

# MINUTES

**APRIL 9, 2015**

	The meeting was called to order @ 1:10 p.m. by Joe Marcotte																													
INTRODUCTIONS																														
AGENDA ITEMS	DISCUSSION			ACTION STEPS / FUTURE EVENTS																										
MINUTES	Minutes of the previous were approved as distributed. [Bikle / Mahoney]																													
FINANCIAL REPORT	<p><u>QUARTERLY FINANCIAL REPORT</u> [DUANE WINSLOW]                  Financial Reports are given quarterly: March, June, September, December</p> <table border="1"> <thead> <tr> <th></th> <th>Opening Balance</th> <th>Debits</th> <th>Credits</th> <th>Ending Balance</th> </tr> </thead> <tbody> <tr> <td></td> <td>\$25,563.54</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2014 Safety Conf Share</td> <td></td> <td></td> <td>\$1,416.15</td> <td></td> </tr> <tr> <td>DPC Donation</td> <td></td> <td></td> <td>250.00</td> <td></td> </tr> <tr> <td>General Ledger Total</td> <td></td> <td></td> <td></td> <td>\$27,229.69</td> </tr> </tbody> </table>					Opening Balance	Debits	Credits	Ending Balance		\$25,563.54				2014 Safety Conf Share			\$1,416.15		DPC Donation			250.00		General Ledger Total				\$27,229.69	Next Report Due: June, 2015
	Opening Balance	Debits	Credits	Ending Balance																										
	\$25,563.54																													
2014 Safety Conf Share			\$1,416.15																											
DPC Donation			250.00																											
General Ledger Total				\$27,229.69																										
COMMITTEE REPORTS																														
	<p><u>EXERCISE DESIGN COMMITTEE:</u> [JEFF ASHWORTH, CHAIR]</p> <p><u>FORMIDABLE FOOTPRINT EXERCISE SCHEDULE: 2014-2015</u></p> <table border="1"> <thead> <tr> <th>Exercise Date</th> <th>Scenario</th> <th></th> </tr> </thead> <tbody> <tr> <td>APR 25, 2015</td> <td>EARTHQUAKE</td> <td>Separate registration is required to participate in each exercise. Individual participant registration <b>CLOSES</b> at 9:00AM ET on the day prior to the exercise.</td> </tr> <tr> <td>MAY 30, 2015</td> <td>INFLUENZA PANDEMIC</td> <td>To ensure that all participants receive important situational awareness materials prior to the exercise as well as a Certificate of Participation at the conclusion of the exercise everyone participating in an exercise will need to register.</td> </tr> <tr> <td>JUN 27, 2015</td> <td>HURRICANE</td> <td>If an individual is not registered they will not receive important e-mailed materials designed to ensure their participation in the exercise is successful.</td> </tr> </tbody> </table> <p>Here is the main website for the monthly series of Formidable Footprint exercises. <a href="http://www.drc-group.com/project/footprint.html">http://www.drc-group.com/project/footprint.html</a></p>				Exercise Date	Scenario		APR 25, 2015	EARTHQUAKE	Separate registration is required to participate in each exercise. Individual participant registration <b>CLOSES</b> at 9:00AM ET on the day prior to the exercise.	MAY 30, 2015	INFLUENZA PANDEMIC	To ensure that all participants receive important situational awareness materials prior to the exercise as well as a Certificate of Participation at the conclusion of the exercise everyone participating in an exercise will need to register.	JUN 27, 2015	HURRICANE	If an individual is not registered they will not receive important e-mailed materials designed to ensure their participation in the exercise is successful.	<p>NEXT EXERCISE DESIGN MEETING:</p> <p>April 28 10:00-11:00 a.m.</p> <p>4<sup>th</sup> Floor/Conf Room Billings Clinic Cancer Center</p>													
Exercise Date	Scenario																													
APR 25, 2015	EARTHQUAKE	Separate registration is required to participate in each exercise. Individual participant registration <b>CLOSES</b> at 9:00AM ET on the day prior to the exercise.																												
MAY 30, 2015	INFLUENZA PANDEMIC	To ensure that all participants receive important situational awareness materials prior to the exercise as well as a Certificate of Participation at the conclusion of the exercise everyone participating in an exercise will need to register.																												
JUN 27, 2015	HURRICANE	If an individual is not registered they will not receive important e-mailed materials designed to ensure their participation in the exercise is successful.																												

