



Minutes

**September 21, 2016
1400**

I. Call to Order

Rod Bell called to order the meeting of the Northern Kentucky Emergency Planning Committee at TANK; 3375 Madison Pike, Fort Wright, KY 41017

II. Pledge of Allegiance

Rod Bell led the pledge of allegiance.

III. Roll Call

Present

Stella Barber
Rodney Bell
Greg Buckler
William Fletcher
Dave Guethlein
Steve Hearne
Steve Hensley
Mark Ihrig
James Pilcher
Kirk Reinhart
John Scheben Jr.
James Sparks
Bob Stark
Cathy Stevens
William Turner
Kevin Unkraut
Rick Watkins



IV. Introduction of Guests

Matthew from Celanese Corporation. Matt is an Industrial Hygienist new to these meetings. Rod Bell welcomed Matt and offered him the opportunity to join the board and the Northern Kentucky Hazmat team as a support person.

Approval of minutes

Kirk Reinhart motioned to approve the minutes from the May 18, 2016 meeting. Dave Guethlein 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

Bill Fletcher has been informed that approval letters have been uploaded by the KERC to sharepoint and all plans, including new plans, have been approved. There were a total of 87 plans that were administrative changes or new.

Grant Committee

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

All documentation was submitted and uploaded last year in order to be in good standing. All of that paperwork is ready and waiting to be uploaded again this year although there is a problem with the system that will not allow access at this point in time. As soon as the issue is corrected the documentation will be uploaded in order to remain compliant.

There was a change in the requirements for the grant paperwork. Forms 101 & 102 of the grant needed to be signed in BLUE ink. Jamie Sparks assisted on this. At this point in time the committee is waiting for the 2017 monies to arrive.

The HEMP Grant funds are expected to be received in October. This grant is to be used for a Tank car class. The committee can re-apply for the HEMP Grant in the spring of 2017.

There was discussion about the Falmouth tank car derailment and need for more training. Training through KCTCS was mentioned as well as possibly having CSX provide future training at a Boone County location.



Training Committee

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

FEMA independent study classes are on-line for the 100,200,700 Level. All members of the committee must have these classes at a minimum. The 300 & 400 classes you need to attend. The 400 class is being offered in Campbell County in October and currently has 34 people signed up.

The “Save Those Who Save Others” sessions were very well attended. There were many positive comments regarding the class and its content.

Compliance Committee

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

Campbell County passed a revision to the Campbell County Hazmat Ordinance. The changes made were with the terminology and broadening the definition of a Hazmat Incident. Changes also include a penalty for those who do not comply with sections 311 & 312. Companies who do not submit a Tier 2 report in Campbell County will now have to pay a penalty of \$5 per day, every day the report is late, which is past March 4th. Boone and Kenton Counties have both received a copy of Campbell County’s revised ordinance. Both counties are currently reviewing their own hazmat ordinance.

KYEM is looking to update their fee schedule. If this occurs more funds would be available for training but under no circumstance would any money be given for committee response events.

V. Presidents Report

Rod Bell stressed the importance to all members of taking the online FEMA ICS classes 100, 200 & 700. He also thanked everyone for their participation and support.

VI. Secretary/Treasurers Report

The beginning balance on 5/18/2016 was \$ 29,442.97. The following transactions occurred:

5/19/2016	1204	TANK	April Bus Wrap	\$700.00
5/23/2016	1205	NKU-CAI	Website Research	\$156.00
6/17/2016	1206	TANK	May Bus Wrap	\$700.00
8/2//2016	1207	FF Behavioral Health	Training	\$3,915.64
8/11/2016	1208	April Robinson	May Minutes	\$40.00
9/10/2016	1209	NKU-CAI	Website	\$87.00
9/14/2016	1210	VOID		
9/14/2016	1211	James Sparks	Training	\$77.00



9/15/2016	Debit	USPS	Stamps	\$9.40
9/21/2016	1212	Kirk Reinhart	Conference	\$647.52
9/21/2016	1213	Steve Hearne	Conference	\$257.68
9/21/2016	1214	Todd Schulkers	Conference	\$647.52
9/21/2016	1215	TANK	Bus Wrap Renewal	\$700.00

The ending Balance on 9/21/2016 was \$21,509.21.

Kirk Reinhart motioned to approve the treasurer's report. Steve Hensley seconded the motion. **All were in favor.** Bob Stark mentioned that several months of banks statements were not received. The issue is being addressed. An updated bank ledger will be sent out to members after receiving the statements.

Several EM directors attended the Gov. Conference. Steve Hensley motioned that the committee reimburse the attendees for their expenses as the committee has done in the past. The motioned was seconded. **The motion was approved by unanimous vote.**

The **Bus Wrap** is due to be renewed. Cost for the wrap is \$700 per month (with two months of the year being free) or \$7000 for the year. John Scheben made a motion to renew the Bus Wrap. Steve Hensley seconded the motion. **The motion was approved by unanimous vote.**

VII. Old Business

None

VIII. New Business

Members were asked to verify/ their information on the sign in sheet.

There was discussion on the use of the committee's grant funds for a Reverse 911 system. Kirk Reinhart mentioned that he has learned that grant money could be used for a Reverse 911 system due to the fact that the system is for notification. In order to do this all three counties would have to obtain a combined system. A future RFP for all three counties will be looked into for this program.

New radio systems w/800 frequency was also discussed due to its relationship with the RFP.

There was discussion regarding the fact that a good sum of money has been spent by the committee this year. Bill Turner mentioned that more money is being spent than what is coming in. He stated there is \$20,000 less in the bank today than a year ago. It was asked what the anticipated amount of grant monies was; \$10,000.00. Further



discussion explained newer, recurring expenditures, such as the website and the committee's app. These two expenditures can be evaluated in order to see if the expenses are justified.

The committee President currently receives a NKU Web site report. The report will be forwarded out to members when received.

Membership requirements of the committee was discussed. Members are required to submit an application and attend a minimum of 2 meetings per year. There are currently 28 members on the roster in which the majority are responders. Twelve facilities are represented. There should be more facility representation within the group but at the same time membership does not need to grow above what the by-laws state. The committee discussed reviewing the attendance and roster logs.

Jim Pilcher motioned to adjourn. Dave Guethlein seconded the motion. Motion carried.
Meeting adjourned at 3:05p.m.

Next meeting:
November 16th, 2016 @ 2:00 PM
Boone County Emergency Management; 3000 Conrad Lane, Burlington KY 41005

Respectfully submitted,

Bob Stark
Secretary