March 19, 2008 6:00PM Executive Committee Meeting

Location:
Owatonna EOC

Attendees:
Mike Johnson; Karen Fountaine; Stacy Mielke; Tom Karnauskas; Kim Purscell; Ray Truelson
Absent:
John Taylor

Kim Purscell reviewed where the Executive Committee left off in February:

- Rotate locations to help involve other local government councils.
- Work with business and industries to develop solutions to needs.
- CAER sustainment and recognition.

Ray and Mike provided insight on how CAER has evolved.

- Business recovery used to be a separate group that rolled into CAER.
- Meeting used to rotate location around the county.
- Time of day for meetings posed logistic issues for some participants.

The previous meeting suggested that CAER meetings be split into distinct audiences would help provide focus. Groups could be scheduled quarterly, replacing the current format of monthly meetings. Suggested groups were Government, Business/Industry, and Agencies (non-profit and volunteer). Discussion on meeting content included:

Government
- Identify roles and responsibilities.
- Goal is to educate officials on using the Emergency Response Plan.
- Develop support for funding CAER.
- Drive participation in drills across the county.

Business / Industry - providing support for
- Business continuity planning.
- Hazardous material response.
- Threats (security, violence, drugs, etc.).
- Severe weather / tornado.
- Emergency evacuation procedures.
- Emergency operation planning.
- Intervention.

Member Agencies
- Recognition (plaques, certificates, etc.)
- Funding.
- Individual recognition.

After lively discussion, the group achieved consensus on continuing with monthly meetings. The suggested format would be changed to:
- Short presentation on a specific topic by knowledgeable community resources.
- Open discussion and Q&A on the topic.

- Short business meeting to discuss pertinent topics.
- Current verbal member agency reports would be replaced with bullet points in a paper document.

Committee members will provide suggested topics to be used to develop into a calendar. The topics may be supplemented with newspaper articles and/or a CAER newsletter.