



-DRAFT MEETING NOTES-

Community Advisory Council Meeting
Date & Location: Monday, May 14, 2018
Minnesota Zoo Education Event Center
5:30 PM – 8:30 PM

CAC Members Present: Nichole Boehmke, Tom Bullington, Kevin Green, James Hagen, Judy Hamen, Michael Heidenreich, John Huot, William Klein, Gary Lothenbach, Lyndon Nelson, Rose Marie Ratzlaff, Heather Rein (Koch/FHR), , John Scott, Richard Thill, Susan Titel (FHR) and Donna Willis.

CAC Members Absent: Anna Brenna (excused), Bonnie Anderson-Rons (excused) Jim Hagerty (excused), Lyndon Nelson (unexcused) and Ron Elmquist (unexcused).

Meeting Facilitated by: Aimee Gourlay, Mediation Center.

Documentation by: Tami Indrehus, Mediation Center.

1. OPENING CAC COMMENTS

- CAC Community Member Liaison updates: There were no updates

CAC Business

- The CAC reviewed and approved the May 2018 meeting agenda.
- The CAC reviewed and approved the March draft meeting notes with one change.

Recognition of Retiring Members

Geoff Glasrud recognized and thanked the retiring members, Nicole Boehmke, Michael Heindreich, James Hagen and Judy Hamen for their dedication and contributions on the CAC.

2. Husky Superior Refinery Fire Discussion.

Geoff Glasrud lead a discussion regarding the Husky Superior refinery event and what preventative plans are in place at Flint Hills Pine Bend Refinery.

RMP- Risk management plan- 12,760 facilities with toxic materials and are regulated by the Environmental Protection Agency under RMP. You can visit the EPA website and find additional information about any of the facilities.

No requirement to have a fire department on site, but FHR takes additional steps for safety. FHR has designated areas for employees and contractors in the event of an emergency

3. FHR Monthly Updates

Susan Titel and Geoff Glasrud provided FHR's monthly updates.

FHR Process Safety and Environmental Update

FHR Personal Safety Update: Susan Titel

FHR experienced 3 recordable incidents since March.

- a) An employee was changing a blind in the line that fell and just missed the steel part of his boot and broke their pinky toe. The employee returned to work the same day.

- b) Back strain, because of awkward positioning, needed PT so the incident was recordable.
- c) An employee was moving some debris, which shifted and fractured their thumb.

4. FHR Community Programming Update, Heather Rein, Koch/FHR

- Flint Hills Family Festival is coming up June 1st and 2nd, 2018 at Rice Park in St. Paul.

For a complete listing of FHR’s Community Programming, please go to:

<http://pinebendrefinery.com/pine-bend-refinery-community-partnerships/> 

5. New CAC Member Recommendations

- Three new voting members and one non-voting student representative were approved by the CAC. Each new member has been given an current CAC member Mentor.

New CAC Member	Mentor
William Nelson	Dick Thill
Amy Lemieux	John Scott
Randy Rowan	Tom Bullington
Jack Morrison	Anna Brenna

6. The CAC approved the policy change from “A CAC member can only serve 2 terms of any length” to “A CAC member can serve 6 consecutive years”

7. Community Outreach Subcommittee

Anna Brenna, Tom Bullington, and Donna Willis volunteered to be on a community outreach subcommittee over the summer along with Heather Rein. Ideas:

- Mailings regarding the CAC, informational
- Adding a second student position
 - Any of the spots on the CAC can be filled with a student; the CAC can decide how many spots are filled with students.
- Press releases sent over the summer more then one time to inform the community about the CAC and its members.
- YouTube commercials for the CAC telling the community what the CAC does. Everyone goes to the Internet.
- Banner on the fence on the refinery announcing CAC openings
- Use the Billboard on Hwy 52.

8. Review and Discussion of the 2017- 2018 CAC year

- 2017-2018 Pilot having CAC meetings every other month.
 - The CAC agreed to change the meetings to every month (September to May) with no meetings in December and April.
 - The 2018-19 meeting dates will be September 10, October 8, November 12, January 14, February 11, March 11 and May13. There will be no CAC meeting in December, and April will be membership recruitment and interviews.

9. Facilitator

- The CAC approved Aimee Gourlay as the CAC facilitator.

10. Meeting Location

- The CAC approved meeting at FHR with adequate notice to the community on how to get into the meetings (government issued photo ID) unless there is an event that the community would like to discuss, in which case the CAC will move the meeting off site to another community location.

11. Meeting Topic ideas for 2017-2018

- Refinery 101, FHR Business Overview- September
- Environmental Issues-- Water and Air Update
- Dakota County and perimeter safety update
- Control Room
- Conservation of the Bluffs
- Safety
- Increasing community knowledge
- CHP- new power plant –FHR Project Updates
- Cyber Security

NEXT CAC MEETING

Date:	September 10, 2018
Time:	5:30 pm – 8:30 pm
Location:	Flint Hills Resources
Key Topics:	