**CAER Meeting Minutes**

**1-14-2025**

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

**Call to Order:** Meeting called to order at 3:43pm by Tom Karnauskas.

**Attendees:** Kim Johnson, Patricia Carter, Cheryl Stephenson, Tamara Theiler, Megan Norbeck, Kristen Sailer, Zach Roberts, Melissa Kofstad, and Annette Duncan

**Introductions:** Attendees introduced themselves.

**Routine Approvals:**

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

**Old Business:**

1. **Multi Hazard Mitigation Plan** – Had turned in the plan and received several items that needed to be updated. Will resubmit to HSEM by the end of the week.
2. **June Flooding –** Kristen reported they have been busy working on the public assistance side of the disaster working with all entities in all communities, including townships. There may be some legal implications that will need to be addressed around the drainage authority. We are hoping that the items presented will be eligible for FEMA funding.

**New Business:**

1. **Long Term Recovery Group (LTRG)** – Kristen shared that we did not have any unmet needs, so no report will be filed. We will still move forward with our creation of a Long-Term Recovery Group.

Tom recapped the November discussion around the development of the LTRG. Annette provided an Action plan for the development of an LTRG. Today we will review the first steps in the action plan.

* **Form a Steering Committee-** The committee will include CAER group as the foundation, United Way, and Local Government. Group discussed who else should be on the committee. Tom asked Annette for ideas. Annette facilitated a conversation around the needs people have in disaster. From here we were able to create a list of potential candidates. Kristen captured the list. FEMA team brought additional, larger, entities that we might consider as well. A Steering Committee consists of individuals that can commit to the work. Once established, everyone will have a seat at the table. We don’t need to start large, just efficient, 5-7 is the recommendation.
  + **Focus –** Housing, Food/Clothing, Damage/Repair, Case Management and Disaster Funding, and Warehouse are the priorities for now.
  + **Organization** - It was discussed that LTRG will operate under CAER.
* **Define LTRG Mission –** Bringing together community partners, LTRGs work as a united front to address the ongoing needs of individuals and families affected by disasters.
* **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**
  + **Operational goals**
  + **Tactical goals**
  + **Long-Term goals**
* **Create a Charter –** The charter will be developed with the plan.
* **Conduct a Needs Assessment –** Utilizing current tools, including the THIRA (Threat and Hazard Identification and Risk Assessment) results and other data that is already collected. This will help us to identify where we need to prioritize our efforts. If needed we will consider additional data collection as needed. Tom reviewed the THIRA with the group. Tom would like for us to identify the top 4 primary disasters, which could cover multiple types of disaster in how they are managed.
  + **Data Collection**
  + **Analysis**
* **Additional Actions –** 
  + **Resource Mapping**
  + **Engage Stakeholders**
  + **Establish MOUs**
  + **Operational Structure**
  + **Communication Plans**
  + **Coordination Meetings**
  + **Fundraising**
  + **Financial Controls**
  + **Action Plan Execution**
  + **Monitoring and Evaluation**
  + **Capacity Building**
  + **Succession Planning**

**Steele County Emergency Manager Report:** Kristen shared that she is excited at what we’ve accomplished so far with this group and looks forward to the formation of this group. Kristen and the City is looking for access to the Repetitive Loss List. She has been trying to reach James Sink with the Regional Flood Insurance Liaison with FEMA to identify the process for obtaining this list. FEMA will see what they can do. It might require an ISSA. At minimum FEMA may be able to get a list of people from the last 10 IA Declaration and get those addresses or how many people in Steele County have requested assistance multiple disaster years. Kristen has not had any luck with the NFIP Data Request. Annette will dig into the UWSC archives to identify who participated in the disaster program that United Way managed in 2010.

The purpose of getting this information is to potentially purchase these properties to get them out of the flood plain. There is no plan for replacing these houses at this point.

**Member Reports:**

CERT

* Next training scheduled for Feb 2025.

SKYWARN

* Next training is planned for March 2025.

RACES

* No update.

FEMA

* Team shared that they want to be a resource for us as we develop this team. They have access to a lot of information and resources that we could utilize, including training.

UNION PACIFIC – Joe is going to retire the end of May. He will pass on the information to the new person.

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 4:38pm

**Next Meeting:** March 19, 2025, at 3:30pm at the Administration Building and Teams