

# ***MINUTES OF THE PINE COUNTY COMMITTEE OF THE WHOLE MEETING***

## **Tuesday July 31, 2012, 10:00 a.m. Pine County Courthouse Boardroom**

Chair Chaffee called the meeting to order at 10:00 a.m. Present were Commissioners Doug Carlson, Steve Hallan, Curt Rossow and Mitch Pangerl. Also present were County Attorney John Carlson, County Auditor Cathy Clemmer, County Sheriff Robin Cole, and County Administrator David Minke.

The Pledge of Allegiance was said.

Chair Chaffee modified the agenda order to consider the modification to the Clean Air Policy section 21.2 first and the flood response second.

### **Consider Modification to Clean Air Policy Section 21.2**

The board discussed modifying the Clean Air Policy which regulates smoking by county employees while on the job. It was the consensus of the board to table the item until a survey could be completed that would identify the number of employees who smoke. Pauline Amundson will conduct the survey.

### **Review County Response to the June Flood**

Administrator Minke reviewed a memorandum highlighting some of the flood response activities and summarizing the expenditures made to assist residents.

Sheriff Cole reviewed the flood response and highlighted significant activities.

Some concerns/questions were identified.

Was the county funding equitably distributed? The county funding was intended to meet immediate needs for food and shelter, and to allow residents to reoccupy their homes. The county funds were not means tested and a total of approximately \$5,000 was distributed. Additionally, Human Services distributed approximately \$2,000 of Emergency General Assistance aid which has specific criteria, including income levels.

How were the vendors for the vouchers identified? Locations in Sandstone were chosen so that the recipients, who needed to be in Sandstone to get the vouchers, could use them immediately.

During discussion, the following lessons learned were identified:

1. Ensure staff is trained in the National Incident Management System (NIMS).
2. During a disaster, have periodic regular meetings including the department heads and other leadership to ensure positive communication of information and answer questions.
3. Activate and staff an EOC (staffing and hours dependent upon situation)
4. Communication with staff, elected officials and citizens needs to improve.

During discussion, the following action items were identified:

1. Review the plan at a staff level and ensure staff is trained in the ICS system.
2. Meet with the townships at the fall township officer meeting to discuss the county and township role in a disaster response.
3. Update the commissioners in January 2013 as to any recommended changes/updates to the plan.
4. Conduct a tabletop exercise in 2013.
5. Explore grant funding for Emergency Management

With no further business, Chair Chaffee adjourned the meeting. The next scheduled meeting of the board is August 7, 10:00 a.m. at the Pine County Courthouse.

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David J. Minke, Administrator  
Clerk to County Board

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Steve Chaffee, Chair  
Board of County Commissioners