

CAER Meeting Minutes

4-2-2025

Location: Room 40 (lower level) at the Steele County Administration Building (630 Florence Ave) and Teams.

Call to Order: Meeting called to order at 3:33pm by Tom Karnauskas.

Attendees: Tom Karnauskas, Jerry Ibberson, Thad Rosenberg, Kristen Sailer, Zach Roberts, Melissa Kofstad, Jeanne Rasmussen, and Annette Duncan.

Introductions: Attendees introduced themselves.

Routine Approvals:

- 1) **Secretary's Report** – No changes. Kristen made a motion, Melissa seconded. Motion passed.
- 2) **Financial Report** – Approx. \$1800 in the account, no funds have been spent. Kristen made a motion, Melissa seconded. Motion passed.

New Business:

- 1) **Long Term Recovery Group (LTRG)** – Kristen gave an overview of the purpose of a Long Term Recovery Group and what steps we will work on today.
 - a. **Define LTRG Mission** – We bring together community resources to address the ongoing unmet needs of those impacted by disasters, fostering resiliency in our communities.

Kristin made a motion to approve the mission. Jerry seconded the motion. Motion carried.

- **Establish LTRG Goals** – Develop a plan for the top 4 disasters/hazards that could affect Steele County: Flooding, Tornado, High-Winds, Blizzard, are the disasters that we believe will be the focus. We will review the data in more detail to determine. In the future we will identify goals in the following areas as we have a more defined process.
 - **Strategic goals** – (Overarching goals)

- Development and activation of an LTRG (within CAER) in Steele County
 - Identify potential unmet needs based on previous data (mitigation plan).
 - Identify all possible resources that we can utilize in times of disaster.
 - Identify the partners that will serve in the LTRG.
- Identify what positions should be created to support LTRG (funded and unfunded). For example, disaster case management and distribution of funds, and construction coordinator, etc.
- **Operational goals - TBD**
- **Tactical goals - TBD**
- **Long-Term goals - TBD**

Action Items:

- Next agenda – review the mitigation plan and the flood of 2010 to identify potential unmet needs.
- Tom will send out the suggested resource list and guide prior to our next meeting.
- Core team needs to communicate with each other between meetings to ensure that we are in the best position to move this work forward.
- Schedule Disaster Training for Volunteers United. Annette and Kristen will set up a meeting to discuss the parameters.

Steele County Emergency Manager Report: In March we had two blizzard responses. Jerry reported that Ellendale opened their emergency shelter; however, no one came in. South of Ellendale on Highway 35 was closed for two hours. It was a good run through for Ellendale. Kristen reported that the National Guard pre-staged the Armory in case it was needed. We need to pre-stage at Trinity Lutheran Church in Owatonna as well to ensure they are ready if they are needed in the future. We now have 5 Shelter Volunteers from Trinity Lutheran Church trained. Trinity Lutheran Church opens their emergency shelter when the County activates their site. The armory can only open if the County or the State declares a state of emergency. The sheriff has requested that Trinity Lutheran Church be first line; however, access is an issue with Trinity Lutheran Church being in the middle of the community, and not near a major highway.

Tom reported that on May 30th he will be retiring. Interviews for 1 FTE Deputy position took place today and that will encompass the two .25 FTE positions. Congratulations, Tom!!

Member Reports:

CERT – conducted a class with 3 new people certifying and 2 re-certifying. This was combined with Rice County.

SKYWARN – Annual training completed. Approx. 30 people in attendance.

RACES – Attempted a class; however, did not have anyone register.

FEMA – No update.

UNITED WAY OF STEELE COUNTY – Annette reported that we continue to build up our Volunteers United and would like to get them some official disaster training.

No updates from the team.

Adjournment: Tom adjourned the meeting at 4:33pm

Next Meeting: May 21, 2025, at 3:30pm at the Administration Building and Teams, we will be celebrating Tom's retirement.