

April 21, 2010 General Meeting

**Location:**

Owatonna EOC

**Emergency Operations Plan Review:**

Emergency Support Function #1 Direction and Control, was facilitated by Mike Johnson, Steele County Emergency Manager. This review and discussion was held from 7:00 PM until 8:30 PM. This support function provides guidance for the direction and control of emergency operations during a disaster. ESF1 is written to guide elected officials at each level of government (county, city, and township) of their responsibilities. Direction and Control is the first section of the Steele County Emergency Operations Plan. 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. Mike distributed a copy of the "Emergency Management Handbook for Government Officials" to everyone who was in attendance.

**Call to Order:**

Meeting was called to order at 8:34 PM by Tom Karnauskas.

**Attendees: :**

Tom Karnauskas, Lon Thiele, Mike Johnson, Shirley Woodfill, Stacy Mielke, Chris Gannon, Greg Lindholm, Karen Fountaine, Sandee Hardy-Hagen, Roger Swearingen, Matt Arthur, Mary Fink, Kevin Sedivy

**Approvals: :**

Routine business review included:

1. Minutes of March 17, 2010 General Meeting, were approved with one correction to the minutes. The CERT report was amended to read "CERT now has six (6) more volunteers that have their ham radio licenses"
2. The Treasure Report was approved.
3. Balance on Hand: US Bank Statement thru 12-8-2009 \$2,184.34  
(Note: Statements are sent quarterly if no activity-no further statement received.)
  - o No Expense
  - o No Deposits made
  - o Intsy Prints Grant for \$150 to be used by December 31, 2010
  - o A motion was made and approved to accept the bill for MN VOAD Training
  - o A motion was made and approved that any two CAER officers can sign checks

**Old Business:**

1. A discussion was held on the Steele County badge policy. Badges will have a two year expiration date printed on them at the time they are issued to volunteers. It was also suggested that the badge form should have a section for volunteers to sign that they understand the county liability and insurance coverage as it relates to volunteers. Mike reported that the grant for new badges has been delayed until the 2011 grant cycle.
2. The Code Red notification system was tested on April 15 for residents in both Steele and Rice County. A debriefing will be held by the joint county board to determine problem areas that need to be corrected. Mike said that Shirley Woodfill and Andrea Ziegenhagen should be thanked for their assistance in helping to set up the Code Red system in Steele County.
3. Tom reminded CAER members to remember to submit their newspaper article according to the CAER Meeting Planner schedule. Stacy Mielke will be submitting an article in May.
4. Tom reminded agencies to keep their information on the SCEM Portal up to date.
5. During the May CAER meeting the ESF for the Health and Medical Annexes will be reviewed. It was suggested that the hospital, public health, and EMS representatives should be present to discuss their agency roles in implementing this section. Karen will send out notices to these agency representatives.

**New Business:**

1. It is time to start thinking about the date and scenario for the Annual CAER Drill. Mike will speak with Elizabeth Appl to see if she is interested in helping to organize the drill.
2. It was announced that Greg Lindholm will be moving out of the area. He has been transferred to the Sioux Fall area. It was suggested that CAER should recognize Greg for all of the work that he has done in our community and for the CAER organization. Because Greg is a member of the Executive Board of CAER he will need to submit a written letter of resignation to be in compliance of the CAER Bylaws. Karen will contact Greg about the resignation letter.
3. A discussion was held regarding the attendance from the agencies that had been invited to attend tonight's CAER meeting to discuss the Direction and Control ESF. Tom reported that he had sent out 22 invitations to Steele County elected officials. Representatives from only two township boards and a county commissioner were able to attend the meeting. CAER members should continue to stress the importance to agency representatives attending the CAER meetings when the ESF related to their agency is to be reviewed.
4. A suggestion was made that CAER Meeting agenda and a meeting reminder should be sent out to all CAER members. Tom said that he will need all agenda items by the Monday preceding the Wednesday CAER meeting. Karen will send out the information by her e-mail distribution contact list.

**Citizen Corp Reports:**

CERT: Sandee Hardy-Hagen

Reviewing CERT Board responsibilities, discussing the scheduling of a Search and Rescue Drill.

Medical Reserve Corp/Public Health: Karen Fountaine

Will be hosting a Hotwash for H1N1 Response on May 11 for participating agencies and MRC volunteers.

Hospital: Stacy Mielke

Reported that their staff will be participating in the statewide tornado drill on April 22.

Ellendale Emergency Manager: Roger Swearingen

Reported that Ellendale volunteers are remodeling the CERT bus, in discussion with Ellendale Lion's Club to acquire funding.

Salvation Army:

No report.

Emergency Medical Services:

No report.

Civil Air Patrol:

No report.

MN VOAD:

No report.

RACES/ARES: Tom Karnauskas

Reported that an additional radio has been added in the EOC.

Skywarn: Chris Gannon

Reported that there was 1 activation in April, reviewed the SKYWARN workshop, will assume responsibility for monitoring river gauges (in the process of recruiting and training volunteers to monitor the river gauges).

Law Enforcement: Lon Thiele

No news to report.

Chamber of Commerce:

No report.

**Steele County Emergency Manager Report:** Mike Johnson

Reported that he is in the process of writing a job description for a part time assistant.

**Adjournment:**

The meeting was adjourned at 9:00 PM

Next meeting will be held at 7:00 PM on 19-May.