



Approved
Community Advisory Council (CAC)
To Flint Hills Resources
May 10, 2010
Dakota County Technical Center
Rosemount, MN

Present:

Mary Conroy	Mark Koetke	Connie O’Sullivan
Margaret Flower	Scott Lindemann/FHR	Shirley Pike
Dave Gugino	Ray Martin	Dennis Wippermann
Becky Kenow/FHR	Vern Meier	
Dave King	Fred Mitchell	

Not Present:

Kristen Engemann	Steve Orne/FHR (excused)
Ed Florez (excused)	Scott Parr MPCA (excused)
Velita Frandrup (excused)	Jessie Swenson (excused)
Michelle Kelly	Roger Tippett (excused)
Zac Lagen	

Guests:

Commissioner Will Branning – Dakota County
Ben Herpst – son of Pete Herpst
Pete Herpst – Deputy Fire Chief/FHR & Vice Chair, Wakota CAER
Troy Ruby – Dakota Communications Center Dispatch Supervisor
Tara Shoemaker – Dakota Communications Center
Mike Thompson - Past Chair, Wakota CAER
Patrick Waletzko – Chair, Wakota CAER

Meeting facilitated by: Mariann Johnson, M. T. Johnson & Associates
Documentation provided by: Jackie Smith, M. T. Johnson & Associates

PUBLIC COMMENT

The Facilitator welcomed CAC members and guests.

Dakota County Commissioner Will Branning thanked CAC members for their motivation and efforts to continue the work of the Community Advisory Council.

CAC BUSINESS

Recognition of Vern Meier

The Facilitator recognized Vern Meier as the longest serving member of the CAC, with seven years of service. Vern served two 3-year terms and was asked to stay on for an additional five months when the Council changed the membership terms last year. She added that Vern has been a valuable asset to the Council and he will be missed.

Scott Lindemann/FHR comments:

Vern is currently the Co-Chair on the Environmental Committee. His exceptional leadership has earned him the respect of everyone on the Council. The refinery appreciates his service and the work he has done to promote Council activities. It has been a pleasure to know him and work with him on CAC business.

Vern was presented with a plaque acknowledging his commitment to the Council. As an appreciation gift for his service on the CAC, the refinery donated \$100 to Twin Cities Habitat for Humanities in Vern's honor. There was also cake served in Vern's honor.

Vern Meier comments:

My time on the Council has passed by very quickly. I have enjoyed Council activities and my fellow members on the CAC. Becky and Scott have been great to work with. Thanks also to Mariann and Jackie for their efforts to support the CAC.

CAC Member Updates

Member comment:

Recently I heard an advertisement for the refinery on WCCO radio. What other stations are you advertising on to reach various demographics?

Scott Lindemann/FHR:

Dave Lee from WCCO did come out and visit us prior to the advertisement being aired. We are also using National Public Radio and several other stations.

Ray Martin, Membership Selection Committee member:

I followed up with the principal of SES about a student representative on the Council. The principal indicated it may be better to work with an alumni student. I did indicate that the student, whether current or alumni, would not be a voting member of the Council.

Review and Approval of the Meeting Agenda and April Meeting Notes

Action/Decision:

The April 2010 minutes were approved with the following change:

- Page 4 Correct "Scott" Orne to "Steve".

Other CAC Business

The Facilitator stated that periodically the Community Outreach committee monitors the CAC website hits. Website usage will be reviewed with the CAC in September.

New member orientation was discussed.

- Proposed date - August 9th
- New members and mentors will meet at 4:00 pm
- Other CAC members would be asked to arrive at 5:00 pm
- Light snacks and refreshments will be served rather than a dinner
- Tour of FHR and the buffer area
- The tour would adjourn by 6:15 pm

The Facilitator will contact the new members this week to finalize the orientation date. Additional information will be sent to all CAC members closer to the meeting date.

FHR UPDATE

Scott Lindemann/FHR:

The turnaround ended at the end of April. It was very successful. We did have one OSHA recordable injury on the last day. A mechanic that was working above another mechanic dropped a tool. The second mechanic received a cut on his lip that did require stitches.

We had a 5-minute flaring incident when we brought equipment back up after the turnaround. CAC members should have received that notice by email.

Becky Kenow/FHR:

Ducks Unlimited recently awarded FHR its Benefactor Role of Honor award for its contributions to Ducks Unlimited conservation work.

CAC members were invited to attend the tenth annual Children's Festival on June 4-6th in Rice Park in downtown St. Paul.

FHR's Annual Scholarship Banquet to recognize the outstanding accomplishments of two students from a number of area schools will be held in early June.

The Zoo mobile is visiting two schools from Apple Valley this week.

Member question:

Last month, Scott mentioned that the demand for oil had picked up. Is that still the case?

Scott Lindemann/FHR response:

With farmers getting into their fields, demand has risen somewhat.

