



COMMUNITY AWARENESS EMERGENCY RESPONSE
Preparedness for Public Safety and Environmental Quality

Board of Directors – Minutes July 10th, 2018

Cottage Grove City Hall
Training Room
12800 Ravie Pkwy
Cottage Grove, MN 55016

CALL TO ORDER:

A Board of Directors meeting of Wakota CAER was held on Tuesday, July 10, 2018 at Cottage Grove City Hall – Training Room. The meeting began at 8:36 AM and was presided over by Bill Lazarz.

ATTENDEES:

Wayne Jorgensen, Lisa McMahon, Camie Pederson, Rachel Conant, Bill Lazarz, Dan Hannan, Paul Schultz, and Tristan Saito

BOAT CRUISE:

- Tuesday, August 14, 2018 from 12:00 PM to 3:00 PM
- Rachel will send out invites/reminders: July 23rd, August 3rd with deadline of August 6th as final counts are due on August 7th
- Add in where to meet/park to the invitation
- Rachel will bring name tags, list of RSVP's, order forms for new Wakota CAER shirts, and the old Wakota CAER apparel
- Announcement to be made about Boom School: if there is still interest in this training, we need to see more companies supporting with attendees, boats, equipment, etc. in order to continue

TREASURER UPDATE:

- CAER = \$28,060.12
- BOOM = \$60,378.17

BOOM SCHOOL:

- Gary Kaufman and Sam Rustin from Andeavor will take over 2018 Boom School
 - 2 - \$500 Visa cards available to Gary and Sam for any costs
 - They are also in contact with CF
- Wayne took care of all the meal planning and will give that information to Camie
- Wayne informed the barge about Boom School
- Stokes will be at Boom School on the July 31st and August 21-23rd
- Wayne asked if Stokes would possibly be willing to teach the class – he said he would and would charge a minimal cost (unsure exact cost) – something to consider
- Continue offering Boom School?
 - We will re-evaluate if we continue to offer annually, less frequently, or look into alternative trainings
 - Put a feeler out in the fall (Survey Monkey: is this valuable? What are other needs? Etc.?)
 - Rachel will keep Tristan updated on who has RSVP'd – this will help us to determine who is utilizing the training and if we should continue, as well as cancel any of the dates if there is not enough interest

SPEAKERS AND OTHER TRAININGS:

- Tristan and Lisa will talk about setting up speakers for future meetings and send out ideas; they will also look into other training opportunities and possible training hosts
- Meeting Topic: city/county emergency plan speaker? Representative from RRC to come in and talk about what they do and what they are looking for, along with a template of what city/counties in the region need to do
- Consider looking at the ER side of things, and inland spill training – worth investing money on? Inland spill – talk about what is required and who would use it
- Start recycling topics back in if it has been more than 3 years
- HAZWOPER refresher?
- Swift Water Rescue?

WAKOTA CAER PHONE NUMBER:

- City of Cottage Grove owns the phone number from what we understand. City employees are researching the phone number and will get back to Tristan when they know more information
- Rachel will look into plans that are reasonably priced for around \$750 or less for phone, and \$50/month or less for service plan – she will send to the board for approval, and meet with Camie to purchase
- The expectation for Rachel is to check the voicemail once a day

MISCELLANEOUS:

- Trailer Title – Wayne gave the title to Tristan to put in a lockbox inside the trailer; Tristan sent Rachel an electronic copy of the title to retain
- Rachel and Tristan rented a storage unit at Acorn Mini Storage in Cottage Grove and transferred all kept files and material to the unit.
 - Cost is \$58/month with 10% ongoing discount for being a local nonprofit
 - Rachel paid through August 31, 2018 for the unit
 - Rachel and Tristan both have keys for the unit
 - Rachel will organize files and search for updated agreements
 - Rachel will research if Word Press has any available storage for keeping electronic files
- We will not have a City Official “host” our meetings and will risk being bumped from the room. Rachel will continue to reserve the room each month.
- Rachel will look into Square for payment
- Wakota CAER Apparel: Rachel will order shirts from Edge Marketing for the board and will make an order form to have at the Boat Cruise for anyone who would like to purchase
- Rachel will continue to work on updating members contact information and send to Dan
- Rachel will update the website ASAP
- Rachel will look into purchasing Adobe Pro and send cost to the board for approval before purchasing
- Rachel will research Red Wing CAER’s payment structure
- Rachel will send Tristan the current RSRC members
- Wayne and Angie have taken on new positions. Wayne will no longer be on the board, and Angie may or may not continue – possibly 2 open board positions to fill

AUGUST MEETING AGENDA ITEMS:

- River Boat Cruise

Meeting adjourned at 11:00 AM