

CAER Meeting Minutes

4-15-2026

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

Call to Order: Meeting called to order at 3:34pm by Kristen Sailer.

Attendees: Kristen Sailer, Jerry Ibberson, Megan Ringhofer, Annette Duncan, Zach Roberts, Thad Rosenberg, Jake Dashiell, and Amber Aaseth. **Online Attendees:** Sean Farley-Cowdin and Loan Trinh.

Introductions: Attendees introduced themselves. Kristen is going to try and get 2-3 additional meetings this year. Kristen is evaluating the day and time of meetings to see if we can get better participation.

Routine Approvals:

- 1) **Secretary's Report** – No changes. Consensus.
- 2) **Financial Report** – Approx. \$1800 in the account, no funds have been spent. The hope is to spend some of these funds on a full-scale exercise with the Union Pacific railroad. Consensus.

Old Business:

1) Training and Exercise Priorities:

- a. Working with Union Pacific Railroad to provide tabletop and advanced exercises. We will be opening to the region in hopes of getting better participation.
- b. Airport – we are hoping to extend training out to the airport. Jake reported that the fire fighters are working to provide more training for the airport. The airports response plan needs to be updated, so he is working with them to get updated.
- c. Traffic Incident Management Training – Megan reported that this training will be available to first responders in Owatonna on Wednesday July 15, 2026, 5:30pm-9:30pm at the Owatonna Public School District Offices.
- d. Shelter Supervisor Fundamentals – Sean with Red Cross reported that they provided training in Dodge County and will have training across the state which may be open across counties.

2) EOP Regional Review Committee:

- a. This is scheduled for October 6, 2026, in the City of Rochester. They will be reviewing Emergency Planning Right to Know Act and the T2 Chemical Facilities Training. Kristen will review at the July meeting.

New Business:

- 1) **Long-Term Recovery Group Planning Update** – Kristen reported that we presented to the state on our work with developing a Long-Term Recovery Group. In this meeting we reviewed the Action Plan for Developing the LTRG to ensure we haven't missed any steps. Annette reported that United Way of Steele County has been built out and are prepared to manage the fundraising and funding allocation to individuals and businesses in need, during time of crisis. Sean reported that Red Cross has done case management on a case-by-case basis and stays with individuals for up to 60 days for larger disasters. They can make a more formal handoff to LTRG, we just need to work out this official process for how we want to handle it. We discussed triage and case-management and how that will look different depending on the individual situation. Red Cross uses Salesforce for CRM and can work with the lead agency, i.e. United Way of Steele County, to support Case Management.
 - a. **Sub Committee To-Do:** We need to schedule time in our next agenda to work through the Triage and Case Management component of Long-Term Recovery in Steele County. **Annette will schedule this meeting.**
 - i. **United Way of Steele County**
 - ii. **Steele County Public Health**
 - iii. **Red Cross of Southern MN**
 - iv. **Salvation Army**
 - v. **Steele County Emergency Response**
- 2) **By-Laws Review** – Kristen has one change, and that is striking “Steele County Community Organizational Active Disaster (COAD)” and changed to “Steele County Long Term Recovery Group (LTRG)”. Kristen will be asking that the role of Vice President and Secretary be separated. Consensus.
- 3) **Nominations and Vote for President, Vice President, and Secretary** – Kristen nominated Megan Ringhofer for President and Jerry Ibberson. Megan accepted the nomination and group was in consensus. Kristen nominates Annette Duncan as Secretary. Annette accepted the nomination and group was consensus.
- 4) **Any other topics from group** – No other topics were presented.

Emergency Manager Reports:

- **Kristen Sailer** – Steele County has been busy, working on closeout for a couple of grants. This week is Severe Weather Awareness Week, so they have been marketing this out in the community. We had a great response to the Tornado Warning issues last

Monday night. Steele County has conducted a Tabletop Exercise on the Continuity of Operations and worked on updating the plan.

- **Jerry Ibberson** – Blizzard Shelter went well in Ellendale; collaboration was executed well. Jerry noted that we need to be aware of staffing during these conditions as they get a lot of people utilizing their site. Supplies are adequate.
- **Jake Daschiell** – Emergency Management systems are being evaluated. They are currently working to identify materials needed and necessary updates. Working with the airport to help with updates out there as well. There are several sirens that need to have repairs and/or poles replaced. The city is currently in the process of hiring a new chief. The new Fire Station is still being discussed. The reverse referendum is in process. The vote will take place in November. Visit the website for additional information.

Member Reports:

Cargill - Loan Trinh reported that two Safety Drills were conducted on Saturday. Megan came and supported as well as the Blooming Prairie and Ellendale Fire Departments and BP EMT's. The BP Police could not join this year. First scenario involved a Tank Truck (raw chemicals spill/fire). The second scenario involved a Medical Emergency and Operation Continuity. It was identified that Rochester and Mankato are the only departments that can address HAZMAT (Chemical Release) spill incidents.

CERT – New CERT member training was completed in March 2026. We have 4 new CERT members. Sheltering activations were conducted in December, January, and March.

SKYWARN – SKYWARN training was completed in March. Activation was completed on Monday night with the severe storms.

RACES – Field Day is scheduled for June 24-26, 2026, at McKinnley Elementary in Owatonna.

Adjournment: Kristen adjourned the meeting at 4:40pm

Volunteer Appreciation Picnic, all are welcome June 13, 2026 at Dartt's Park Pavilion 11am-3pm

Next Meeting: July 22, 2026, at 3:30pm at the Administration Building and Teams