

# CAER Meeting Minutes

**March 15, 2023**

**Location:** Steele County Admin Building and Teams

**Call to Order:** Meeting called to order at 3:41pm by Tom Karnauskas. Tom asked everyone to introduce themselves. One note to the agenda, this is not an annual meeting.

**Attendees:** Tom Karnauskas, Melissa Kofstad, Jamie Vogt, Thad Rosenberg, Dennis Hollatz, Rick Hager, Bonnie Johnson, Kristen Sailer, Jerry Ibberson,, Ed Hoffman, Michele Heaver, and Annette Duncan. Lon Thiele came for a few minutes; however, had other commitments.

## **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 1/18/2023. Second made by Jamie. Motion passed.

## **Old Business:**

- 1) Multi – Hazard Mitigation Plan – Kristen and the team are working on the update. They have divided up the sections and have each person on the team making recommendations on their sections. Once the updates are completed they will bring the final recommendations back to this group for approval. Kristen noted that it will take time to complete this project. Tom noted that the existing plan is located online. The plan is updated every 5 years.
- 2) Training and Exercise Priorities – Sheltering exercise completed in November of 2021 resulted in the development of sheltering kits. The sheltering kits are located throughout the county. They have one additional kit that needs to be assembled and delivered to Trinity. They completed another exercise in November of 2022 and completed an after-action review on Feb 15<sup>th</sup>.
- 3) Severe Weather Feb. 22-23 - Everything has been used in the sheltering kits. It was noted that the only item that needed to be added was a short cord. So far everything has worked out nicely. A shelter was opened at the armory in Owatonna; however, it wasn’t needed. It was great practice though. The team feels ready now if we were to have severe weather, that they have the tools and resources necessary to effectively manage.

Red Cross was able to provide food and beverages for those that did utilize the armory. Kristen noted that they contacted Red Cross and they took care of ordering the food and this team just needed to pick up food. Tom noted that in the past they have had trouble getting into the armory and this time that wasn’t the case. It helped that the Governor had issued an order for the National Guard to assist. Ed commented that he met with Mayo

after the weather incident and they would like to be included in future after action reviews.

- 4) Governor's Conference Postponed – Rescheduled for April 24-25, 2023
- 5) 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.

### **New Business:**

- 1) Wenger Exercise – Kristen reported that she met with Thad, and he met with his leadership team to discuss dates. They have a new CEO and some additional leadership transitions, so they are postponing until the fall of 2023.
- 2) Previous Minutes Binder - Tom informed the team that he has a binder with the previous minutes. He stated that all the minutes are now online, so he would like to propose that the printed minutes from 2019 be shredded. The paper copies have electronic versions saved. Ed wanted to confirm that we have a backup in case the drive goes down. Tom is going to double check before shredding. There was a question on whether there is a retention policy. There is not; however, 3 years is typical. No objections provided there is a backup.
- 3) Table Top Exercises – Jamie reviewed the table top exercises with his Safety Committee and they are very interested. He will work with Kristen offline.
- 4) Flood Outlook – Kristen reported that the flood outlook was reissued two weeks ago, and it is higher than initially expected. Kristen called the weather service to ask for their opinion on our area. They noted that we have a lot of snow and are on the high end, in the above average range for flooding, should we have large rain events. Kristen wants to know what type of flood planning we want to put into place just in case.

Kristen suggested a Sandbag policy. We have had one in the past, but it was never ratified. Bonnie noted that we used to provide training for sandbagging. Bonnie noted that we have procedures somewhere. If we are utilizing the sandbag machine, Dennis suggested that we should have criteria around who can use it. Michele noted that the Salvation Army has a machine that can be released to us for use.

Michele has purchased several hundred flood kits that can be distributed across the state. They are used for clean-up. Several hundred are already in the warehouse in the Twin Cities and the rest will be available in the next month. Distribution has not been resolved yet.

Ed believes we have sandbags; however, is unsure of the quantity. He will identify the quantity and report back to the team. Kristen asked him to report back on their condition as well. Kristen asked Ed to check on his sandbag policy; he is going to check with Public Works. Tom noted that he might have the policy and will send it to Ed today or tomorrow.

Kristen asked Rick about their needs in Medford. They work with the fire department to meet their immediate needs. There are 3 sites that are priority areas. Potential resources would be needed during the cleanup phase (Hazardous Material). For Ellendale, Jerry has cleanup kits, and everything is good except for the bleach. They have 37 units. The largest issue they have is sewage back up. They need to keep generators running. No sandbagging needed in Ellendale.

Rick asked whether Red Cross is issuing any units. This needs to be checked on. The weather service is going to issue another report in two weeks.

Kristen suggested that a communication should be sent out through the city communication liaison with preparedness measures. Ed will work with Kristen to craft a public message.

#### **Steele County Emergency Manager Report:**

- 1) Kristen Sailor – office moved, tenant of the detention center. They have future plans to move across the street in the Alexander Building next to the Coca Cola Distribution Center in 2024.

#### **Member Reports:**

- 1) CERT – Sheltering exercise completed on December 17. After action review Feb. 15.
- 2) SKYWARN – Annual Spotter training scheduled for March 21<sup>st</sup> at 7pm. All are welcome to attend.
- 3) RACES – Completed Radio License class last Thursday. Five people passed which will provide five potential new members.

Melissa – Public Health has COVID Kits as they won't be available through insurance after April 1<sup>st</sup> at the pharmacies. Suggested that we check online for current kits as many of the expiration dates have been extended.

Jamie – no report.

Thad – no report.

Dennis – Feb. 23rd, 6:30pm-9pm, Community Education Class was cancelled as they only had 2 people registered.

Rick – Skywarn; the Fire Department in Medford is being trained on April 10<sup>th</sup>.

Bonnie – if employers are interested in receiving information, let her know and she can provide information on sandbagging that can be disseminated to employees.

Jerry – Bought sheet lifters for his binder. The Ellendale Fire Department was trained on Skywarn last month, through an abbreviated session. They were set up for a Sheltering in Place. The church didn't want anyone on site though unless it was activated, so had to develop a backup plan.

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

Michele – Continuing to work on Volunteer Recruitment and Training and Disaster Preparedness, specifically around potential flooding around the state.

Ed – no report.

**Adjournment:** Tom adjourned the meeting at 4:21pm

**Next Meeting:** May 17, 2023, at the Steele County Administration Building Room 40 or via Teams