COMMITTEE REPORTS		ACTION STEPS / FUTURE EVENTS
	<u>MAY 6: FAMILY ASSISTANCE TABLE TOP EXERCISE: MANSFIELD CENTER – 1:00 – 5:00 P.M. FACILITATED BY CHARLIE HANSON</u>	
	<u>MAY 13<sup>TH</sup> @ 9AM – AIRPORT TABLETOP – BOMB THREAT</u> – International flight from Calgary to Denver. Airport Operations Center	
	<p><u>JUNE 18: FEMA VIRTUAL TABLE TOP EXERCISE @ RIVERSTONE HEALTH – 10:00 A.M. – 2:00 P.M. FACILITATED BY CHARLIE HANSON.</u> A request was made by Charlie on behalf of Duane Winslow to have the LEPC fund up to \$300 for lunch for this table top exercise.</p> <p><i>MOTION: THE FOLLOWING MOTION WAS MADE AND APPROVED. TO USE LEPC FUNDS, NOT TO EXCEED \$300 FOR THE PURPOSE OF CATERING IN LUNCH FOR THIS TABLE TOP EXERCISE. (HANSON/MAHONEY)</i></p>	
	<u>SEPTEMBER 17: BILLINGS FIRE / REGIONAL HAZMAT TEAM &amp; 83<sup>RD</sup> CST MASS DECON EXERCISE</u>	
	<u>ST. VINCENT – ACTIVE SHOOTER EXERCISE.</u> Still in the planning stages.	
	<u>OPERATION COYOTE 2016:</u> P.O.D. Exercise run in real time. Planning meetings are the 4 <sup>th</sup> Tuesday of each month.	
	<p><u>GRANTS COMMITTEE</u> [DIANNE LEHM, CHAIR] Submitted grant application under HMEPG, Hazardous Materials Emergency Planning Grant to try to secure funding for the 2016 Conference.</p> <p>Fuels Mitigation Request for Qualifications (RFQ) is out.</p> <p>REMINDER: If you want help with grants, please forward your agency's needs to Dianne. Having this information will help her identify grant funding. Contact: Dianne Lehm, <a href="mailto:lehm@bigskyeda.org">lehm@bigskyeda.org</a></p>	Dianne Lehm <a href="mailto:lehm@bigskyeda.org">lehm@bigskyeda.org</a>
	<p><u>GRANT RELATED:</u> Preliminary reports are that FEMA has been ordered to consolidate circulars and change the way they are currently administrating grants. Grants will be referenced as financial assistance and that these funds will be monitored closely to ensure compliance. Non-compliance will result in the return of the funding.</p> <p>State Homeland Security Grants: Resolutions by the Governor to award the grants: The Governor has indicated that his priorities for grant awards are:</p> <ol style="list-style-type: none"> <li>1) Cyber security</li> <li>2) infra-structure protection</li> </ol>	
	<p><u>CAER/CITIZENS CORPS</u> [PAM SANDERSON] CAER committee did not meet in March.</p> <p>Plans to have a booth at the Billings Clinic Health/Safety Faire again this year.</p> <p>March 27: United Way – Readiness ‘Tool Kit’ – thanks to DES / Charlie Hanson and Duane Winslow.</p> <p>Considering doing another Volunteer Reception Center exercise/simulation in the future.</p>	

