

# CAER Meeting Minutes

**November 15, 2023**

**Location:** Steele County Admin Building Room 40 and Teams

**Call to Order:** Meeting called to order at 3:35pm by Tom Karnauskas. Kristen asked that everyone sign in. There is no agenda for today's meeting. The primary purpose is to review the Tier 2 Update and Multi Hazard Mitigation Plan.

**Attendees:** Tom Karnauskas, Melissa Kofstad, Bonnie Johnson, Kristen Sailer, Jerry Ibberson, Dennis Hollatz, Michele Heaver, Thad Rosenberg, Joseph Eichten, Ed Hoffman, and Annette Duncan.

## **Routine Approvals:**

- 1) Financial Report – Kristen reported no expenses or deposits since the last meeting. We have approx. \$1900 in the account, no change. Her hope is that we can host an exercise in the future, which these funds will be used for that purpose.
- 2) Secretary's Report - Motion was made by Melissa to approve the minutes from 7/19/2023. Second made by Jerry. Motion passed.

## **Old Business:**

- 1) **Tier 2 Update** – Kristen reported that the state of MN has uploaded all the annual company Tier 2 reports, for 2022. We have 70 locations that reported and 3 of facilities including Central Farm Services – Owatonna (anhydrous ammonia), that are required to submit a Risk Management Plan. The second facility is Crystal Valley Coop (propane gas site) and Pipeline Foods (anhydrous ammonia) both in Hope. We have a fourth facility that we need to follow up with as they haven't reported yet. Based on previous reports, we believe that Central Farm Services (anhydrous ammonia) in Ellendale will also need to provide a Risk Management Plan.

Kristen believes it would be best for her office to plan to get out to these facilities to consult on how to address these hazards. Dennis mentioned that each of the 70 facilities should have offsite consequences. This is a mathematical calculation that determines in hypothetical situations how far the community is impacted. Ed requested that he receive a list of those in his area as he is not seeing the information he is looking for. Kristen said she would send him the spreadsheet; however, after discussion, she was able to direct him to the correct place to locate this information.

SE MN Disaster Health Coalition is putting together a Chemical Response Plan for the region. Ed participated in the training portion of this meeting. They have sent out a request for information. Kristen responded that the subject matter experts in our area are the Fire Chiefs in each community, the State Chemical Assessment Team, and the State Regional Hazmat Team. Ed confirmed this list is good. We were asked what specific

resources we need to respond to an incident and what resources do we have. Kristen responded that our first responders/fire fighters have self-contained breathing apparatuses, fire equipment, foam/water, and fire departments have gas detectors and oxygen depletion devices. Dennis mentioned that the Tier 2 facilities may also have additional resources based on their specific chemicals. It takes approx. 1 hour for units to be on scene. Dennis recommended reconciling the chemicals to determine any unique responses that would be needed. The resources that we need include PPE for first responders, decontamination equipment and showers, blankets and clothing for victims, and pre-hospital care such as oxygen and triage. Ed recommended level D uniforms as current uniforms would not be sufficient for mitigation like shutting off or patching a leak. Kristen shared the top 5 chemicals. Kristen suggested that Dennis review the list to determine the top five that should be listed. Dennis noted that there are risks involving loss of refrigeration that make some chemicals more of an issue.

- 2) **Multi Hazard Mitigation Plan** – Tom reported that we are very close to completion. Kristen noted that we need the CAER team to review and provide feedback. Tom reported that all the earlier drafts are saved on the Steele County Emergency Management Website. All updates provided have been added to the plan.

#### Section 4 Risk Assessment Review:

Later this week, Tom will make PDF's of all drafts and upload to the website for review. If we have questions or changes, please send to Tom.

Tom reviewed the changes that were made to this section, which are noted within the document. The 2019 Mitigation Plan replaced the 2014, this is the current version. Tom noted that in the 2017 there was a lot of redundant information. Tom is going to take most of the tables out of the verbiage and leave in the Appendix section.

Community Resilience Zone – Kristen reported that Steele County is top 50 in the United States, based on data provided by data from FEMA from the National Risk Index. Most of Owatonna is in the map and then the Northern half of Steele County. This has been included in the plan along with a copy of the map and link to the website. Kristen believes that the work that United Way is doing will help improve these areas. This qualification should make additional funding available to improve these areas.

There were no major changes noted under Hazard.

Our GIS Coordinator has spent nearly 100 hours updating the maps and information. Kristen has asked the team to review this information to provide updates and feedback. Melissa confirmed with Tom that the documents will be on the Emergency Management Website by the end of this week. **Kristen has asked if we have any pictures of natural disasters in Steele County to send them to her so they can add them (after getting permission).** Dennis noted that the newspaper (OPP) has images as he has used them for presentations. Jerry might also have some pictures from Hope (2016 flood). Dennis has Owatonna Flood, Blizzard, and Tornado pictures (possibly with the source).

### Section 5 Mitigation Strategy:

Kristen has met four times with the townships associations, met with all the cities, also met with OPU and Steele/Waseca and Blooming Prairie Utilities, so has updated this section with the data obtained during these meetings. Most of the mitigation projects were ongoing. A few new actions were added for the townships. Kristen asked that we review this section as well.

Kristen reviewed the process action items list and all the items that have been completed and not completed (ongoing). No mitigation actions were deleted; however, there were small edits. A few of the added items included several township projects, additional stream gauges upstream (warning notifications for campgrounds), sirens in the townships in developed areas, and hydrology studies in the Maple Creek water shed (2016 flood event).

Bonnie wanted to know about the new project coming up on the river that is being built in an area that has a history of being flooded. Ed believes the elevation may make this not an issue, but Kristen suggested that Ed might need to add this to his Emergency Response Plan.

### **New Business:**

- 1) **Emergency Management Office Move** – tentatively 2664 Alexander Drive, Owatonna, MN 55060 across from the Detention Center. The county purchased it from Cybex. The current tenants plan to move, so Emergency Management, Facilities Management, and Sheriff's Department will utilize this space. We do not have any firm dates.

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

- 1) Kristen Sailor – no report.

### **Member Reports:**

Tom – No report.

Melissa – Working to beef up Medical Reserve Core to previous numbers.

Bonnie – No report.

Annette – Continue to grow Volunteers United.

Jerry – No report. Are we going to have a Winter Store Prep meeting. Kristen said she would like to; however, she does not have a meeting scheduled. The plan would be to meet at Trinity Lutheran Church to discuss shelter plans. Bonnie has the mapping for how to place people. Kristen said we won't have the big meeting like last year.

Dennis – No report.

Major Heaver – No report.

Thad – Kristen asked about an exercise, otherwise no report.

Joe – No report.

Ed – Holiday Train, December 6, following the same plan from 2019. CERT is going to help. Local entertainers in front of the train around 3:40pm with the show starting shortly after before the train is on its way to Waseca.

**Adjournment:** Tom adjourned the meeting at 4:30pm

**Next Meeting:** January 17, 2024, at the Steele County Administration Building Room 40 or via Teams