

Steele County CAER Minutes  
February 20, 2013  
7:00 PM

**Location:**

Steele County EOC

**Introductions**

**Call to Order:**

Meeting was called to order by Tom Karnauskas.

**Attendees:** Karen Fontaine, Dee Kirchner, Tom Karnauskas, Chris Gannon, Mike Johnson, JoAnn Eichten, Rhonda Guthier, Stacy Mielke, Roger Wencil, and Mary Fink

**Routine Approvals**

- Minutes of January 16, 2013 General Meeting were approved.
- The Treasurer's Report was approved with a balance of \$1,800.77

**Old Business:**

1. Tom reported that the new badging system is progressing nicely.
  - New badges can now be obtained by going to the Recorder's office during normal business hours. Badges expire every 3 years.
2. Training and Events were discussed.
  - The OSCAR class has 2 persons in attendance.
  - The SKYWARN Spotter Class will be held March 19. Preregistration is preferred but not required.
  - Mike reported on the Governor's Conference that was held February 12, 13, and 14. Mike shared session information about drought conditions in Minnesota, Cyber Security issues, and Evacuation planning.

- Mike reported that Tom, Barb, and Sandee had presented information at Leadership Owatonna.
- The MN VOAD Conference will be held on March 23
- The Business Recovery Program for 2013 was discussed. Rhonda Guthier was present to assist with planning issues. Mike Johnson will check on the availability of keynote speakers. The speaker's availability will drive the date. It was decided that the Holiday Inn site would allow for the most flexibility. The Basecamp system will be used to communicate planning information to committee members. Members should contact Chris or Mike if they need more information on how to access and navigate the Basecamp system.

### **New Business:**

1. Stacy Mielke reviewed the Owatonna Hospital Hazard Vulnerability Assessment for 2013.
2. Mike shared information about the SE MN Regional Radio Board Communications Exercise that is scheduled for March 22.
3. Mike reported that Steele County will be the host site for a rapid tag identification machine. This system allows persons to swipe their driver's license and receive an identification tag for use during an event.

### **Member Reports**

- Emergency Manager-Mike reported on the Governor's Conference, Cyber Security, Emergency Warning Siren Project, NOAA Radios, and the Rehab Trailer
- CERT-No report
- Clothesline-Nothing new to report
- Medical Reserve Corps/Public Health-Karen reported that public health and the hospital are working together to develop a closed POD system for distributing antibiotics to hospital personnel in the event of a bioterrorism event.
- Hospital-Stacy reported that the hospital is reviewing their 2013 HVA and working on a violent event policy
- Law Enforcement-No report
- RACES/ARES-Tom reported that a license class has begun with 2 participants and they are updating repeater with a new controller

- SYWARN-Dave Purscell has donated radio to basement and it has been installed. Yearly training is scheduled for March 19 at 7:00 PM. State SKYWARN workshop will be held on April 13.
- Red Cross-Responded to 2 fires in January. Will be having more classes at the chapter. Good Shepherd church on 26<sup>th</sup> Street will be used as a shelter during disasters. With this additional shelter there are shelters on both the north and south sides of Owatonna.
- Salvation Army-Roger reported that the Salvation Army had a great turnout at the Kettles during Christmas. Thanks to all of the bell ringers.
- EMS-No report
- Civil Air Patrol-Conducting monthly training to get proficient in emergency services.
- MN VOAD-No report
- Chamber of Commerce-No report

### **Program**

Business Continuity Planning-see Old Business

### **Adjournment:**

- Adjourned at 9:00 PM
- Next Meeting is scheduled for March 20 at 7:00 PM