPC will be offering the **Tank Tuck Emergency Response Course** delivered by STTS at the Campbell County Fire Training Center. This training is being paid in part (80%) by an HMEP Grant.

Rail Car Training

March 8, 2017 - The *Security and Emergency Response Training Center* will be delivering **Responding to Incidents Involving Flammable Liquids Transported by Rail**. This training will be held at the Campbell County Fire Training Center.

September 7, 2017 – NKEPC will host **Rail Car Incident Response for Crude, Ethanol, and Other Flammable Liquids** delivered by the *University of Findlay*.



Compliance Committee

Committee members: William Turner, Mark Ihrig, Steve Hensley, Jack Scheben & Kelly Aylor

No discussion.

V. Presidents Report

Rod Bell recapped the year. He stated there was a lot of training during this past year. Successes from the year were mentioned. Successes such as the completion of necessary paperwork and receiving the committee's normal grant money as well HMEP grant Money which is used for training. The class "Save those who save others" was a new training course added this year and was very well attended. Rod Bell thanked the committee for their attendance and participation.

VI. Secretary/Treasurers Report

The beginning balance on 9/21/2016 was \$21,505.21.

The following transactions occurred:

Expenses:

| | | | | |
|------------|------|----------------|----------|----------|
| 10/17/2016 | 1216 | TANK | Bus Wrap | \$700.00 |
| 10/18/2016 | 1217 | NKU-CAI17023 | Website | \$304.50 |
| 11/15/2016 | 1218 | April Robinson | Minutes | \$40.00 |

Income:

| | | |
|------------|---|-------------|
| 5/31/2016 | Grant Money Received (not shown in September minutes) | \$5999.20 |
| 10/18/2016 | Grant Money Received | \$10,162.43 |

The ending balance on 11/16/2016 was \$36,622.34.

Kirk Reinhart motioned to approve the Treasurers report. The motioned was seconded. **The motion was approved by unanimous vote.**

VII. Old Business

None



VIII. New Business

There was discussion regarding the NKEPC By-Laws. The By-Laws currently read “The NKEPC shall be comprised of not less than twelve (12) individuals, **or more than thirty (30)**, each representing at least one (1) of the following twelve (12) interest categories.” There was a proposal to change the “**or more than thirty (30)**” to read “**or more than forty (40)**.”

There was a motion by John Scheben to increase the membership from a maximum of thirty (30) to a maximum of forty (40) members. Kelly Aylor seconded the motion. . **The motion was approved by unanimous vote.**

It was mentioned that the website is up to date.

There was discussion regarding next year’s membership. The Membership Committee reported that a request was sent to all members of the 2016 committee asking if they were willing to serve for 2017. All but two members responded that they would continue on the committee. This left the committee with 25 members. Six new applications for the committee were received. Two applications were received from KSP. One was from the Dry Ridge Post Commander Capt. Saint-Blancard and the other was an officer with vehicle enforcement. The sub-committee approved membership for the Post Commander but denied membership for the officer because the LEPC is not involved in transportation issues and the sub-committee felt they should not have two people from the same state agency. A Central Campbell Fireman applied and was not approved due to the Fire Fighter not discussing membership with the Fire Chief. An application was also received from Richard Cummins who works for DHS. The sub-committee approved this application. An application from Daniel Mathew, Fire Chief –City of Covington, was also approved. At this time the NKEPC has representatives from all four disciplines. Members include four (4) EHS Facilities, nine (9) representatives from Emergency Management, three (3) Fire Service representatives and two (2) LEO representatives. Total membership is 28 members with two open seats.

Kirk Reinhart motioned to accept the sub-committees proposed membership roster and new applications. Bill Turner seconded the motion. **The motion was approved by unanimous vote.**

There was discussion regarding the meeting places for the next year. It was determined that the meetings will take place in the following locations for the year 2017.

The NKEPC will meet in regular session as per the following schedule:

January 24, 2017, 2:00 p.m. at Kenton County Emergency Management, 303 Court Street, Covington, KY;

March 21, 2017, 2:00 p.m. at PDS, 2332 Royal Drive, Fort Mitchell, KY;

May 16, 2017, 2:00 p.m. at the Northern Kentucky Water District. 2835 Crescent Springs Road, Erlanger, KY.;

September 19, 2017, 2:00 p.m. at the Sanitation District #1, 1045 Eaton Drive, Fort Wright, KY;

November 14, 2017, 2:00 p.m. at Boone County Emergency Management, 3000 Conrad Lane, Burlington, KY.

Sub-committees for the January 11th and March 8th meetings will meet on the Wednesday, two weeks prior to each regularly scheduled meeting at 2:00 p.m. at the same location. All special meetings will be published as needed. The meeting schedule will be published in January of 2017.



There was discussion regarding the NKEPC App and how to deliver it to the general public. It was decided that the committee would advertise the app on Facebook in an attempt to gain more users. There was a motion to allow Kirk Rinehart to proceed with the advertisement on Facebook. John Scheben seconded the motion. **The motion was approved by unanimous vote.**

Bob Stark motioned to adjourn. James Sparks seconded the motion. Motion carried.
Meeting adjourned at 2:35p.m.

Next meeting:

Tuesday, January 24th, 2017 @ 2:00 PM

Kenton County Emergency Management; 303 Court Street, Covington KY 41011

Respectfully submitted,

Bob Stark
Secretary