

Steele County CAER Minutes

October 17, 2012

7:00 PM

Location:

Steele County EOC

Introductions:

Call to Order:

Meeting was called to order by Tom Karnauskas

Attendees:

Chris Gannon, Mike Johnson, Karen Fountaine, Iris Johnson, Roger Wencil, Tom Karnauskas, Iris Johnson, Barb Ruhter, Marion Paxton, Jeff Koplen, Mary Fink.

Approvals:

Routine business review included:

1. Minutes of September 19, 2012 General Meeting were approved.
2. The Treasurer's Report was approved with a balance of \$1,800.77.

Old Business:

Chris Gannon gave an update on the SCEM Portal. The new URL is <http://www.steelecountyemergency.com/> Chris suggested that persons use their first name, followed by a space, and then their last name as their User Name. Persons who use the system will have a common password with a 3 year expiration date. Please contact Chris to set up your user name and password.

Mike explained how the Campfire feature would be used to communicate during an actual event.

Mike and Chris reported that they will be presenting the County Emergency Operating Plan to the county board the 2nd week in November

New Business:

Volunteer badging policies and procedures were discussed. Badges are now handled through the Steele County Recorder's Office. Because of this change, volunteer agency badging records are being reviewed and updated for each volunteer group's roster. From now on, each organization will have their own specific badge. For example if a person belongs to CERT, MRC, and SKYWARN they will have 3 badges. Shirley Woodfill is coordinating the badging process.

The transition to the Everbridge notification system is progressing nicely.

Tom reminded CAER groups to put their volunteer trainings on the CAER on line calendar located on the SCEM portal.

He also reminded members that the 2012 Annual meeting will be held on November 14. The terms for Karen Fountaine (VP-Secretary), Sandy Hardy-Hagen (Board member), and Lon Thiele (Board member) are up for election this year.

Steele County Emergency Manager Report:

Chris led a discussion about the CAER Communication Drill that was held on October 13. The objectives for the drill were: to facilitate timely activation of SKYWARN and CERT via the county's Everbridge system, to test the 800 MHz radios throughout southern half of Steele County to determine signal weaknesses, to allow volunteers to operate 800 MHz radios, and to provide EOC communications support. The group agreed that the objectives were met during the drill. Chris will write up and submit the AAR/IP.

Mike reported that he will be attending two conferences, the State of MN Fire Chief Conference and the National Emergency Manager's Conference. Contact Chris if you or your agency has concerns while Mike is attending these conferences.

Citizen Corp Reports

CERT: Barb reported that CERT is working on the details for a new CERT volunteer class. The annual CERT meeting is scheduled for the first Thursday in January.

Medical Reserve Corp/Public Health: Karen reported that Steele County Public Health is in the process of administering flu shots. MRC volunteers have assisted public health at several of the clinics.

Hospital: No Report

Ellendale Emergency Manager: No Report

Salvation Army: Roger reported that volunteers are needed to assist with bell ringing. He said that all funds raised stay in Steele County.

Emergency Medical Services: No Report

Civil Air Patrol: No Report

MN VOAD: No Report

RACES/ARES: Tom said that there was not anything new to report.

Red Cross: Iris reported that three Red Cross members attended four days of training at Camp Ripley. While at the training the members had an opportunity to tour the State of MN EOC back up site that is housed at Camp Ripley. A volunteer is returning to work as a DAT member. Training is ongoing for volunteers.

Skywarn: No Report

Law Enforcement: No Report

Chamber of Commerce: No Report

Steele County Clothesline: Mary Fink reported that during the month of October area churches and businesses are collecting winter coats for those in need

City Council Representative: No Report

The meeting was adjourned at 8:30 PM.

The next meeting will be held at 7:00 PM on November 14. Note that this is the 2nd Wednesday in November.