

## Steele County CAER Minutes

January 18, 2012 7:00 PM

Location:

Steele County EOC

Introductions

Call to Order:

Meeting was called to order by Tom Karnauskas

Attendees:

Paul Hughes, Dee Kichner, Matt Durand, Roger Wencel, Sandee Hardy-Hagen, Chris Gannon, Karen Fountaine, Mike Johnson, Tom Karnauskas, Iris Johnson, and Autumn Gangelhoff

Approvals:

Routine business review included:

Minutes of November 16, 2011 General Meeting were approved.

The Treasurer's Report was approved with a balance of \$1,800.77.

Old Business:

Mike reported that the SCEM Portal is moving to a more secure and user friendly server. When the process is complete CAER members can contact Chris Gannon to receive access to the updated portal.

Chris Gannon reported that all of the flood gauges are now up and operating properly.

Mike reported that the 800 MHz system continues to move forward. There is still some work to be completed before the 26th St. tower will become operational. When the FAA gives license clearance, training on the new system will be held for responders.

The purchase of a new notification system to replace the Code Red System was discussed. The goal is to replace the current system with a system that provides for unlimited usage when the contract expires in September 2012. A motion was made and passed for CAER to send a letter of support to city and county officials endorsing the changeover to the Even Bridge System when funding becomes available.

Sandee Hardee-Hagen reported on the annual CERT meeting that was held in January (see Sandee's CERT report for more details).

Mike gave an update on the purchase of a new badging system. He reported that Steele County Emergency Management did not receive grant money to purchase a system. Steele County currently has access to the Regional system and the Steele County system.

#### New Business:

Tom reported that the Executive Committee had given approval for CERT to use the 2011 InstyPrint grant to print training materials. A motion was made and passed to use the 2012 Insty Print grant if awarded to go toward the printing of placards for disaster and damage assessments.

Because the November 2012 CAER meeting is scheduled for the day before Thanksgiving, a motion was made and passed to move the meeting up to Wednesday, November 14th.

Topics for future CAER meeting were discussed. Two program topics that CAER should cover include operation of the 800 MHz radios and how to access and navigate the Campfire system. Tom asked members to contact him by the February meeting if anyone has any additional topics that should be reviewed.

Mike discussed the Formidable Footprint Exercise Series. He said that the series has been developed in accordance with Homeland Security Exercise and Evaluation programs. The exercises are free of charge, available on-line, and they are open to local community responding agencies or organizations. The first exercise in 2012 is scheduled for January 28. This exercise topic is Pandemic Influenza. Other topics scheduled for 2012 include earthquakes, floods, hurricanes, tornadoes, and wildfires. Karen and Mike will discuss if public health wants to participate in this first exercise.

Matt Durand distributed a letter that he had drafted to local businesses that invited them to join CAER as a way of assisting their business to become involved in preparedness planning. Matt was thanked for his work on formulating the letter. It was decided to hold off sending the letter until CAER could receive information about the feasibility of setting up the organization as a 501C3. Matt will contact MNVOAD to see if they have any information about this process.

Tom reported that the CAER post office box expired in December. A motion was made and passed to delay the post office box renewal until after the February CAER Meeting. A motion was also made and passed to change the CAER Bylaws in Article 5 Section 5 to allow CAER to no longer use a post office box but to have the CAER mail delivered to 107 West Main. This change to the Bylaws will be voted on at the February CAER meeting.

A motion was made and passed to pay the registration and mileage for Matt Durand, local VOAD Coordinator, to attend the MN VOAD Conference. The motion also included language that CAER will pay mileage for up to three (3) vehicles that will carry other county volunteers who want to attend the same conference.

A motion was made and passed that the February CAER meeting format would be a Risk Assessment conducted and facilitated by Steele County Public Health. The assessment will be held from 5:00 to 7:00

PM. All CAER groups are invited to send a representative to assist public health in their assessment. A short

CAER business meeting will be held immediately following the Risk Assessment discussion.

