

MINUTES

JANUARY 8, 2015

	The meeting was called to order @ 1:30 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: March 2015
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COMMITTEE REPORTS																												
	<p><u>EXERCISE DESIGN COMMITTEE:</u> [JEFF ASHWORTH, CHAIR]</p> <p>Due to the Holidays, the December 23rd, Exercise Design meeting was cancelled.</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>JAN 31, 2015</td> <td>FLOOD</td> <td rowspan="3">Separate registration is required to participate in each exercise. Individual participant registration CLOSES at 9:00AM ET on the day prior to the exercise.</td> </tr> <tr> <td>FEB 28, 2015</td> <td>WILDFIRE</td> </tr> <tr> <td>MAR 28, 2015</td> <td>TORNADO</td> </tr> <tr> <td>APR 25, 2015</td> <td>EARTHQUAKE</td> <td rowspan="3">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>MAY 30, 2015</td> <td>INFLUENZA PANDEMIC</td> </tr> <tr> <td>JUN 27, 2015</td> <td>HURRICANE</td> </tr> </tbody> </table> <p>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>		Exercise Date	Scenario		JAN 31, 2015	FLOOD	Separate registration is required to participate in each exercise. Individual participant registration CLOSES at 9:00AM ET on the day prior to the exercise.	FEB 28, 2015	WILDFIRE	MAR 28, 2015	TORNADO	APR 25, 2015	EARTHQUAKE	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.	MAY 30, 2015	INFLUENZA PANDEMIC	JUN 27, 2015	HURRICANE	<p>NEXT EXERCISE DESIGN MEETING:</p> <p>January 27, 2015 10:00-11:00 a.m.</p> <p>4th Floor/Conf Room Billings Clinic Cancer Center</p>								
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	<p>Here is the main website for the monthly series of Formidable Footprint exercises. http://www.drc-group.com/project/footprint.html</p>																											

LOCAL EMERGENCY PLANNING COMMITTEE

2305 8TH AVENUE NORTH – BILLINGS, MT 59101

JOE MARCOTTE, CHAIR

COMMITTEE REPORTS	ACTION STEPS / FUTURE EVENTS
<p><u>OPERATION COYOTE 2016:</u> Planning for Coyote 2016 has already begun.</p>	
<p><u>83RD CST MASS DECON EXERCISE</u> Meeting with the 83rd to discuss this exercise.</p>	
<p><u>ST. VINCENT – ACTIVE SHOOTER EXERCISE.</u> Still in the planning stages.</p>	
<p><u>GRANTS COMMITTEE</u> [DIANNE LEHM, CHAIR] Nothing new to report.</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, lehm@bigskyeda.org</p>	<p>Dianne Lehm lehm@bigskyeda.org</p>
<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"> 1) Cyber security 2) infra-structure protection 	
<p><u>CAER/CITIZENS CORPS</u> [PAM SANDERSON] CAER/Citizens Corp did not meet due to the holidays</p> <p>January 2015: Resolve to Be Ready Month.</p>	
<p><u>HEALTH & MEDICAL ADVISORY GROUP (HMAG)</u> [GREG NEIL] HMAG did not meet in December. The next HMAG meeting is scheduled for January 23, 2015.</p>	
<p><u>CONFERENCE SUB-COMMITTEE</u> [GREG ROADIFER / AARON STULC] No word from either Greg or Aaron.</p> <p>The following MOTION was made and APPROVED.</p> <p style="text-align: center;"><i>To change the DATE of the March LEPC meeting to <u>MARCH 5, 2015.</u> To change the LOCATION of the March meeting to the <u>NORTHERN HOTEL</u> <u>[Neill / Vokral]</u></i></p> <p><u>Amended MOTION was made and APPROVED.</u></p> <p style="text-align: center;"><i>To change the DATE & LOCATION of the March LEPC meeting to March 5th and Northern Hotel and to fund the cost of the Keynote Speakers Luncheon on March 5, 2015 for LEPC Members. [Mahoney / Neill] Unanimous</i></p>	

