

MINUTES

SEPTEMBER 10, 2015

	The meeting was called to order @ 1:30 p.m.												
INTRODUCTIONS	Introductions skipped due to small attendance. No new attendees.												
AGENDA ITEMS	DISCUSSION	ACTION STEPS / FUTURE EVENTS											
MINUTES	Minutes of the previous were approved as distributed. [Motion-Pam Sanderson; Second-Diane Lehm]												
FINANCIAL REPORT	<u>QUARTERLY FINANCIAL REPORT</u> [DUANE WINSLOW] Financial Reports are given quarterly: March, June, September, 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>Jeff not able to be present. Report provided by members of the committee</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>SEPT 26, 2015</td> <td>WILDFIRE</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>OCT 31, 2015</td> <td>TORNADO</td> </tr> <tr> <td>JAN 30, 2016</td> <td>EARTHQUAKE</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. http://www.drc-group.com/project/footprint.html</p>	Exercise Date	Scenario	Details	SEPT 26, 2015	WILDFIRE	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.	OCT 31, 2015	TORNADO	JAN 30, 2016	EARTHQUAKE	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>September 22 10:00-11:00 a.m.</p> <p>4th Floor/Conf Room Billings Clinic Cancer Center</p>
Exercise Date	Scenario	Details											
SEPT 26, 2015	WILDFIRE	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.											
OCT 31, 2015	TORNADO												
JAN 30, 2016	EARTHQUAKE	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><u>OPERATION COYOTE 2016:</u> RiverStone Health will be one of the key players in the 2016 Coyote Exercise. The primary focus of the exercise is shifting to the communications processes that lead up to the deployment of PODs (Point of Dispensing). There will still likely be a P.O.D. exercise run in real time and require extensive planning and involvement by all LEPC Agencies. The draft scenario should be out next month. Exercise Design Planning meetings are the 4th Tuesday of each month. All are welcome.</p>												
	<p><u>ACTIVE SHOOTER EXERCISE [PLANNING STAGES ONLY]</u> It was reported that work on a full scale exercise is in the planning stages. The preparation for this type of exercise is both extensive and challenging. A table-top exercise will be the 1st stage with a location large enough to host the event. A venue for the live exercise is being explored. MSU-Billings along with the old Carmike Theater building are being considered.</p>												

LOCAL EMERGENCY PLANNING COMMITTEE

2305 8TH AVENUE NORTH – BILLINGS, MT 59101
JOE MARCOTTE, CHAIR

COMMITTEE REPORTS		ACTION STEPS / FUTURE EVENTS
	<p>GRANTS COMMITTEE [DIANNE LEHM, CHAIR] Fuels mitigation grant work is in progress. However, the current fire season is delaying some meetings. Diane also reported that she has additional stickers from the National Flood Preparedness initiative. A few stickers were distributed at the August meeting and Diane ran out. The stickers state "In case of emergency, please rescue _____" They are intended to be placed in windows to indicate the presence of pets. For additional stickers, please contact Dianne.</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 style="text-align: right;">Dianne Lehm lehm@bigskyeda.org 9</p>
	<p>CAER/CITIZENS CORPS [PAM SANDERSON, CHAIR] Pam reported the following:</p> <ul style="list-style-type: none"> • No meeting in August • She mentioned Greg Neil's recent article in the Billings Gazette addressing personal preparedness. Pam encouraged agencies to link to the National Preparedness Month information at Ready Yellowstone or the LEPC web page. • Day of Caring is Thursday 9/17. <ul style="list-style-type: none"> ○ Cards (business-card size) will be distributed during Day of Caring to promote reverse 911 and ICE placement on cell phones. A suggestion was made to add the number "0" in front on ICE so that number comes up first in your contact list. This effort does connect to some work being done in other areas, including a project in the City of Laurel. ○ Fire Marshal Mike Spini will be supplying people for an alarm install. ○ Pam encouraged those with Ready Yellowstone Banners to display them during this month. <ul style="list-style-type: none"> ○ Pam also reported that an emergency radio is being given away as part of the Day of Caring. • Laurel City Police Chief Rick Musson asked for assistance with efforts in the work being done in Laurel on a Reverse 911 project. Participation in the project is less than hoped for. A question was asked if there was a sense of how many people are registered in Yellowstone County, even down to the city level. Registration in the system is being tracked. Some suggestions made included: <ul style="list-style-type: none"> ○ Contacting cell phone dealers to promote the event ○ Using Ready Yellowstone to promote the event 	
	<p>HEALTH & MEDICAL ADVISORY GROUP (HMAG) [SHAWN HINES, CHAIR; GREG NEIL] Next Meeting: Sept. 25th</p> <ul style="list-style-type: none"> • Greg Neil reported. • A tool kit is being developed on bedbugs and lice. The purpose is to educate various entities such as Hotel / Motel industry about actions they can take to reduce infestations. • While the numbers of disease cases seem to indicate increasing trends in illness (such as influenza) in the jurisdiction, it is believed that there is not likely a true increase. The increase in numbers is likely due to improved testing capabilities. As a result of improved testing capabilities, testing is being done more often than in the past. Thus, it appears there are more cases when it is likely those cases existed previously but went untested and undetected. • 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. 	