# LOCAL EMERGENCY PLANNING COMMITTEE

2305 8<sup>TH</sup> AVENUE NORTH – BILLINGS, MT 59101

**JOE MARCOTTE, CHAIR**

	<p><b>HEALTH &amp; MEDICAL ADVISORY GROUP (HMAG)</b> [GREG NEIL]                  HMAG met on March 27<sup>th</sup> to present the newly revised HMAG Charter. No comments, additions or corrections were received so it stands as presented.</p> <p>Next project is to start reviewing Emergency Operation Plans. They will begin with the medical portion of the Yellowstone County E.O.P.</p>	NEXT MEETING:
COMMITTEE REPORTS	<p><b>CRISIS COMMUNICATIONS SUB-COMMITTEE:</b> [NO COMMITTEE CHAIR IDENTIFIED.]                  The Crisis Communications Sub-Committee did not meet in March. Still owe the Yellowstone County Commissioners a draft 'job description' or at least a conception of the duties and obligations for the position of Public Information Officer for Yellowstone County.</p>	
	<p><b>COMMUNICATIONS SUB-COMMITTEE:</b> [JASON MAHONEY]                  Jason reported that the Committee did not meet in March. They are trying to identify a new date and time for the meetings that doesn't conflict with other meetings.</p>	
	<p><b>TRAINING SUB-COMMITTEE:</b> [GREG NEILL]                  Training opportunities are being forwarded via email. Here are a few of the training opportunities that are available.</p> <p><a href="http://www.drc-group.com/project/jitt.html">http://www.drc-group.com/project/jitt.html</a></p>	
OLD BUSINESS		
NEW BUSINESS	<p><b>PETROLEUM PIPELINE INCIDENTS-IMPACTS ON MUNICIPAL WATER SYSTEMS.</b>                  In response to the January 17<sup>th</sup> petroleum pipeline incident and impact on the Glendive community, representatives from Lockwood, Laurel, and Billings gave a brief, but very informative power point slide show which highlighted the potential vulnerabilities to the three municipal intakes if such an incident would happen upstream of each of the intakes and how each municipality would respond.</p>	
OTHER BUSINESS		

Meeting Adjourned: 2:40 p.m.

**ATTENDANCE RECORD – APRIL 9, 2015 MEETING**

Company	Present	Name	Federally Funded Yes / No	Miles Travelled One-way
Advanced Care Hospital	X	Copeman, Chuck	No	15
Alternatives, Inc.	X	Clark, Shawna	No	1
American Medical Response	X	Gurchiek, Lyndy	No	5
		Hansen, Brian	No	5
		Pulver, Greg	No	5
American Red Cross		Firman, Abra	No	1
		Washburn, Jill	No	1
Big Sky EDA – Project Impact		Lehm, Dianne	No	5
		Sara Hudson		
Billings, City of – Airport	X	Barry, Tom		2
		Brown, Jeff		2
	X	Brumfield, Chase		2
Billings, City of – Airport Fire		Glancy, Mike	No	1
Billings, City of – Fire	X	Dextras, Paul	No	1
		Gibson, Kathy	No	2
		Hoppel, Matt	No	2
		Larson, Terry	No	5
		Rash, William	No	2
Billings, City of – Police	X	Harper, R.D.		5
Billings, City of - Public Works	X	Krizek, Boris		3
Billings, City Public Works – Water	X	Workman, Gary	No	3
Billings, City/County Planning		Friday, Wyeth	Yes	5
Billings Clinic	X	Hoy, Patrick		5
		Marcotte, Joe		5
Billings, Public Schools		Pearce, Cyndi	No	3
Brenntag Pacific, Inc.		Gold, Nick	No	15
BusinessWatch Montana		Cox, Meridith	No	
Carbon County Public Health/Beartooth Blgs Clinic		Anderson, Nathan		65
CHS Pipelines & Terminals– Laurel	X	Kimble, Brad	No	30
		Lowe, Russ (Retired)		
		Phillips, Joey	No	30
CHS Refinery – Laurel		Metzger, Keith		30
County Water District of Blgs Heights		Nieskens, Duke	No	3
		Brookshire, Peyton	No	3

# LOCAL EMERGENCY PLANNING COMMITTEE

2305 8<sup>TH</sup> AVENUE NORTH – BILLINGS, MT 59101

**JOE MARCOTTE, CHAIR**

Company	Present	Name	Federally Funded Yes / No	Miles Travelled One-way
DPC	X	Rosh, Ron	No	
DXP	X	Ashworth, Jeff	No	1
ExxonMobil Pipeline		Montgomery, Jeb	N	4.5
		Vokral, James	No	4.5
ExxonMobil Refinery		Drain, Kelly	No	3
FBI		Burrows, Travis	Yes	1
FBI		Stewart, Michele	Yes	1
FBI		Walter, Brandon	Yes	1
Faith Chapel		Bragg, Christie		
Head Start Inc.		Widdicombe, Dawn		2
HOPE [Animal Assisted Crisis Response] Dogs		Findley, Lyn	No	4
	X	Schlitz, Harry		
Industrial Communications		Miller, Thomas	No	5
Industrial Communications		Reay, Aaron	No	5
Laurel, City of		Kolstad, Keith	No	30
Laurel, City of	X	Markegard, Kurt	No	30
Laurel, City of – Fire Department				
Laurel, City of - Police Department	X	Musson, Rick	No	30
Laurel Public Schools		Bronk, Tim	Yes	30
Laurel Public Schools		Reiter, Scott	Yes	
Lockwood Fire Dept		Staley, John	No	7
Lockwood Fire Dept		Smart-Madler, Delet	No	7
Lockwood Water & Sewer	X	Woods, Woody		7
Loveland Products		Grassel, Diana		
		Frickle, Melanie		
		Williams, Michael		
MT Dept of Livestock		Szymanski, Tahnee		
MT Dist. V DES Rep.		Hanson, Charlie	Yes	5
Montana Highway Patrol		Baum, Craig	No	
MSSC		Roadifer, Greg	No	8
		Stulc, Aaron		2
MSU-Billings – Risk Manager		Aamold, Christy	No	1