<p>COMMITTEE REPORTS</p>	<p><u>CRISIS COMMUNICATIONS SUB-COMMITTEE:</u> [NO COMMITTEE CHAIR IDENTIFIED.]</p>	
	<p><u>COMMUNICATIONS SUB-COMMITTEE:</u> [JASON MAHONEY] Jason reported on a meeting with Derek Yerger to share resources to develop a county-wide list of resources available. The radio glossary of terms for responders draft is complete. Communications Sub-Committee Annual report completed and submitted to Joe.</p>	
	<p><u>TRAINING SUB-COMMITTEE:</u> [GREG NEILL] Training opportunities are being forwarded via email.</p>	
	<p>RiverStone Health will be hosting this Beleaguered Bus exercise below. We would like to invite anyone that would be interested to respond as soon as possible as to the date you are available. The two dates are <u>Thursday 1/22/2015, 9:00 a.m., RiverStone Health, Stillwater Room/1st Floor.</u> Please e-mail Gregory.nei@riverstonehealth.org or call and leave a message on 651-6407. It is a 4 hour exercise. Please let me know if your organization will be attending and how many will be attending so we can make the proper arrangements.</p>	
	<p>From: Merritt, Steven [mailto:Merritt.Steven@epa.gov] Sent: Thursday, January 15, 2015 10:22 AM Subject: 3 Weeks Out! Register Now for the Oil Spill Recovery Workshop on Thursday, February 5, 2015 in Billings, MT</p> <p>PLEASE HELP DISTRIBUTE THIS ANNOUNCEMENT WIDELY TO THE MT SERC, DES COORDINATORS, LEPCs, AND PETROLEUM INDUSTRY STAKEHOLDERS</p> <p>https://oilspillrecoveryworkshop.eventbrite.com ß Register Here!</p> <p>The EPA Region 8 Emergency Response Unit and the Montana-Wyoming Oil Spill Cooperative have partnered together to provide industry, local, state, and federal oil spill responders with a one-day workshop focused on oil spill clean-up and recovery. This Oil Spill Recovery Workshop will be held at the Big Horn Resort Conference Center (1801 Majestic Lane, Billings, MT 59102) on February 5, 2015 from 8:00 AM to 2:00 PM. There is <u>no cost to participate</u> in this workshop and <i>lunch will be provided to all registered participants.</i></p> <p>Unfortunately, supplementary travel funding is not available from the workshop co-sponsors. Nevertheless, resource trustees, regulatory officials, local emergency managers, public health officials, spill cleanup contractors, and petroleum industry partners are encouraged to send representatives who can speak to their organization’s perspectives on response procedures, operational tactics, and/or environmental compliance issues. Seating is limited to the first 100 participants to register, with room for up to 50 industry/contractor participants, 25 local agency participants, 15 state agency participants, and 10 federal/tribal agency participants.</p> <p>The goal of this workshop is to provide participants with a facilitated discussion around critical tactical and policy decisions that must be made during an oil spill incident within the Yellowstone Watershed. The exercise may be used to satisfy some of the elements of the voluntary Preparedness for Response Exercise Program (PREP) for industry participants. Topics to be discussed during the exercise include the public health response to oil spills, risk communication and community relations, use of chemical countermeasures and in-situ burning, waste management and disposal options, and clean-up endpoints. The discussions</p>	

	<p>and participant feedback will be used to inform the final draft of the Yellowstone sub-Area Contingency Plan. This workshop will be based around relevant oil spill scenarios for the Yellowstone River and will follow the same format as the widely-praised TTX conducted as part of the 2014 PREP Exercise in Casper, WY last May.</p> <p>For this event to achieve similar success, we need solid representation from industry and spill contractors, local emergency managers, DEQ and local public health officials, and resource trustees (BLM, DNRC, FWP, USFWS, etc.). Please register today to participate in this important preparedness event and learn more about the tools available during clean-up and recovery from an oil spill in the Yellowstone Watershed. For more information and to register, please go to https://oilspillrecoveryworkshop.eventbrite.com. Please contact me with questions about this event!</p> <p>Thanks!</p> <p>Steven B. Merritt, CIH Industrial Hygienist / Federal On-Scene Coordinator U.S. Environmental Protection Agency Region 8 1595 Wynkoop ST (8EPR-ER) Denver, CO 80202-1129 303-312-6146 - Work 303-775-7226 - Mobile 303-312-7203 - Fax Merritt.Steven@epa.gov</p> 	
<p>OLD BUSINESS</p>		
<p>NEW BUSINESS</p>	<p><u>LEPC NOMINATIONS COMMITTEE REPORT: PAM SANDERSON, BILL RASH AND DIANNE LEHM, CHAIR</u></p> <p>The LEPC Nominations Committee in accordance with the LEPC By Laws opened the floor for nominations for the Slate of Officers. Approval of the revised By Laws took place at the November 2014 LEPC meeting and the appointment of the Nominating Committee was made at the December meeting. Due to the short time period between Nominating Committee appointment and the January elections, the Nominating committee set the date to receive nominations as January 5, 2015.</p> <p>The By Laws read: <i>'The Chair shall appoint a nominations committee to facilitate the election of officers. A slate will be announced one month prior to elections. If there is a desire to submit additional nominations these must be submitted to the nominating chair in writing, signed by a nominator and seconder, at least 10 days prior to the election.'</i></p> <p>The Committee recommended condensing the process in order to hold elections at the January meeting. The open nomination period was shortened and the deadline for nominations was less than 10 days prior to the election as stated in the By Laws. The Committee would like to know if there are any objections to the committee's condensed election process. (If so, it could be postponed for a month).</p> <p>The LEPC Nominations Committee has considered the qualifications required for each position on the Slate of Officers and has spoken with each individual to verify they are willing to serve in the nominated capacity and understand the duties, responsibilities and time commitment required of each office.</p>	

