

CAER Meeting Minutes

January 18, 2023

Location: Steele County Admin Building

Call to Order: Meeting called to order at 3:32pm by Tom Karnauskas. Tom asked everyone to introduce themselves. One note to the agenda, this is not an annual meeting.

Attendees: Tom Karnauskas, Jerry Ibberson, Kristen Sailer, Thad Rosenberg, Ed Hoffman, Dennis Hollatz, Bonnie Johnson, Michele Heaver, Jamie Vogt, and Annette Duncan.

Routine Approvals:

- 1) Financial Report – Kristen reported no expenses or deposits since the last meeting.
- 2) Secretary’s Report - Motion was made by Jerry to approve the minutes from 11/16/2022. Second made by Bonnie. Motion passed.

Old Business:

- 1) Multi – Hazard Mitigation Plan – Kristen brought everyone’s attention to the (2) documents sent out with the agenda. She is looking for feedback from the team. Steele County’s plan is due for updates this year, which includes all jurisdictions within the county. Emergency staff have been working together to update the plan. The Risk Assessment piece requires that all hazards in Steele County be identified. This was completed last time, so they are updating with any new information. Kristen reviewed the document and the information that is being requested in the All-Hazards Mitigation Plan Town Vulnerabilities and Strategies Survey. *Kristen will follow up with an email after this meeting to ensure everyone has it.*

Action Item: All CAER Members are asked to complete this survey. Due within 30 days from date of receipt.

Kristen reviewed the Vulnerability Survey and reported that the top five, in order, are Flood, Cyber Attack, Infectious Disease Outbreak, Hazmat Incident, Tornado. This table will be included with the Hazard Mitigation Plan. This will help the County to prioritize risk. Jerry noted that it didn’t believe the examples listed around infectious disease is defined appropriately to clearly relay the threat. He would like Foreign Animal Diseases added. Jamie questioned why Transportation System Disruption, Electric Magnetic Pulse, and Electric Magnetic Pulse should be scored. Thad was curious about the Power Outages in relation to other threats. Kristen noted that if the team feels that this threat should be rated higher, they can reclassify accordingly. Thad will provide additional feedback after he has had a chance to review in more detail. Kristen committed to following up with all interested parties to solicit additional feedback before submitting the final version.

Action Item: Report back to Kristen if you agree or disagree with these findings.

- 2) Training and Exercise Priorities – Kristen reported that they are planning to hold ICS 300 and 400 trainings in August and November. They do not have specific dates yet. Kristen needs to verify training locations. She is considering Owatonna Public Utilities Morehouse Room.

Kristen is trying to line up tabletop exercises. Thad suggested April. Michele is looking to have an event around Nuclear Power Plants. She has not selected a date. On February 8, 2023, there is a MN CAER Pipeline Exercise in Albert Lea. Everyone is welcome. Bonnie stated that she would be willing to attend. Michele is going to ask her ED. Thad requested the information as well.

Action Item: If there are any other businesses that are willing to go through the tabletop exercises process, please let Kristen know.

New Business:

- 1) Shelter Exercise Summary (Dec. 17) – Tom reported that this exercise was completed right before the blizzard. Two purposes; to prove out the shelter kits and provide training to individuals that could act as leaders during a shelter evacuation. Approx. 20 people attended.
- 2) Blizzard Response (Dec. 22) – Jerry opened a shelter during the blizzard in Ellendale. They had 21 people in the shelter. Kristen commented that the new forms worked well. Some improvements were identified. The church as a good location to serve as a shelter. There were several animals as well, so they had to work through that as well. Bonnie recommended clear plastic product that can be used for “animal spaces”. They currently don’t have kennels.
- 3) Governor Conference (Feb. 21-24) – Tom will be attending.
- 4) HERT Training Waseca (Feb. 4) – This is to train police, fire, and dispatch on how to respond to active school shootings.
- 5) Shelter Training After Action Review (Feb. 15)

Steele County Emergency Manager Report:

- 1) Kristen Sailor

Member Reports:

- 1) CERT – Sheltering exercise completed on December 17. After action review Feb. 15.
- 2) SKYWARN – Planning annual training March 21st. Tom is getting train the trainer materials to conduct these classes.
- 3) RACES – Amateur Radio License class scheduled to begin Feb. 14. This is listed in the Community Education brochure.

Bonnie – No update

Ed – adding some paid, on-call firefighters. 4-Seasons working on sirens.

Thad – No update

Dennis – Feb. 23rd, 6:30pm-9pm, Community Education Class – Emergency Preparedness for Beginners 2.5 hours (Pre-CERT Course).

Annette – Volunteers United continues to recruit volunteers so please reach out if volunteers are needed.

Action Item: Annette contact Jerry in Ellendale and Bonnie for Blooming Prairie regarding volunteers that we have in these communities. They are looking for CERT volunteers.

Jerry – there was an article in the Steele County Times around the shelter. Jerry had wanted to proof it but was not allowed. They did a retraction for anything that was incorrect. Very happy with their partnership.

Michele – Continuing to work on Volunteer Recruitment and Training and Disaster Preparedness.

Jamie – No report.

Kristen – No report.

Adjournment: Tom adjourned the meeting at 4:13pm

Next Meeting: March 15, 2023, at the Steele County Administration Building Room 40