



Minutes

May 16, 2017

1400

I. Call to Order

Rod Bell called to order the meeting of the Northern Kentucky Emergency Planning Committee at the Northern Kentucky Water District, 2835 Crescent Springs Road, Erlanger, KY

II. Pledge of Allegiance

Rod Bell led the pledge of allegiance.

III. Roll Call

Present

Greg Buckler

Rodney Bell

William Fletcher

Dave Guethlein

Steve Hensley

Valerie Hines

Mark Ihrig

John Kappesser

Chuck Korzenborn

Jim Pilcher

John Scheben Jr.

James Sparks

Bob Stark

Kathy Stephens

William Turner

Kevin Unkraut

Rick Watkins



IV. Introduction of Guests

Barb Yates from the Kentucky Department of Public Health
Mike Moore

Approval of minutes

Steve Hensley motioned to approve the minutes from the March 21, 2017. Bill Fletcher 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

Correspondence has been received from Jessica Miller, Kentucky Emergency Management, indicating she has reviewed received plans.

Campbell County – no report.

Grant Committee

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

HEMP Grant all documents were sent to the KERC. It was confirmed that all documents were received and the committee is in good standing.

Training Committee

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

No Report

Compliance Committee

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

Steve Hensley stated there had been communications with the KERC regarding the plans and the committee is in good standing.



V. Presidents Report

Rod Bell stated that he is very proud of our NKEPC team of professionals and proud to live here in Northern Kentucky. The committee should be proud of the work they are doing.

VI. Secretary/Treasurers Report

Copies of the bank ledger were passed out.

The beginning balance on 3/21/2017 was \$30,726.71.

The following transactions occurred:

Expenses:

3/21/2017		Bank Service Charge	\$ 4.00
3/24/2017	1231	Safe Transportation Training Specialist	\$7,499.00
3/27/2017	1232	NKU Website Inv 17125	\$243.60
4/16/2017	1233	April Robinson March Minutes	\$70.00
4/19/2017	1234	TANK Bus Wrap Inv 18738	\$700.00
5/4/2017	1235	NKU Website	\$152.52
5/13/2017	1236	TANK Bus Wrap Inv 18822	\$700.00

Deposits:

4/17/2017		Bank Service Charge Reversal	\$ 4.00
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The ending balance on 5/13/2017 was \$21,361.59.

The **Tank Tuck Emergency Response Course** was held March 22-23, 2017. This training is being paid in part (80%) by an HMEP Grant. Request for reimbursement of approximately \$6000 was submitted.

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

Bob Stark stated an updated sign in sheet was located at the back of the room as well as a sign in sheet for guests. There are currently twenty-nine active members and only active members on the list have voting privileges.

VII. Old Business



None

VIII. New Business

Jim Pilcher presented on “Open Records”

- The NKEPC is subject to the state Open Meetings Act & Open Records Act as well as Federal Freedom of Information Act
- The state laws were enacted 40 years ago and federal about 50+ years ago
- The NKEPC records custodian is Bill Fletcher
- Once a request is made we simply respond by letter within 3 days that we are working on the request.
- Reasonable copy fees are permissible
- Copies of all correspondence are records and all original format must be provided. The state needs to be notified of these requests.
- Certain information must be redacted from documents before release.
- The committee needs to set a retention period for its records. There was discussion regarding records being kept for five (5) years.
- Records destroyed or purged must be recorded with the date of destruction.
- Suggested to have an attorney on staff or available if needed
- All EM Directors are to be kept in the loop of any request of records
- Record sub-committee minutes



There was discussion regarding the need for an information coordinator / records custodian for the NKEPC. Steve Hensley motioned for Bill Fletcher to become the information coordinator / records custodian. Jim Picher seconded the motion. **Motion approved by unanimous vote.**

There was discussion regarding adding open records policy information and request form to the website.

Jim Pilcher & Rod Bell have been compiling and updating the by-laws. Rod Bell would like to have the updates completed for approval at the September meeting.

Rod Bell will update the Shelter-In-Place brochures. Updated company LOGO's are to be emailed to Mr. Bell.

A committee was created in the last meeting to discuss compensating Bill Fletcher on all his time and efforts. The committee has not yet had a chance to meet for discussions.

The membership committee received an applications for NKEPC membership. John Kappesser, DUKE Energy, was accepted. Jim Pilcher motioned to accept Mr. Kappesser as a new member. Steve Hensley seconded the motion. Motion carried.

It was requested that the Grant committee as well as the three (3) Emergency Management directors meet to review the current funds and expenditures of the committee. Information is sought in order to ensure funds are being expended in a responsible manner. A "Fiscal Responsibility Report" will be presented.

There was discussion regarding extending membership to the NKEPC to other counties. This will be discussed at the September meeting.

Steve Hensley motioned to adjourn. Rod Bell seconded the motion. Motion carried.
Meeting adjourned 2:45pm

Next meeting:
September 19, 2017, 2:00 p.m.
Sanitation District No. 1
1045 Eaton Drive, Covington, KY

Respectfully submitted,



Bob Stark
Secretary