

## DRAFT MEETING NOTES

### Community Advisory Council Meeting/Retreat

**Date & Location:** Monday, May 13, 2019

**Minnesota Zoo Educational Center**

**6:00 PM – 8:30 PM**

**CAC Members Present:** Rose Marie Ratzlaff, Donna Willis, William Klein, Anna Brenna, Kevin Green, Richard Thill, Gary Lothenbach, Amy Lemieux, Bonnie Anderson Rons, John Scott (FHR), Geoff Glasrud (FHR), Susan Titel (FHR).

**CAC Members Absent:** Randy Rowan, Ron Elmquist, Lyndon Nelson, Tom Bullington, Jim Hagerty, William Nelson, Jack Morrison, Heather Rein (FHR),

**Meeting Facilitated By:** Aimee Gourlay, Mediation Center

**Documentation By:** Judi Miller, Mediation Center

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### 1. OPENING CAC COMMENTS

- CAC Community Member Liaison updates: There were no updates

#### CAC Business

- No Member Updates
- New Member Orientation-August
  - Candidates forwarded from new member selection committee
    - Michael Deeny (AV)
    - Gary Bambanek (IGH)
    - Mike Cahn (Rosemount)
    - Troy Stephens (IGH)
  - FHR did a conflicts check, no issues
  - The CAC approved all four new members
- CAC Marketing/Ongoing Recruitment Ideas
  - Property Management has a list that maybe we could ask to have them forward to folks within the area for the targeted developments.
  - Community lists-could we add information on these lists to let the communities know that we exist?
  - Possibly hold another round of interviews in August before the September meetings begin.
  - Leave the application open on-line but note the dates of the interviews (Hold the apps until the time of the interviews).
  - Mailings are key—Go to 2 districts a year, more do-able cost wise.
  - Hold an Open House out in the community for people to attend—maybe an hour long?
  - Consider shorter terms for members?

- Small signage by FH Refinery advertising the CAC—Promotes awareness to the surrounding communities.
- Booth at community events, Leprechaun Days, etc.
- Raising Awareness of the CAC
  - Constant Contact
  - Brochures at each City Hall
  - Business Expo in the communities-we can represent there
  - Be present at the Dakota County Fair- (preferably a member from the committee).
  - CAC needs to remain autonomous and be separate from FH (could sit by FH at an event but the CAC member would need to represent their specific community).
- Retiring Member Recognition-Geoff Glasrud (FHR)
  - Rose Marie Ratzlaff
  - William Klein
  - Gary Lothenbach

## 2. **Flint Hills Resources Updates**

Geoff Glasrud and Susan Titel provided FHR's updates

### **FHR Personal Safety Update**

--Recordable injuries can include muscle type injuries, overall soreness

- FHR will suggest employees focus more on stretching before work, possibly by Teams depending on need and check into the ergonomics of the workstations.
- Possibly have a PT coach on site full-time

--There were 2 HPE (High Potential Event) Injuries but both have recovered fully.

- Use of a frontend loader to remove coke from Coker. A 150-degree piece went through the loader's cab windshield. FHR will be adding caging and bullet proof glass to the cabs for prevention. FHR can also raise the cab up 8 more feet or use an E-Crane in the future.
- Electrical Shock while performing a cutover to replace old equipment with new equipment. The procedures were followed to de-energize. Work occurring at the same time in other areas with control switches, at the time workers were testing. Fuses should have been pulled before power was introduced-this was missed by the electrical contractor, not FHR, and he was shocked. FHR is thinking about how to make this cutover process safer by locking out.

### **FHR Process Safety: Geoff Glasrud**

--No Issues to report

### **Environmental Project Update: Geoff Glasrud**

--No Issues to report

**3. FHR Community Programming Update, Geoff Glasrud, FHR**

- CHP (Combined Heat and Power) is up and running
- ATS-Test run was successful-more permanent. Early June start back up
- MN Safety Council-Leadership
- Ducks Unlimited-FHR was recognized by them for their contributions
- Family Festival-coming up

**4. NEW Topics-Future Meetings**

- Community Warning Systems-Shut down procedures
- Land Management/Bluff Restoration
- Care and Maintenance of Buffer lands to FHR
- FH Day at the Science Museum-Saturday/Community Outreach
- Explaining the Flares-Community Outreach
- CHP (Combined Heat and Power)
- Safety Investigation of new fertilizer project
- MPCA concerns, monitoring functions
- Presentation on recycling on water/gas
- Update on terrorism and cyber-attack prevention
- Drones prevention
- Greenhouse gases and FHR Energy Usage

**NEXT CAC MEETING**

**Date: Monday, Sept 9, 2019**

**Time: 6:00 PM – 8:30 PM**

**Location: Flint Hills Pine Bend Refinery North Administrative Building**