

17-February-2010 General Meeting

Location:

Owatonna EOC

Call to Order:

Meeting was called to order at 7:05 PM by Tom Karnauskas. Karen Fontaine is not available for the meeting so the meeting will be chaired by Tom Karnauskas.

Attendees:

Tom Karnauskas, Lon Thiele, Mike Johnson, Greg Lindholm, Oscar Dahle, Rhonda Guthier, Stacy Mielke, Chris Gannon, Greg Lindholm, Mary Fink, Troy Klecker, Andrea ?

Executive Committee Action Review:

There are several openings in the Executive Committee (EC) that need to be filled. The EC approved temporary appointments to fill the voids until the election at the annual meeting:

1. Vice President Karen Fontaine assumed duties as acting President.
2. Stacy Mielke was approved as acting Treasurer.
3. Tom Karnauskas assumed the role of acting Secretary.

Approvals:

Routine business review included:

1. Minutes of 20-Jan-2010 General Meeting, were approved as published on the SCEM Portal.
2. The Treasure Report was approved.
 - a. Balance on Hand: US Bank Statement thru 12-8-2009 \$2,184.34
 - b. (Note: Statements are sent quarterly if no activity-no further statement received.)
 - c. No Expense
 - d. No Deposits made
 - e. Balance on Hand: \$2,184.34
3. Add to the Treasurer Report that CAER received a grant from Insty Prints for \$150 to be used by December 31, 2010.

CAER By-Laws Amendments

The Executive Committee is recommending several changes to the organizational structure of CAER. These changes are designed to spread the workload out between Officers and provide some checks and balances. Since the Amendments potentially alter the structure of CAER, the amendments need to be approved before elections are complete.

The following changes were made to the Steele County CAER Proposed By-Laws before modified approval:

1. Article III Executive Committee
2. Section 6d was changed to: Automatically by missing three consecutive unexcused meetings.
3. Article IV Amendments
4. Section 1 was changed to: Original adoption 1992-Aug-12

Greg Lindholm motioned to accept the CAER By-Laws with the changes list above. Chris Gannon seconded.

CAER Elections:

As a result of the approval of the CAER By-Laws, the new officer positions need to be elected:

- President
- Vice President/Secretary

- Treasurer

Nominations are open. The Executive Committee offers the following slate of candidates for consideration:

- President: Tom Karnauskas (RACES)
- Vice President/Secretary Karen Fountaine (Public Health)
- Treasurer: Stacy Mielke (Owatonna Hospital)

The slate of candidates was unanimously voted to serve.

The By-Laws allow for up to six General Members to be elected to the Executive Committee Current EC members previously elected to serve through 2010 are:

- Sandee Hardy-Hagen (2010)
- Lon Thiele (2010)

The following individuals were nominated to become members of the executive committee

- Chris Gannon
- Greg Lindholm

This was motioned by Lon Thiele and approved by Mary Fink.

CAER Membership Dues:

The By-Laws indicate that membership dues would be established at the Annual Meeting. The Executive Committee is recommending that membership dues not assessed for 2010. It was approved that there will be no membership dues for 2010. It was motioned by Mike Johnson and seconded by Stacy Mielke.

CAER Goals:

According to the By-Laws:

“The purpose of this organization shall be to work with all people and all agencies in Steele County to promote the highest possible community awareness and emergency response and recovery in our communities.”

The Executive Committee recognizes the need to rebuild active participation. The Executive Committee offers these CAER goals for 2010:

1. A full schedule of the Emergency Operations Plan (EOP), specifically covering the Emergency Service Functions (ESF). The schedule will be established by the Steele County Emergency Manager and will be completed over a several year period.
2. Continue with monthly articles submitted to Owatonna Peoples Press. Tom Karnauskas and Mike Johnson will meet to see if they can correlate the monthly articles with Emergency Service Functions.
3. Work with Public Service and Citizen Corp groups to plan and execute the Annual Drill.

Steele County Mitigation Plan:Mike Johnson and Trot Klecker

The Steele County Mitigation Plan was approved by FEMA for the last five years is expired. To be eligible for Mitigation Grant Funds the county would need to update the Mitigation Plan and submit the new plan to FEMA for approval. The purpose of this meeting is to see if CAER would like to participate in the development of a Multi-jurisdictional Mitigation Plan. This would include:

- The evaluation and submittal of a Hazard Vulnerability Assessment.
- The evaluation and submittal of proposed mitigation projects for your jurisdiction.
- Approve the final draft of the plan before submittal to FEMA.

The new plan is being developed with grant funding and participation with Steele County Emergency Management and the City of Owatonna Planning and zoning staff. The intent is to update the previous plan and to continue Multi-jurisdictional Mitigation Plan. CAER unanimously voted to participate in the Steele County Mitigation Plan. CAER will participate in the plan, assess risk/vulnerabilities in our community, contribute to mitigation strategy/mitigation actions and adopt the plan after the plan meets approval.

Citizen Reports

CERT:

- CERT gave a presentation on Community Response Team Professionals and Response Realm.

Medical Reserve Corp/Public Health:

- No Report

Hospital:

- No Report

Red Cross:

- The Red Cross received a grant for a 16 foot trailer that will function as a 50 person shelter. The Red Cross has also begun planning for possible flooding in Fargo.

Salvation Army:

- No Report

Emergency Medical Services:

- No Report

Civil Air Patrol:

- No Report

MNVOAD:

- There is a training session for February 27, 2010 from 8:00 am to 4:30 pm. So far seven people are signed up.

RACES/ARES:

- Technician license class right now with 18 participants.

SKYWARN:

- Will be holding a few training sessions with Steele County Law Enforcement and SWEC.

Law Enforcement:

- Steele County Law Enforcement has an upcoming training on SKYWARN.

Steele County Emergency Manger Report:

- Mike Johson and Andrea are currently working on Code Red Notification System.

Old Business

A motion was passed to approve the purchase of a post office box for CAER.

Adjournment

The meeting adjourned at 9:00 PM. The next regular meeting is scheduled for 17-March at 7:00 PM.