

MINUTES

OCTOBER 8, 2015

	The meeting was called to order @ 1:30 p.m.														
INTRODUCTIONS															
AGENDA ITEMS	DISCUSSION	ACTION STEPS / FUTURE EVENTS													
MINUTES	Minutes of the previous were approved as distributed with the correction of Chuck Bikle's name...														
FINANCIAL REPORT	<u>QUARTERLY FINANCIAL REPORT</u> [DUANE WINSLOW] Financial Reports are given quarterly: March, June, September, and December. See attached report from Ystn County.	Next Report Due: Dec, 2015													
COMMITTEE REPORTS		ACTION STEPS / FUTURE EVENTS													
	<p><u>EXERCISE DESIGN COMMITTEE:</u> [JEFF ASHWORTH, CHAIR]</p> <p><u>FORMIDABLE FOOTPRINT EXERCISE SCHEDULE:</u></p> <table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 20%;">Exercise Date</th> <th style="width: 20%;">Scenario</th> <th style="width: 60%;">Details</th> </tr> </thead> <tbody> <tr> <td>OCT 31, 2015</td> <td>TORNADO</td> <td rowspan="2">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>NOV, 2015</td> <td>NO EXERCISES SCHEDULED</td> </tr> <tr> <td>DEC, 2015</td> <td>NO EXERCISES SCHEDULED</td> <td rowspan="2">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>JAN 30, 2016</td> <td>EARTHQUAKE</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> <p>Here is the main website for the monthly series of Formidable Footprint exercises. http://www.drc-group.com/project/footprint.html</p>	Exercise Date	Scenario	Details	OCT 31, 2015	TORNADO	Separate registration is required to participate in each exercise. Individual participant registration CLOSES at 9:00AM ET on the day prior to the exercise.	NOV, 2015	NO EXERCISES SCHEDULED	DEC, 2015	NO EXERCISES SCHEDULED	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.	JAN 30, 2016	EARTHQUAKE	<p>NEXT EXERCISE DESIGN MEETING:</p> <p>4th Tuesday / Monthly</p> <p>October 27th 10:00-11:00 a.m.</p> <p>4th Floor/Conf Room Billings Clinic Cancer Center</p>
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JAN 30, 2016	EARTHQUAKE														
	<p><u>OPERATION COYOTE 2016:</u> The focus of the exercise is shifting to the communications processes that lead up to the deployment of PODs (Point of Dispensing).</p> <p>There will still likely be a P.O.D. exercise run in real time on day 3 and require extensive planning and involvement by all LEPC Agencies.</p>														
	<p><u>ACTIVE SHOOTER EXERCISE [PLANNING STAGES ONLY]</u> A table top exercise regarding the public's response to notification of an active shooter incident is in the planning stages. An actual exercise is not being considered at this time.</p>														

LOCAL EMERGENCY PLANNING COMMITTEE

2305 8TH AVENUE NORTH – BILLINGS, MT 59101

JOE MARCOTTE, CHAIR

COMMITTEE REPORTS	ACTION STEPS / FUTURE EVENTS
<p><u>GRANTS COMMITTEE</u> [DIANNE LEHM, CHAIR] Fuels mitigation grant agreements are almost in place.</p> <p>REMINDER: If you want help with grants, please forward your agency's equipment 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>CAER/CITIZENS CORPS</u> [PAM SANDERSON, CHAIR]</p>	
<p><u>HEALTH & MEDICAL ADVISORY GROUP (HMAG)</u> [SHAWN HINES, CHAIR; GREG NEIL] Greg Neil reported.</p> <p>The HMAG is initiating work to review the plans it oversees. The first plan to be reviewed will be the Yellowstone County Disaster Medical Health Plan. These plans are sub-plans of the Yellowstone County Emergency Operations Plan.</p>	<p>Next Meeting:</p>
<p><u>CONFERENCE SUB-COMMITTEE</u> [AARON STULC, CHAIR]: At the September meeting Aaron reported that he would have the finalized accounting of the March, 2015 Conference, however he was unable to attend the October LEPC meeting.</p> <p>The 2016 Conference dates are: March 7-9 @ the Northern Hotel. Please forward any training or track ideas to him because planning for next year is already underway.</p>	
<p><u>CRISIS COMMUNICATIONS SUB-COMMITTEE:</u> [NO COMMITTEE CHAIR IDENTIFIED.] Nothing new to report.</p>	
<p><u>COMMUNICATIONS SUB-COMMITTEE:</u> [JASON MAHONEY, CHAIR] At the September meeting it was reported that the Communications Sub-committee will be Jason reported that the committee is now meeting on the 2nd Tuesday of the month at 2:00 PM in the Mansfield Education Center at St. Vincent Healthcare.</p> <p>Efforts now are on "re-invigorating" the committee, including redefining the scope and charter They intend to work on a pre-populated ICS-205 and -205a form. The details are yet to be worked out.</p> <p>There is some discussion happening in the group about testing the plans, potentially using a tabletop drill format. The drill would force the use of different communication systems.</p>	
<p><u>TRAINING SUB-COMMITTEE:</u> [GREG NEIL, CHAIR] Greg reported.</p> <p>Not too many training / educational offerings in our immediate area at this time.</p> <p>There was an opportunity for those interested in the all-hazards incident management team. The opportunity was to "shadow" IMT members at an incident in the western part of the state.</p> <p>It was recommended that we develop a list of functional needs which will then aid Greg is looking for opportunities.</p>	

