

## **May 19, 2010 General Meeting**

### **Location:**

Owatonna EOC

### **Introductions**

#### **Emergency Operations Plan Review**

Emergency Support Function #8-Health and Medical Annex, was facilitated by Mike Johnson, Steele County Emergency Manager. This support function provides a coordinated response to public health and human service needs following an emergency; provides a structure to receive assistance from hospitals, field medical teams and volunteer medical personnel to assist with medical needs. Guidance for the direction and control of emergency operations during a disaster. Steele County Public Health is in the process of reviewing Annex F, the Health and Medical Annex section of this emergency support function. 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 reported that when the plan review is complete he will tell the county commissioners about the recommended changes.

### **Call to Order:**

Meeting was called to order by Tom Karnauskas.

### **Attendees:**

Tom Karnauskas, Lon Thiele, Mike Johnson, Shirley Woodfill, Chris Gannon, Rick Ellingson, Karen Fountaine, Roger Swearingen, and Brenda Ziebell,

### **Approvals:**

Routine business review included:

1. Minutes of April 21, 2010 General Meeting, were approved with one correction to the minutes.
2. The Treasurer Report was approved.
  - a. Balance on Hand: US Bank Statement thru 4-8-10 \$2,184.34
  - b. (Note: Statements are sent quarterly if no activity-no further statement received.)
  - c. It was reported that there are 2 bills waiting to be paid
  - d. Stacy also reported via e-mail, that she has been trying to reach Holly Hole at US Bank regarding our checking account and adding the correct people to the account
  - e. No Deposits made
  - f. Intsy Prints Grant for \$150 to be used by December 31, 2010

### **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. The goal is to reissue badges to volunteers if the badge is over 1 year old. The Volunteers Registration form is now a 2-sided form: front is photo and volunteer information, the back explains the county liability and insurance coverage as it relates to volunteers. Volunteers must sign that they understand the coverage as it relates to volunteers. The new form started with the last Skywarn training class (includes some CERTs/RACES), new badges (one badge displays all groups the volunteer has trained for). Mike is researching information regarding background check issues on volunteers and a possible cost. A discussion was also held on the credentialing of volunteers who are minors. Mike suggested that if a volunteer is a minor, a parent or guardian needs to be present during the volunteer activity and a Minor Request Permission form would need to be signed by the parent/guardian.
2. A discussion was held on the implementation of the Code Red notification system. Mike reported that he will be meeting with Commissioner Tom Shea to discuss the system.
3. Tom reminded CAER members to remember to submit their newspaper articles according to the CAER Meeting Planner schedule. Chris Gannon was asked to submit a copy of the article that he had written about SKYWARN.

Stacy Mielke will be submitting an article in May, Tom will be submitting a RACES article in June, and Lon Thiele will be submitting an article in July about National Night Out.

4. Tom reminded CAER members that there is duplication of information on the Portal, the Steele County homepage, and the different Owatonna sites. He reminded members that our goal is to direct web viewers to the Portal for their emergency information.
5. A discussion was held about planning for the Annual Drill. Rick Ellingson said that he had an old school bus at his disposal, if CAER wanted to incorporate the bus into their drill this year. Lon Thiele volunteered to coordinate the Drill. Lon will contact Elizabeth Auppl to see if she is interested in assisting with the Drill this year.
6. An update was given by Chris Gannon on the Flood Gate monitoring system.
7. During the June CAER meeting ESF 5.02 Communication and Warnings will be reviewed. It was suggested that Tim Boyer from Pearl Street Dispatch, the Emergency Managers from the towns in Steele County, the various media outlets, and the RACES volunteers should be invited and to attend the meeting discussion and review. Roger volunteered to make contact with the emergency managers.

### **New Business**

No new items were discussed.

### **Citizen Corp Reports**

#### CERT: Shirley Woodfill

The Code Red system takes time to set up calls and 1 user/password for everyone in the county could be a security issue. Five CERT volunteers attended the Search and Rescue Training at the Scale Training Center in Jordan that was arranged by the Shakopee CERT and Fire Department

#### Medical Reserve Corp/Public Health: Karen Fontaine

Steele County Public Health hosted an H1N1 Recognition/Hotwash on May 11 for agencies and volunteers that had helped to coordinate and carry out the H1N1 Response in Steele County. Valuable comments were shared with public health staff.

#### Hospital: Stacy Mielke

Was unable to attend

#### Ellendale Emergency Manager: Roger Swearington

Reported that Ellendale volunteers are remodeling the CERT bus

#### Salvation Army:

No report

#### Emergency Medical Services: Rick Ellingson

Owatonna Gold Cross has 4 ambulances ALS stocked

#### Civil Air Patrol:

No report

#### MN VOAD: Brenda Ziebell

Meets Thursday evening. Bonnie Frazer is the President. Goals have been set up for an informational exchange using electronics and for extending invitations and guidance to other regions in MN who are interested in starting a local or regional VOAD group. Also working through FEMA's new Long Term Recovery Program and how it will affect MN.

#### RACES/ARES: Tom Karnauskas

No activity to report

#### Red Cross: Brenda Ziebell

Shelter Trailer for 50 will be stocked and stored in Owatonna; shelter supplies for 50 will be stored in Ellendale. The Red

Cross Chapter office is closed on Mondays. A Shelter Team was trained and a tabletop drill provided for St. John Lutheran Church in Owatonna (church and community members). Ellendale is recruiting for team members-hope to hold training for them in September

SKYWARN: Chris Gannon

Training provided for Special Deputies. The Sheriff's Posse will receive training in June. Discussed river flood gauges-currently waiting for the county to repair the gauges before monitoring can begin

Law Enforcement: Lon Thiele

Special assignment: Functional drill at Blooming Prairie High School. BR> More awareness w/seatbelts  
TZD (Toward Zero Deaths) Conference in Rochester  
S and S (Safe and Sober) kickoff in May

Chamber of Commerce

No report

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

Search continues in Rice County for a body recovery  
Received \$27,000 grant to install video conferencing equipment in the EOC  
800 mega Hertz meeting scheduled in Medford  
2011 grant money will be used to update county badge system  
Emergency Managers meet monthly in the Region-interested persons can attend

**Adjournment**

The meeting was adjourned at 9:15 PM  
Next General Meeting is scheduled for 16-June at 7:00 PM-Program topic: ESF#2 - Communication and Warnings