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COMMITTEE REPORTS		ACTION STEPS / FUTURE EVENTS
	<p>CONFERENCE SUB-COMMITTEE [AARON STULC, CHAIR]: Aaron report.</p> <ul style="list-style-type: none"> • The 2015 conference accounting has not yet been finalized. Aaron hopes to have this finalized by the October meeting and will present the LEPC with its split for the conference. • Joe reminded the committee that the agreement is the "split" money is intended to be the "seed" money for the next conference. • 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. • The keynote speaker slot is probably filled. • Some of the breakout sessions are planned. • Joe will visit with Aaron about some ideas. 	
	<p>CRISIS COMMUNICATIONS SUB-COMMITTEE: [NO COMMITTEE CHAIR IDENTIFIED.]</p> <ul style="list-style-type: none"> • Nothing new to report. • Joe and Duane have yet to return a draft job description to the County Commissioners. • Joe will schedule a time with Duane to complete this action. 	
	<p>COMMUNICATIONS SUB-COMMITTEE: [JASON MAHONEY, CHAIR] 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. 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. 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>TRAINING SUB-COMMITTEE: [GREG NEIL, CHAIR] Greg reported. Not too many training / educational offerings in our immediate area at this time. 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. It was recommended that we develop a list of functional needs which will then aid Greg is looking for opportunities.</p>	
OLD BUSINESS	<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 	

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	after the LEPC meeting in May. However, the meeting did not happen. Rick and Joe will visit and move this forward.	
NEW BUSINESS	<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 Isiting 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. 	
OTHER BUSINESS		
YARES	Chuck Bickley reported that there is a HAM radio class on 9/19 in the Billings City Library Computer Rm	
Red Cross	Jill Washburn reported that 137 volunteers are needed for an alarm install event on 10/3. If you or members of your agency can assist, please contact Jill at jill.washburn@rocky.edu .	
Billings Clinic	<p>Joe reported that he is teaching ICS-200, -300, and -400 courses this fall. The classes are as follows:</p> <ul style="list-style-type: none"> • ICS-200 – Monday 9/14 • ICS-300 – October 19-20 • ICS-400 – November 9-10 <p>For information or registration, contact Joe at jmarcotte@billingsclinic.org</p>	

Next LEPC meeting is scheduled for **October 8, 2015** @ 1:30 p.m.