<p>OLD BUSINESS</p>	<p>Joe reminded the group that the following items need to be revisited and addressed:</p> <ul style="list-style-type: none"> • Social media policy <ul style="list-style-type: none"> ○ Pam and Jill indicated that there is a draft plan already available ○ The draft needs to be reviewed and finalized ○ The original plan was to include this in the work of the Crisis Communications Committee. ○ Joe stated that he will be sure to have this retained on the agenda so it is completed. • Joe mentioned that there are many plans the LEPC should be reviewing. It is probably appropriate to form small work teams to conduct reviews and then report findings and recommendations to the full LEPC. There was general agreement among those present. • Joe also reminded that group that there is a gap analysis of LEPC responsibilities. The analysis was a by-product of the work done by the small work team that revised the Bylaws. The task of analyzing performance of the LEPC is now assigned to the Vice Chair. Rick Musson does have a copy of the gap analysis. Plans had been for a small group to meet after the LEPC meeting in May. However, the meeting did not happen. Rick and Joe will visit and move this forward. 	
<p>NEW BUSINESS</p>	<ul style="list-style-type: none"> • Joe brought up an opportunity for discussion about the recent email interaction among members of the LEPC pertaining to the use of the LEPC for distribution of educational opportunities. <ul style="list-style-type: none"> ○ Due to the light attendance at this meeting, a lengthy discussion and any adjustments to operational practices were not made. ○ Initial reaction was that the LEPC does not endorse any of the offerings not specifically provided by the LEPC itself. An example of an LEPC-specific offering would be the spring conference. ○ It was recommended that such offerings pass through the Training Committee for vetting. Greg needs criteria to vet the offerings. He will bring forward some recommendations to the LEPC. ○ There was a suggestion that a list of “things you might be interested in” be provided on a monthly basis, similar to the listings provided by Marschal Rothe of MT DES. ○ Joe recommended that the discussion be tabled until additional members are present. Greg will bring back some recommendations. 	
<p>OTHER BUSINESS</p>		

Next LEPC meeting is scheduled for November 12, 2015 @ 1:30 p.m.

Meeting Adjourned: 2:20 p.m. [Mahoney / Neill]

ATTENDANCE RECORD – OCTOBER 8, 2015 MEETING

Company	Present	Name	Federally Funded Yes / No	Miles Travelled One-way
Advanced Care Hospital	X	Copeman, Chuck	No	15
Alternatives, Inc.		Clark, Shawna	No	1
American Medical Response		Gurchiek, Lyndy	No	5
		Hansen, Brian	No	5
American Red Cross	X	Firman, Abra	No	1
		Washburn, Jill	No	1
Big Sky EDA – Project Impact	X	Lehm, Dianne	No	5
		Patrick Klugman	No	1
Billings, City of – Airport	X	Barry, Tom		2
		Brown, Jeff		2
		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
	X	Rash, William	No	2
Billings, City of – Police	X	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	X	Hoy, Patrick		5
		Marcotte, Joe		5
Billings, Public Schools	X	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
		Lowe, Russ (Retired)		
		Phillips, Joey	No	30
CHS Refinery – Laurel		Metzger, Keith		30
Pipelines & Terminals	X	Beach, Tina	No	30

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JOE MARCOTTE, CHAIR

Company	Present	Name	Federally Funded Yes / No	Miles Travelled One-way
County Water District of Blgs Heights		Nieskens, Duke	No	3
	X	Brookshire, Peyton	No	3
DHS		Middlebrook, Randy		
DPC	X	Rosh, Ron	No	
DXP	X	Ashworth, Jeff	No	1
ExxonMobil Pipeline	X	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		
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	X	Kolstad, Keith	No	30
Laurel, City of		Markegard, Kurt	No	30
Laurel, City of – Fire Department				
Laurel, City of - Police Department		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			No	7
Lockwood Water & Sewer		Woods, Woody		7
Loveland Products		Grassel, Diana		
		Frickle, Melanie		
		Williams, Michael		
MT Dist. V DES Rep.	X	Hanson, Charlie	Yes	5
Montana Highway Patrol		Baum, Craig	No	
MSSC		Roadifer, Greg	No	8
MSU-Billings – Risk Manager		Aamold, Christy	No	1

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MSU-Billings –Police		Davis, Adam		1
		Forshee, Scott		1
Montana Prescribed Fire Service	X	Bushey, Chuck		
Montana Rail Link		Turner, Mark		20
Montana Sulphur & Chemical		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		Adelman, Ben		2
		Fawcett, Bill	No	1
Phillips 66 Pipeline		Harmon, Jeff	No	
Rimrock Foundation		Eckenroad, Jim	No	1
Riverstone Health		Match, Matt	Yes	2
	X	Neill, Greg	Yes	2
		Schneeman, Barbara		
	X	Stanton, Jennifer	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		
		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

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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				3
	X	Winslow, Duane		1
Yellowstone County Fuel Mitigation		Bushey, Chuck	No	2
Yellowstone County GIS		Luppen, Janelle		
Yellowstone Co – Sheriff		Siegle, Tim		
		Skillen, Shane		2
		Wallis, Vince		
83 rd Civil Support Team (WMD)		Anderson, Shane	Yes	
		Steichea, Jason	Yes	
			Yes	250
			Yes	250
GUEST:				
CARBON COUNTY DES	X	TOM KOHLEY	No	65
BILLINGS PUBLIC SCHOOLS	X	PATRICIA HUBBARD		
MONTANA LIQUID & GAS PIPELINE (MLGPA)	X	CLINT KALFELL	No	10
	29	TOTAL ATTENDANCE		