**DAKOTA COUNTY EMERGENCY NOTIFICATION SYSTEM
“CODE RED”**

Pete Herpst, Deputy Fire Chief/FHR provided background information on FHR’s emergency notification system (ENS). The refinery was looking for a notification system to alert neighbors on emergency situations. He stated that initial discussions with the CAC occurred in 2000. In 2004, the Eagan Police Department initiated an ENS system and the refinery worked with Eagan’s ENS in its early days. Today, FHR uses Dakota Communications Center (DCC) CodeRed for its emergency notification system.

Troy Ruby, DCC Dispatch Supervisor, demonstrated how an emergency call is activated, using the CodeRed website. He indicated that the refinery has used two actual voice notifications since working with CodeRed. Voice notifications are distributed at 2000 calls per minute.

Tara Shoemaker, DCC, distributed a CodeRed fact sheet that includes frequently asked questions and answers. “FAQ’s for CodeRed” appears on the homepage of the CAC website (www.flinthillscac.org).

CAC member questions during Troy’s presentation follow.

Member question:

Who has to register?

Troy Ruby/DCC Dispatch Supervisor response:

The landline data comes directly from the 911 system. Cell phone users that do not have a landline would need to register. Dakota Country property owners that do not reside in Dakota County can also register. Self-registration is available through the DCC website at www.mn-dcc.org. Click on the CodeRed logo to complete the process.

Commissioner Branning question:

Which phone service do you use?

Troy Ruby/DCC Dispatch Supervisor response:

We use the internet to launch the call. We can call on any line.

Member question:

Do you coordinate with the cell phone providers to make them aware of the CodeRed alerts?

Troy Ruby/DCC Dispatch Supervisor response:

Carriers treat our messages as any other text message.

Pete Herpst/FHR Deputy Fire Chief question:

Does CodeRed eliminate fax machines, etc?

Troy Ruby/DCC Dispatch Supervisor response:

Our system does not eliminate fax lines. The system will recall the number in 90 seconds if it does not receive a response.

Member question:

What if an answering machine picks up when the CodeRed alert is sent out?

Troy Ruby/DCC Dispatch Supervisor response:

That is considered a successfully delivered message.

Member question:

What if you are home and answer the call?

Troy Ruby/DCC Dispatch Supervisor response:

The CodeRed alert is a computerized call that is voice activated. When it hears your voice, it would deliver the programmed message.

Member question:

We have a unit that is attached to our phone that disconnects telemarketers. How would that affect a CodeRed alert?

Troy Ruby/DCC Dispatch Supervisor response:

The CodeRed alert has a note to indicate it is a priority message and it gives you a phone number to return the call. When you call the number back, you will get the same recorded message announcing the alert.

Scott Lindemann/FHR question:

Do most Minnesota counties have this type of system?

Troy Ruby/DCC Dispatch Supervisor response:

Most counties have some type of emergency preparedness network. CodeRed is very popular.

Pete Herpst/FHR Deputy Fire Chief question:

Is FHR the only industry that is working with CodeRed at present?

Troy Ruby/DCC Dispatch Supervisor response:

That is correct. We have increased our community outreach efforts to get the word out about our agency.

Member question:

Are the school systems utilizing CodeRed?

Troy Ruby/DCC Dispatch Supervisor response:

The school system has internal procedures that they follow first.

Member question:

Are all counties utilizing CodeRed?

Troy Ruby/DCC Dispatch Supervisor response:

Not all counties work with CodeRed. There are several other vendors in the state.

Becky Kenow/FHR comment:

CodeRed is very easy to use compared to the older system we used.

Pete Herpst/FHR Deputy Fire Chief comment:

The FHR Emergency Communications Center runs a CodeRed test scenario every Wednesday at noon. We create a scenario and CodeRed initiates the appropriate response. I have timed the exercise and it takes about 35-40 seconds to distribute the alert.

Troy Ruby/DCC Dispatch Supervisor comment:

We have created preset jobs for many scenarios. We can make one phone call to launch a pre-recorded job to release alert information to the targeted areas. We also follow-up with an all-clear signal. The all-clear signal is very important to those that are involved in the alert area.

Member question:

Could you notify drivers of large traffic tie-ups?

Troy Ruby/DCC Dispatch Supervisor response:

That wouldn't work because we would have no idea who was traveling in the area.

Member question:

Where is your office located?

Troy Ruby/DCC Dispatch Supervisor response:

Our office is located at 2860 160th Street in Rosemount. We would like to offer a tour of our center to the CAC.

WAKOTA CAER (Community Awareness Emergency Response)

Pete Herpst, Vice Chair of Wakota CAER, introduced Patrick Waletzko, Chair of Wakota CAER and Mike Thompson, Past Chair. Pete, Patrick and Mike presented an overview of Wakota CAER. Their presentation is available on the CAC website (www.flinthillscac.org). Questions from CAC members during the presentation follow.

Member question:

Are there any other organizations similar to yours serving near-by communities?

Pete Herpst/Vice Chair of Wakota CAER response:

We are the only active agency in the area. Red Wing is currently working on a CAER agency for their area.

Member question:

Why isn't the city of Inver Grove Heights (or Apple Valley) a member?

Patrick Waletzko/Chair of Wakota CAER response:

The City chooses whether or not they want to participate.