	<p>The Committee recommendation is:</p> <p>Chair – Joe Marcotte, Billings Clinic Vice-Chair – Rick Musson, Laurel Police Department Secretary – Kathy Gibson, Billings Fire Department Treasurer – Duane Winslow, Yellowstone County Disaster and Emergency Services</p> <p>In addition to the Committee’s recommendation, a nomination for Jason Mahoney for Chair has been received from RiverStone Health (Greg Neill) and seconded by YARES (Chuck Bikle). The Nominating Committee has confirmed with Jason Mahoney that he is willing to serve in the capacity of Chair if elected and understands the time commitment, duties and responsibility of the position.</p> <p>2015 Voting Agencies included (one vote per agency):</p> <table border="0"> <tr> <td>Advanced Health Care Hospital</td> <td>HOPE Dogs</td> </tr> <tr> <td>American Medical Response</td> <td>Laurel Police</td> </tr> <tr> <td>American Red Cross</td> <td>Laurel Public Works</td> </tr> <tr> <td>Big Sky Economic Development</td> <td>MT District V DES</td> </tr> <tr> <td>Billings Logan Airport</td> <td>Montana Prescribed Fire Service</td> </tr> <tr> <td>City of Billings – Fire</td> <td>MSU Billings Risk Management</td> </tr> <tr> <td>City of Billings – Police</td> <td>RiverStone Health</td> </tr> <tr> <td>City of Billings – Public Works</td> <td>St. John’s Lutheran Ministries Disaster Response</td> </tr> <tr> <td>Billings Clinic</td> <td>St. Vincent Healthcare</td> </tr> <tr> <td>Billings Public Schools</td> <td>United Way of Yellowstone County</td> </tr> <tr> <td>County Water District of Billings Heights</td> <td>YARES Radio Club</td> </tr> <tr> <td>DPC</td> <td>Yellowstone County DES</td> </tr> <tr> <td>DXP</td> <td></td> </tr> <tr> <td>ExxonMobil Pipeline</td> <td></td> </tr> </table>	Advanced Health Care Hospital	HOPE Dogs	American Medical Response	Laurel Police	American Red Cross	Laurel Public Works	Big Sky Economic Development	MT District V DES	Billings Logan Airport	Montana Prescribed Fire Service	City of Billings – Fire	MSU Billings Risk Management	City of Billings – Police	RiverStone Health	City of Billings – Public Works	St. John’s Lutheran Ministries Disaster Response	Billings Clinic	St. Vincent Healthcare	Billings Public Schools	United Way of Yellowstone County	County Water District of Billings Heights	YARES Radio Club	DPC	Yellowstone County DES	DXP		ExxonMobil Pipeline		
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	<p><u>LEPC OFFICERS – NOMINATION COMMITTEE APPOINTMENTS:</u> Eighteen eligible ballots cast. The following individuals will serve two (2) years [2015 & 2016] as the new officers for the LEPC.</p> <p>New Officers: Joe Marcotte, Chair Rick Musson, Vice-Chair Kathy Gibson, Recording Secretary Duane Winslow, Treasurer</p>																													
<p>OTHER BUSINESS</p>	<p><u>ANNUAL REPORTS FROM SUB-COMMITTEE CHAIRS ARE DUE.</u></p>																													
<p>AGENCY REPORTS</p>																														
<p>DXP</p>	<p>Nothing</p>																													
<p>DES</p>	<p>Nothing</p>																													
<p>EXXON</p>	<p>Slow. Opening up for testing for positions</p>																													
<p>AMR</p>	<p>Greg Pulver, Operations Mgr is moving back to Washington State.</p>																													