# LOCAL EMERGENCY PLANNING COMMITTEE

2305 8<sup>TH</sup> AVENUE NORTH – BILLINGS, MT 59101

**JOE MARCOTTE, CHAIR**

Company	Present	Name	Federally Funded Yes / No	Miles Travelled One-way
MSU-Billings –Police		Davis, Adam		1
		Forshee, Scott		1
Montana Rail Link		Turner, Mark		20
Montana Sulphur & Chemical	X	DeHart, Mark	No	
Montana Women's Prison		Paul, Bob		3
National Weather Service	X	Frieders, Thomas		
		Meier, Keith		
PPC-Montana		Wells, Jon	No	130
PPL-Montana		Beckman, Lee		2
		Broadie, Chris		2
		Clark, Ross		2
		Kimmet, Ken		2
		Magnuson, Chris		1
Phillips 66	X	Adelman, Ben		2
		Fawcett, Bill	No	1
		Moser, Justin		
		Taylor, Susan	No	1
Phillips 66 Pipeline		Harmon, Jeff	No	
Rimrock Foundation		Eckenroad, Jim	No	1
Riverstone Health		Matich, Matt	Yes	2
	X	Neill, Greg	Yes	2
		Schneeman, Barbara		
		Bailey, Kim	Yes	2
Salvation Army		Jackson, Kevin (Maj)	No	2
St. Andrew Presbyterian		Russell, Aline	No	9
St. John's Lutheran Ministries/Disaster Response		Burgess, Kent		
		Wilkerson, Rob		6
St. Vincent Healthcare		Dugan, Bill		1
		Janskovitch, Tony		
	X	Mahoney, Jason		
		Olivas, Adam	No	
	Wofford, Terri		2	
Stillwater Billings Clinic		Davey, Scott	Yes	100
		Grim, Jill	Yes	100
Sysco Food Service		Kelly, Chuck		4
		Lough, Bob		4

# LOCAL EMERGENCY PLANNING COMMITTEE

2305 8<sup>TH</sup> AVENUE NORTH – BILLINGS, MT 59101

**JOE MARCOTTE, CHAIR**

Company	Present	Name	Federally Funded Yes / No	Miles Travelled One-way
US Marshal's Service		Ostermiller, Rod		
		Rash, Carol	Yes	2
UP EPA, Region 8		Merritt, Steven	Yes	440
US EPA		Myers, Craig	Yes	400
United States Postal Service		Haight, Rae Ann	Yes	1
United Properties		Newell, Danna	No	
US Water Rescue Dive Team		Harper, Oren	No	1
		Weinreis, Shane	No	4
United Way Volunteer Center	X	Sanderson, Pam	No	2
YARES, Radio Club	X	Bikle, Chuck	No	6
		Glass, Ron	No	6
Yellowstone County DES		Oberg, Linda		3
	X	Winslow, Duane		1
Yellowstone County Fuel Mitigation		Bushey, Chuck	No	2
Yellowstone County GIS		Luppen, Janelle		
Yellowstone Co – Sheriff		O'Donnell, Kent		
	X	Skillen, Shane		2
		Wallis, Vince		
83 <sup>rd</sup> Civil Support Team (WMD)	X	Anderson, Shane	Yes	
	X	Steichea, Jason	Yes	
			Yes	250
			Yes	250
<b>GUEST:</b>				
City College	X	Erin Ellis	No	1
	x	Darin Scheetz		
	X	Chad Bernhardt		
	X	? Brewess		
	X	Cash Dogcnek		
	X	Austin Pickering		
Parkview & Eaglecliff	X	Steve Halsener		
	<b>36</b>	<b>TOTAL ATTENDANCE</b>		