Meeting Adjourned: 2:40 p.m. [Bickley/Mahoney]

ATTENDANCE RECORD – SEPTEMBER 10, 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		Gurchiek, Lyndy	No	5
		Hansen, Brian	No	5
American Red Cross		Firman, Abra	No	1
	X	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	X	Glancy, Mike	No	1
Billings, City of – Fire		Dextras, Paul	No	1
		Gibson, Kathy	No	2
	X	Hoppel, Matt	No	2
		Larson, Terry	No	5
		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	X	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
		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

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Company	Present	Name	Federally Funded Yes / No	Miles Travelled One-way
DHS		Middlebrook, Randy		
DPC		Rosh, Ron	No	
DXP		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		
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			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.		Hanson, Charlie	Yes	5
Montana Highway Patrol		Baum, Craig	No	
MSSC		Roadifer, Greg	No	8
	X	Stulc, Aaron		2
MSU-Billings – Risk Manager		Aamold, Christy	No	1

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Company	Present	Name	Federally Funded Yes / No	Miles Travelled One-way
MSU-Billings –Police		Davis, Adam		1
		Forshee, Scott		1
Montana Prescribed Fire Service		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		
		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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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				3
		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:				
	14	TOTAL ATTENDANCE		

Yellowstone County

Trial Balance - On Demand Report Fiscal Year: 2015-2016 Line Description From Date: 7/1/2015 To Date: 9/30/2015 Print accounts with zero balance

	<u>Opening Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
LIABILITY				
7110.000.000.021250.000 / YELLOWSTONE COUNTY - LEPC DUE TO OTHERS	(\$27,232.76)	\$0.00	\$0.00	(\$27,232.76)
LIABILITY TOTAL	(\$27,232.76)	\$0.00	\$0.00	(\$27,232.76)
Grand Total:	(\$27,232.76)	\$0.00	\$0.00	(\$27,232.76)
Asset Totals:	\$0.00	\$0.00	\$0.00	\$0.00
Liability Totals:	(\$27,232.76)	\$0.00	\$0.00	(\$27,232.76)
Fund Balance Totals:	\$0.00	\$0.00	\$0.00	\$0.00
Revenue Totals:	\$0.00	\$0.00	\$0.00	\$0.00
Expenditure Totals:	\$0.00	\$0.00	\$0.00	\$0.00
Transfers In Totals:	\$0.00	\$0.00	\$0.00	\$0.00
Transfers Out Totals:	\$0.00	\$0.00	\$0.00	\$0.00
There are Funds Out of Balance	(\$27,232.76)	\$0.00	\$0.00	(\$27,232.76)

End of Report

Yellowstone County

Trial Balance - On Demand Report
 Fiscal Year: 2015-2016
 Line Description
 From Date: 7/1/2014
 To Date: 6/30/2015
 Print accounts with zero balance

YELLOWSTONE COUNTY - LEPC - 7110
 Opening Balance
 Debits
 Credits
 Ending Balance

Transaction Detail	Entry	Check Number	Deposit No.	Invoice Number	PO Number	Voucher	Group ID	Memo	Vendor	Amount	Journal
LIABILITY											
7110.000.000.021250.000 / YELLOWSTONE COUNTY - LEPC DUE TO OTHERS											
06/30/2015	189	0	0		0			BALANCE FORWARD FROM 6/		-\$27,232.76	GL
06/30/2015	341	0	0		0			BALANCE FORWARD FROM 6/		\$27,232.76	GL
06/30/2015	348	0	0		0			BALANCE FORWARD FROM 6/		-\$27,232.76	GL
06/30/2015	497	0	0		0			BALANCE FORWARD FROM 6/		\$27,232.76	GL
06/30/2015	504	0	0		0			BALANCE FORWARD FROM 6/		-\$27,232.76	GL
Detail Total:										-\$27,232.76	

LIABILITY TOTAL \$0.00 \$54,465.52 (\$81,698.28) (\$27,232.76)

Grand Total: \$0.00 \$54,465.52 (\$81,698.28) (\$27,232.76)

Asset Totals:	\$0.00	\$0.00	\$0.00
Liability Totals:	\$0.00	\$54,465.52	(\$81,698.28)
Fund Balance Totals:	\$0.00	\$0.00	\$0.00
Revenue Totals:	\$0.00	\$0.00	\$0.00
Expenditure Totals:	\$0.00	\$0.00	\$0.00
Transfers In Totals:	\$0.00	\$0.00	\$0.00
Transfers Out Totals:	\$0.00	\$0.00	\$0.00

General Ledger Total: \$0.00 \$54,465.52 (\$81,698.28) (\$27,232.76)

There are Funds Out of Balance

End of Report