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ST. JOHNS	Plowing snow	
HAM RADIO	Testing for new Ham Radio operators	
DPC	Nothing	
MHP	Fall hiring process completed. Ten new troopers hired	
HEIGHTS WATER	Nothing	
RED CROSS	Musselshell County DES reports 119 smoke alarms installed. April: push for youth education project that could positively impact as many as 1000 school age children. Volunteers are always needed.	
MSU	Nothing new.	
RIVERSTONE HEALTH	Nothing new	
YSTN COUNTY DES	Big Sky CISD/CISM (critical incident stress debriefing) Team has become more active. Duane reported that there have been 4 debriefings for emergency responders within the past six months.	
LAUREL POLICE	Nothing new	
UNITED WAY	Nothing	
BILLINGS FIRE	Business as usual. Department policy revisions.	
BILLINGS CLINIC	Preparing for Annual survey. February-March will be busy. ICS 300, ICS 400 Classes to be held the middle of March.	
MT DES	ICS 100, 200, 700 classes to MSU – Charlie Hanson.	
ST. VINCENT	Jason Mahoney reported that he has a few extra ICS 100 & ICS 200 manuals available.	

Next Meeting: February 12, 2015 @ 1:30 p.m.

Meeting Adjourned: 2:30 p.m. [Bikle/Ashworth]

ATTENDANCE RECORD – JANUARY 8, 2015 MEETING

Company	Present	Name	Federally Funded Yes / No	Miles Travelled One-way
Advanced Care Hospital		Copeman, Chuck	No	15
Alternatives, Inc.		Clark, Shawna	No	1
American Medical Response	X	Gurchiek, Lyndy	No	5
		Hansen, Brian	No	5
		Pulver, Greg	No	5
American Red Cross	X	Firman, Abra	No	1
		Washburn, Jill	No	1
Big Sky EDA – Project Impact		Lehm, Dianne	No	5
	X	Sara Hudson		
Billings, City of – Airport		Barry, Tom	No	2
		Brown, Jeff	No	2
Billings, City of – Airport Fire		Glancy, Mike	No	1
Billings, City of – Fire		Dextras, Paul	No	1
	X	Gibson, Kathy	No	2
		Hoppel, Matt	No	2
		Larson, Terry	No	5
	X	Rash, William	No	2
Billings, City of – Police		Harper, R.D.		5
Billings, City of - Public Works		Krizek, Boris		3
Billings, City Public Works – Water		Workman, Gary	No	3
Billings, City/County Planning		Friday, Wyeth	Yes	5
Billings Clinic		Hoy, Patrick		5
	X	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		Kimble, Brad	No	30
		Phillips, Joey	No	30
CHS Refinery – Laurel		Metzger, Keith		30
County Water District of Blgs Heights		Nieskens, Duke	No	3
	X	Brookshire, Peyton	No	3
DPC	X	Rosh, Ron	No	

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JOE MARCOTTE, CHAIR

Company	Present	Name	Federally Funded Yes / No	Miles Travelled One-way
DXP	X	Ashworth, Jeff	No	1
EPA		Heeter, Janet		
ExxonMobil Pipeline		Montgomery, Jeb	N	4.5
	X	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
		Schlitz, Harry		
Industrial Communications		Miller, Thomas	No	5
Industrial Communications		Reay, Aaron	No	5
Laurel, City of		Kolstad, Keith	No	30
Laurel, City of		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		Woods, Woody		7
Loveland Products		Grassel, Diana		
		Frickle, Melanie		
		Williams, Michael		
MT Dept of Livestock		Szymanski, Tahnee		
MT Dist. V DES Rep.	X	Hanson, Charlie	Yes	5
Montana Highway Patrol	X	Baum, Craig	No	
MSSC		Roadifer, Greg	No	8
		Stulc, Aaron		2
MSU-Billings – Risk Manager	X	Aamold, Christy	No	1

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MSU-Billings –Police		Davis, Adam		1
	X	Forshee, Scott		1
Montana Rail Link		Turner, Mark		20
Montana Sulphur & Chemical		Hofacker, Margaret	No	
		Smith, Archie		
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		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		
	X	Wilkerson, Rob		6
St. Vincent Healthcare		Dugan, Bill		1
		Janskovitch, Tony		
	X	Mahoney, Jason		
	X	Wofford, Terri	No	2
Stillwater Billings Clinic		Davey, Scott	Yes	100
		Grim, Jill	Yes	100
Sysco Food Service		Kelly, Chuck		4
		Lough, Bob		4

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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		
		Skillen, Shane		2
		Wallis, Vince		
83 rd Civil Support Team (WMD)		Sandburg, Tom	Yes	
		Karlin, Adam	Yes	
		Erpenbach, Don	Yes	250
		Cummings, John	Yes	250
	22	TOTAL ATTENDANCE		