

**Steele County CAER  
General Meeting Agenda & Minutes  
16-Jan-2013**



Meeting called to order at 7:00 PM

**Introductions**

Round table self-introductions.

Attendance:

Tom Karnauskas – RACES  
Chris Gannon – Steele Co EM  
Dennis Ottosen – The Times (Blooming Prairie)  
Joann Eichten – Red Cross  
Iris Johnson – Red Cross  
Sandee Hardy Hagen – CERT  
Mike Johnson – Steele Co EM  
Dennis Hollatz – CERT  
Dee Kirschner – Civil Air Patrol  
Mary Fink – Steele Co Clothesline

**Routine Approvals**

1. Minutes of 14-Nov General Meeting, published on the SCEM Portal.
  - Motion made by Chris G, seconded by Sandee H. Motion carries.
2. Treasurer Report.
  - Account balances
    - a. \$1800.77 / No Change
3. Submission of expenses, if any, for payment.
4. Payment of previously approved expenses.

**Old Business**

1. Volunteer needed for the VP/Secretary position.
  - Karen Fontaine expressed a desire to retire.
    - a. Iris Johnson Volunteered
    - b. Motion made by Dee K, seconded by Dennis H. Motion carries.
2. Volunteer Badges.
  - a. New badges can be obtained by going to the Recorder's office during normal business hrs. (8:30 – 4:30PM). Badges expire every 3 years.
3. 2012 Volunteer Training.
  - CERT Annual Meeting (03-Jan)
    - a. 40 in attendance including city and county officials. Mike Johnson spoke on terrorism and IED awareness.
  - CERT Volunteer Training (cancelled)
    - a. Needed 12 students, only received 8 interested parties. Will be pushing next class into autumn of this year.
  - OSCAR Class (19-Feb thru 14-Mar)
    - a. Technician class starting. See oscar.mn.org for further details.
  - SKYWARN Spotter Class (19-Mar)
4. Corporate memberships, MNVOAD guidance.

5. Business Recovery Program (2013).
  - a. Tom K. is going to make contact with Chamber. Mike J. has some Powerpoint presentations that can be used. National Preparedness Month is September. Will try to make this a target date for the event. Need to create three groups to assist: Set-up, Program, Business Recovery Book.
6. Planned programs for future months.

### **New Business**

1. SE MN Regional Communications Drill (24-Jan)
  - a. Starts at 8am. PSAP drill between the 16 counties in the region. Will be using 800 Mhz radios. Starting with a small scale event that grows into larger event requiring dispatch patching abilities.
2. Governor's Conference (12-Feb thru 14-Feb).
3. Leadership Owatonna (12-Feb).
  - a. Sandee H will be the speaker.
4. Other information and requests, as necessary.

### **Member Reports**

**Allina Hospital** – 800 Mhz radio installed in Emergency Department. Conducted Code Orange (Disaster) Drill in December. Tested different components of HICS and EOP.

**American Red Cross** – Held Disaster Assessment Class on 1/12/13. There were 15 participants from throughout the region. ON 1/19/13 there is a client casework class scheduled..

**CERT** – Sandee is going to speak at the upcoming Leadership Owatonna Conference. We are Currently looking for new board members.

**Civil Air Patrol** – Winter Survival weekend Jan 25-27 near Bemidji. Wing has sponsored and is sending 3 cadets.

**Clothesline** – 15<sup>th</sup> annual fundraiser – 50 years of service to Steele County. Event @ Holiday Inn Feb 9<sup>th</sup> starting at 5 PM.

**RACES/ARES** – Upcoming Technician class starting.

### **Steele County Emergency Manager Report**

Working on the installation of new emergency sirens for City of Owatonna. Contract has been signed with Federal Siren. Working on changing siren frequencies. New sirens will all be new 2 way digital communications. Voice sirens (PA) will be installed downtown, Fairgrounds, city golf course, and waterpark.

### **Program**

SCEM Portal and Basecamp

### **Adjournment**

Motion to adjourn made by Dennis H. Seconded by Dee K. Meeting Adjourned at 9:07 PM.

Next General Meeting is scheduled for 20-Feb-2013 at 7:00 PM.

Topic: ESF#13 – Public Information

## CAER Meeting Planner

	Date	Topic		Date	Topic
<b>2010</b>			<b>2013</b>	16-Jan	New SCEM Portal and Campfire
				20-Feb	SE MN Drill After Action Report
	17-Mar	CAER Re-Organization		20-Mar	Vulnerability and Mitigation
	21-Apr	Annual Meeting		17-Apr	ESF#01 Direction and Control
	19-May	ESF#08 Health and Medical		15-May	ESF#17 Transportation
	16-Jun	ESF#02 Communications and Warnings		19-Jun	ESF#16 Animal Care
	21-Jul	ESF#15 Law Enforcement		Jul	ESF#04 Firefighting
	Aug	No Meeting		Aug	No Meeting
	15-Sep	Tornado Response Review		Sep	Annual Drill Planning
	20-Oct	September Flood Review		Oct	Annual Drill Review
	17-Nov	Annual Meeting / Flood Review		Nov	Annual Meeting
	Dec	No Meeting		Dec	No Meeting
<b>2011</b>	19-Jan	ESF#06 Mass Care & Shelter	<b>2014</b>	Jan	ESF#09 Search & Rescue
	16-Feb	ESF#10 Hazardous Materials		Feb	ESF#12 Energy
	16-Mar	All Hazard Mitigation Plan		Mar	Vulnerability and Mitigation
	20-Apr	ESF#14 Volunteers & Donations		Apr	ESF#19 Terrorism Response
	18-May	No Program		May	ESF#18 Debris Management
	15-Jun	ESF#05 Information & Planning		Jun	ESF#03 Infrastructure
	20-Jul	ESF#07 Resource Support		Jul	ESF#13 Public Information
	Aug	No Meeting		Aug	No Meeting
	28-Sep	Annual Drill Tabletop Exercise		Sep	Annual Drill Planning
	19-Oct	Annual Drill Review		Oct	Annual Drill Review
	16-Nov	Annual Meeting		Nov	
	Dec	No Meeting		Dec	No Meeting
<b>2012</b>	18-Jan	ESF#11 Food & Water	<b>2015</b>	Jan	
	15-Feb	Public Health Risk Assessment		Feb	
	21-Mar	Vulnerability and Mitigation		Mar	Vulnerability and Mitigation
	18-Apr	No Program		Apr	
	16-May	Threat, Hazard and Risk Assessment		May	
	20-Jun	No Program		Jun	
	18-Jul	Medical Counter Measure Plan		Jul	
	Aug	No Meeting		Aug	No Meeting
	19-Sep	Annual Drill Planning		Sep	Annual Drill Planning
	17-Oct	Annual Drill Review		Oct	Annual Drill Review
	14-Nov	Annual Meeting, note date change		Nov	
	Dec	No Meeting		Dec	No Meeting

