



## **Minutes**

**March 21, 2017  
1400**

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

Rod Bell called to order the meeting of the Northern Kentucky Emergency Planning Committee at Planning Development Services (PDS), 2332 Royal Drive, Fort Mitchell, KY

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

Rod Bell led the pledge of allegiance.

### **III. Roll Call**

#### Present

John Kappesser  
Stella Barber  
Rodney Bell  
William Fletcher  
Dave Guethlein  
Steve Hearne  
Steve Hensley  
Valerie Hines  
Mark Ihrig  
Dan Matthews  
Jim Pilcher  
Kirk Reinhart  
John Scheben Jr.  
Scott Schwarberg  
Todd Schulkers  
James Sparks  
Bob Stark  
William Turner  
Kevin Unkraut



#### IV. Introduction of Guests

Barb Yates from the Kentucky Department of Public Health

#### Approval of minutes

Mark Ihrig motioned to approve the minutes from the January 24, 2017 meeting provided the date and location of the meeting be corrected. The correct date and location of the January NKEPC meeting will be corrected to read “January 24, 2017 – Kenton County Emergency Management Office, 303 Court St., Covington, KY.”

Steve Hensley 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

The Annual Certification letter has been completed with the exception of the facilities in Campbell County and a couple in Boone County. There are fifty-eight (58) approved plans to date. The documents can be placed on sharepoint. There are no changes to the Kenton County plans which would require a checklist. There is a new plan for Boone County. This is for a company in Richwood who stores 17,000lbs of anhydrous ammonia within two different vessels. The checklist for this plan is ready for signatures. There are six (6) plans requiring technical changes all of which store ammonia. The committee remodeled the area of dispersion for these six (6) plans based on the AEGL (Acute Exposure Guideline Levels) that was adopted in the January meeting. The checklists for these plans are ready for signatures as well. There is one other plan that will require changes. Not all members have access to sharepoint so the plans will be made available for review via a Dropbox account.

An email was received from Jessica Miller with the Kentucky Emergency Response Commission (KERC). The KERC approved approximately twenty-four (24) EHS plans that were submitted last year. Two (2) plans submitted last April were missing from the certification list and Jessica Miller has been informed. The KERC did meet this month and approved another group of plans. The committee is waiting to see if this group included the two (2) plans that were missing.

Steve Hensley motioned to approve the new Boone County facility plan, the plans requiring technical changes and the certification letter. James Picher seconded the motion. **The motion was approved by unanimous vote.**

The certification letter and plans will be signed after the meeting.



### **Grant Committee**

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

The current HMEP grant application should be completed by the end of the week.

The **Tank Tuck Emergency Response Course** will be March 22-23, 2017. This training is being paid in part (80%) by an HMEP Grant. NKEPC has written a check for this course. The cancelled check will be forwarded for reimbursement when received.

The 2018 HMEP grant application needs to be approved by the committee. This grant, in the amount of \$11,900, will be used for a Federal Response 16 hour HAZMAT propane course to be taught in the 2018 calendar year. \$9,520 will be covered by HMEP \$2,380 and by NKEPC.

Bill Fletcher motioned to approve the 2018 HMEP application. Bill Turner seconded the motion. **The motion was approved by unanimous vote.**

### **Training Committee**

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

Rod Bell reminded everyone about upcoming training.

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

Three hundred and eleven (311) tier II reports have been received resulting in 96% compliance. Eleven (11) facilities have not reported although six (6) have submitted to the KEREC. The information for these six (6) will be obtained from the KEREC.

The number of tier II facilities has increased by thirty-four this year due to DUKE Energy filing for each of their sub-stations.

There was discussion regarding how compliance was being enforced. An email is sent to each non-compliant facility and if their Tier II is not received a letter will be sent. If needed the EPA regional response coordinator can assist with enforcement. For over 30 years there has been no enforcement on compliance.

## **V. Presidents Report**

Rod Bell held off on a vote of confidence. He requested the committee's "honest opinion" as to whether or not he was doing the job that was expected of him since the committee voted him in as President. He apologized for a recent miscommunication. Steve Hensley motioned that he believed the members truly support Rod Bell and Bob Stark's efforts and wish to request continued support from them both. Another comment was made on behalf of



the state reinforcing Steve Hensley's comments and thanking Rod Bell and Bob Stark for their level of involvement and efforts. Rod Bell added that he wanted to personally thank Bob Stark for all of his help on the committee.

## VI. Secretary/Treasurers Report

Bob Stark reported on the \$4.00 service charge which BB&T will credit back to the account. This fee was to have a copy of the back of the checks included on the monthly statement. Copies of the bank ledger were passed out.

The beginning balance on 1/24/2017 was \$34,074.70.

The following transactions occurred:

### Expenses:

1/26/2017	1224	TANK	Bus Wrap Inv 18475	\$700.00
1/26/2017	1225	NKU	Website Inv 17084	\$213.15
2/5/2017	1226	Enquirer	Public Notice	\$828.52
2/19/2017	1227	TANK	Bus Wrap Inv 18549	\$700.00
2/21/2017		Bank Service Charge		\$ 4.00
2/24/2017	1228	NKU	Website	\$152.52
3/6/2017	1229	April Robinson	January Minutes	\$ 40.00
3/16/2017	1230	TANK	Bus Wrap Inv 18640	\$700.00
3/17/2017	debit	USPS	Book of Stamps	\$ 9.80

The ending balance on 1/24/2017 was \$30,726.71.

John Scheben motioned to approve the Treasurers report. The motioned was seconded by Mark Ihrig. **The motion was approved by unanimous vote.**

## VII. Old Business

None

## VIII. New Business

There was discussion regarding the NKEPC's By-Laws. The membership was increased at the January 24<sup>th</sup> meeting from a maximum of thirty (30) to a maximum of forty (40) members. The By-Laws were reviewed and changes will be made. After corrections both the President and Secretary will sign, date and submit a copy to the KERK after committee approval at the May NKEPC meeting.

Kirk Reinhart will step down as Vice Chair of the NKEPC and motioned that Bill Fletcher take his place.



There was discussion regarding the “Shelter-in-Place” Brochures. It was suggested that brochures be distributed to the schools for children to take home. The school systems will be notified to see if this is possible.

“Shelter-in-Place” flyers need to be updated. An expense of up to \$500.00 was suggested for the brochure to be updated. This was tabled until an inventory was done. TANK requested any extra copies to be placed on the Shelter-In-Place bus. Bob Stark will pick up extra brochures from Campbell County Emergency Management and deliver them TANK.

Steve Hensley addressed the fact that Bill Fletcher extends his personal time for the good of the organization by working on the Tier II reports on his personal time and generates a spread sheet and tracks all our EHS facilities as well as emergency response plans.

**Steve Hensley motioned to form a small committee in order to evaluate what compensation could be given to Bill Fletcher for the work he performs.** Rod Bell offered his thoughts on the efforts of Bill Fletcher and agreed with this suggestion. Mark Ihrig, Bill Turner, Steve Hensley and Valerie Hines are willing to make up the committee. **The motion was seconded by Jamie Sparks. Motion carried.**

The membership committee received two applications for NKEPC membership. One (student from NKU) was denied and Scott Schwarberg, Deputy Director w/ Campbell County EM was accepted. James Pilcher motioned to accept Mr. Schwarberg as a new member. Kathy Stephens seconded the motion. Motion carried.

Steve Hensley motioned to adjourn. Valerie Hines seconded the motion. Motion carried.  
Meeting adjourned 3:10pm

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

Respectfully submitted,

Bob Stark  
Secretary