

Location:

Owatonna EOC

Introductions

Emergency Operations Plan Review

Emergency Support Function #5.6 Mass Care and Shelter, was facilitated by Mike Johnson, Steele County Emergency Manager. This ESF provides for the protection of the population from the effects of hazards through the identification of shelters and provision of mass care and social services in shelters. The function also describes procedures for the evacuation of portions of the population due to effects of a hazard. The Operations Plan can be viewed at the Steele County Emergency Management Portal. The link is <http://www.emergency.owatonna.info> A person must log in to view the Emergency Operations Plan. Contact Mike Johnson, if you need to obtain a user name and password.

Call to Order:

Meeting was called to order by Tom Karnauskas.

Attendees:

Tom Karnauskas, Lon Thiele, Mike Johnson, Chris Gannon, Karen Fountaine, Dennis Hollatz, Roger Wencel, and Autumn Gangelhoff

Approvals:

Routine business review included:

1. Minutes of November 17, 2010 General Meeting were approved as published on the SCEM Portal.
2. The Treasurer Report was moved to a discussion item under Old Business

Old Business

1. Tom is working with Mary Fink, CAER Treasurer, to reconcile a difference between the bank statement balance and the check book balance.
2. Tom is holding a \$59.00 bill for the post office box renewal.
3. The balance of the bill for the CAER banner needs to be paid. Tom will pay InstyPrints \$44.15. Tom will wait for reimbursement when the checkbook is reconciled.
4. A discussion was held concerning the volunteer badges. Mike will be working with Lucy Boyd, from Steele County IT, to develop a procedure for issuing new badges to volunteers. Grant money will become available within the next 3 months to purchase a new badge system. Mike suggested that the issuance of new badges to current volunteers should be put on hold until the new badge system is obtained. A policy for performing Background Checks will also need to be written.
5. A discussion on the newspaper article submission plan was held. Tom told CAER members that either newspaper articles or information placed on the portal would be appropriate. Dennis Hollatz volunteered to write an article about Hazardous Materials Spills. Dennis said that he would welcome any additional information about Hazardous Spills that anyone wants to submit to him for the article.
6. Chris and Mike reported that several flood gauges need to be repaired. At the moment there is not any grant money available to cover the repair work. However, it was decided that Workforce Center volunteers might be able to perform the necessary repairs under supervision from Mike and Chris.
7. Tom reminded members to check out the information on the SCEM Portal to keep the content current.

New Business

1. The newly purchased CAER banner was displayed. The purchase was made possible from grant money. The banner has each volunteer group's logo displayed on it. The banner can be used by any volunteer group to help promote the CAER organization's mission in the community. A special thank you to Shirley Woodfill for coordinating the project.
2. On January 6, 2011 the annual CERT volunteer recognition meeting was held. Volunteers were recognized for their volunteer contributions to the community during 2010.
3. A discussion was held about CAER sponsoring a Hazardous Materials Spill Exercise. Dennis, Lon, Mike, and Chris will meet to start the planning process.

Citizen Corp Reports

- CERT:
No report
- Medical Reserve Corp/Public Health: Karen Fountaine: No new projects at the moment. Received a \$5,000 Capacity Building Grant from NACCHO.
- Hospital:
No report
- Ellendale Emergency Manager:
No report
- Salvation Army:
No report
- Emergency Medical Services:
No report
- Civil Air Patrol:
No report
- MN VOAD:
MNVOAD Conference " February 26
- RACES/ARES: Tom Karnauskas
February 1 Technician Class
- Red Cross:
No report
- Skywarn: Chris Gannon
March 1 Training
- Law Enforcement: Lon Thiele
No report
- Chamber of Commerce:
No report

Steele County Emergency Manager Report: Mike Johnson

- **Adjournment**
The meeting was adjourned at 9:00 PM.
Next General Meeting is scheduled for February 16 at 7:00 PM.
Program topic: ESF#10 Hazardous Materials.