Citizen Corp Reports:

CERT:

Annual meeting was held in January. Detective Munns from the Owatonna Police Department gave a presentation on Identity Theft. There was recognition of volunteers and the awarding of the President's Award for volunteer hours of service. City and county representatives were in attendance to show their appreciation. Currently there is a class being held for 15 new CERT volunteers.

Medical Reserve Corp/Public Health:

Karen distributed an invitation letter to CAER agencies to attend the Steele County Public Health Risk Assessment meeting on February 15th from 5-7 PM at the Owatonna Fire Station/EOC. She said that she would send out additional information as it becomes available.

Hospital:

No Report

Ellendale Emergency Manager:

No Report

Salvation Army:

Roger reported that the Salvation Army has just finished a successful but difficult bell ringing season. The results were good but the effort required a lot of extra man hours.

Emergency Medical Services:

No Report

Civil Air Patrol:

The Owatonna Composite Squadron of Civil Air Patrol has 24 cadets ranging in age from 12-19 years. It has 9 adult members. Our members live in Owatonna, Waseca, Blooming Prairie, Glenville, Faribault, Kenyon, Lonsdale, Burnsville, and Apple Valley. The largest number of volunteers lives in the Owatonna area. Civil Air Patrol trains its cadets and adult members in emergency services, which include first aid, search and rescue, and disaster relief. We meet every Tuesday evening at 7:00 PM at Owatonna Degner Regional Airport. Contacts for Owatonna CAP for CAER will be Major Doug Ployhar (952-607-8905), Major Aron Leavstrom (507-213-3395), and Major Dee Kirchner (507-456-2764)

MN VOAD:

The MNVOAD conference is scheduled for March 24th. Matt will be attending.

RACES/ARES:

Technician classes will on begin February 14. RACES/ARES is working with SE MN Chapter of the Red Cross for Communication support.

Red Cross:

Responded to several house fires. The chapter is currently working with the disaster team to improve computer skills and to learn how to use Red Cross online training site.

Skywarn:

Training scheduled for March 13 at 7:00 PM at the Fire Hall. MN SKYWARN workshop is scheduled for April 14 at the University of St. Thomas. The registration has not opened yet.

Law Enforcement:

No Report

Chamber of Commerce:

No Report

Steele County Clothesline:

The Clothesline will have a large fundraiser on February 4th at the Holiday Inn. This is the only event that the Clothesline can solicit businesses for cash donations or gift baskets to sell at their auction per their agreement with the United Way. Please see the following information about the event:

What: At the Hop-Fundraiser to benefit the Steele County Clothesline

Where: Holiday Inn Owatonna

Time: Doors open and the silent auction begins at 5:00 PM

Dance to the Corvairs (50's-60's-70's music begins at 7:00 PM Live Auction at 8:00 PM

Cost: \$10.00-tickets available at Kottke's, Sweets Towing and Repair, or the Clothesline

Raffle Tickets are also available for \$5.00 per chance to win a Kindle e-reader, a homemade quilt, \$100, \$50, and two oil changes at Sweets

City Council Representative:

No Report

Steele County Emergency Manager Report:

The 5-year mitigation plan has been submitted to FEMA. The plan is awaiting federal acceptance.

Both flood gauges within Steele County (installed in October) are operational and the readings are available on the DNR website.

Chris Jankowski is the new EM intern.

The Decon trailer or Push Pack<sup>®</sup> will be delivered to Steele County next week. This is a state asset hosted within the regions of the state from MN HSEM. It is distributed throughout the state for quick disaster response that requires mass decontamination in the SE region of the state. The request for the Decon trailer is made through the State Duty Officer 800-422-0798 and they will contact the Dispatch Center to have the Owatonna Fire Department notified that the Decon Trailer is needed for a disaster response.

Program:

Mike Johnson reviewed ESF#11 Food and Water

The meeting was adjourned at 9:15 PM

NOTE: The next meeting will be held on February 15. Steele County Public Health is holding a Risk Assessment Analysis beginning at 5:00 PM. All CAER members are invited to participate. The CAER business meeting will begin immediately following the Risk Assessment.