Member question:

Is the nuclear power plant a member?

Pete Herpst/Vice Chair of Wakota CAER response:

No, it is not. The power plant is working with Red Wing.

Member question:

What is a boom?

Mike Thompson/Past Chair of Wakota CAER:

A boom is a yellow, vinyl, inflatable device that is used to contain a spill in a body of water. The device has a vinyl skirt that is weighted at the bottom. The weights keeps the skirt below the water surface.

Member question:

Do you have any break-in problems at the caches?

Pete Herpst, Vice Chair of Wakota CAER response:

The Lillydale cache has been broken into twice but nothing has been stolen or vandalized. We are considering moving the Lillydale cache to the St. Paul marina.

Member question:

What is "Hazwoper"?

Mike Thompson/Past Chair of Wakota CAER response:

Hazwoper refers to OSHA hazmat training (Hazardous Waste Operations and Emergency Response Standard Program).

Member question:

Are there any transportation companies that are involved with Wakota CAER?

Mike Thompson/Past Chair of Wakota CAER response:

Canadian Pacific Railway and UP Railroad are involved. Both have had spills in the last few years so they were asked to be part of a CAER group to protect the river.

Member question:

How do you clean the boom?

Mike Thompson/Past Chair of Wakota CAER response:

We roll it out in a parking lot and pressure wash it with hot water or it may need to be decontaminated. If it can't be cleaned up, the user would need to replace it.

Member question:

Where does the funding come from to support Wakota CAER?

Patrick Waletzko/Chair of Wakota CAER response:

The agencies involved pay membership dues.

The Facilitator thanked the members of Wakota CAER for their presentation. Additional information about Wakota CAER can be found on their website at www.wakotacaer.org.

NEW MEMBER RECOMMENDATIONS FROM THE MEMBERSHIP SELECTION COMMITTEE (MSC)

Dennis Wippermann, Membership Selection Committee Chair:

Interviews for three member vacancies from Vermillion, Hastings and Rosemount/Coates were held on May 5th. Six applications were received, two from Hastings and the remaining four from Rosemount. The first interview team consisted of Velita Frandrup and Dave Gugino who interviewed candidates from Rosemount. A second interview team (Kristen Engelmann, Ray Martin and Dennis Wippermann) interviewed the Hastings candidates. Unfortunately, only one Rosemount candidate came for their scheduled interview. Nancy Leland (MSC Consultant) contacted the Rosemount community members that did not show up for their interviews; each of them indicated that they had forgotten the appointment.

The MSC recommends that the CAC approve the Rosemount candidate interviewed and both Hastings applicants, one as a representative from Hastings and the second as a representative from Vermillion. Vermillion did not have any applicants last year or this year.

The applicants recommended are:

Name	Community	Term	Learned of Vacancy
Robert Wellemeyer	Hastings	3-year	Vern Meier
Jim Luzum	Rosemount	1-year	Local newspaper
Loren Lorenz	Vermillion	1-year	Hastings Public Library

As the League of Women Voters guidelines stipulate, FHR was given an opportunity to review the new candidates to ensure there were no pending lawsuits. Dennis thanked Nancy Leland, Membership Consultant, for conducting the training session for the committee members and for her help on the night of the interviews.

Action/Decision:

The Council voted to approve the three new members recommended by the MSC from Hastings, Rosemount, and Vermillion.

The Facilitator thanked Dennis Wippermann and other members of the Membership Selection Committee for their efforts and work on the committee.

Mentors for the new members were assigned as follows:

Name	Community	Mentor
Robert Wellemeyer	Hastings	Mary Conroy
Jim Luzum	Rosemount	Ray Martin
Loren Lorenz	Vermillion	Dave King

Action/Decision:

The Facilitator will call the three recommended new members to confirm their membership on the CAC and the August 9th new member orientation meeting. She will also ensure that new members are aware of their CAC terms.

MEETING WRAP-UP AND CLOSURE

Fall Meeting Schedule

FHR will remain on the September calendar to report on “Benchmarking of Priority Pollutants”. The September meeting will also include a report from the Community Outreach Committee on CAC website usage.

The October meeting will be the CAC annual planning retreat. Possible retreat dates will be shared at the August new member orientation.

The Facilitator stated that the air emissions review will be moved to the November meeting. She will follow-up with Roger Tippett, (Environmental Committee Chairperson) regarding the status of an Environmental Committee consultant. The FHR ground water presentation will also be moved to November.

If SES responds to the Membership Selection Committee with a recommendation for a student representative, the Facilitator will work with SES and the MSC to establish clear roles and expectations.

Action/Decision:

Mariann/Jackie will send an email to local public officials to make sure they are aware of the new CAC members.

NEXT MEETING

Date:	Monday, September 13, 2010
Time:	5:30 pm – 9:00 pm
Location:	Dakota Room, Dakota County Technical College
Key Topics:	<ul style="list-style-type: none">• FHR Benchmarking of Priority Pollutants• COC Report on Website Usage

The meeting adjourned shortly after 8:30.