

MINUTES

APRIL 14, 2016

	The meeting was called to order.																																					
INTRODUCTIONS																																						
AGENDA ITEMS	DISCUSSION		ACTION STEPS / FUTURE EVENTS																																			
MINUTES	Minutes of the previous were approved as distributed. [Ashworth/Mahoney]																																					
FINANCIAL REPORT	<p><u>QUARTERLY FINANCIAL REPORT</u> [BRAD SHOEMAKER, YELLOWSTONE COUNTY DES DIRECTOR] Financial Reports are given quarterly: March, June, September, and December. See attached report from Ystn County.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: right;"><i>Opening Balance</i></th> <th style="text-align: right;"><i>Debits</i></th> <th style="text-align: right;"><i>Credits</i></th> <th style="text-align: right;"><i>Ending Balance</i></th> </tr> </thead> <tbody> <tr> <td>Liability Total</td> <td style="text-align: right;">(\$27,232.76)</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> <td style="text-align: right;">\$27,232.76</td> </tr> <tr> <td style="padding-left: 20px;">Asset Totals</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> </tr> <tr> <td style="padding-left: 20px;">Revenue Totals</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> </tr> <tr> <td style="padding-left: 20px;">Expenditure Totals</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> </tr> <tr> <td>General Ledger Total:</td> <td style="text-align: right;">(\$27,232.76)</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> <td style="text-align: right;">(\$27,232.76)</td> </tr> <tr> <td colspan="5" style="text-align: right;"><i>March, 2016 Report</i></td> </tr> </tbody> </table>			<i>Opening Balance</i>	<i>Debits</i>	<i>Credits</i>	<i>Ending Balance</i>	Liability Total	(\$27,232.76)	0	0	\$27,232.76	Asset Totals	0	0	0	0	Revenue Totals	0	0	0	0	Expenditure Totals	0	0	0	0	General Ledger Total:	(\$27,232.76)	0	0	(\$27,232.76)	<i>March, 2016 Report</i>					Next Report Due: June, 2016
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COMMITTEE REPORTS		ACTION STEPS / FUTURE EVENTS
	<p><u>OPERATION COYOTE 2016:</u> For the benefit of the students attending from PPT program, Jeff explained that COYOTE (County of Yellowstone Operating Together in an Emergency) Exercises are on a two-year rotation.</p> <p>The 2016 COYOTE exercise will be an activation of the POD system (point of dispensing) which will be conducted the week of June 13-17. Friday, June 17th is the date set for the simulated POD activation from 1:00 – 3:00 p.m., Billings West High. The goal is to get as many people (500-700) through the system within that 2-hr timeframe.</p> <p>A number of ‘closed’ PODS are also planned to be activated within the public health and public safety community.</p>	
	<p><u>ACTIVE SHOOTER EXERCISE [TABLE-TOP EXERCISE]</u> An actual exercise is not being considered because SWAT teams within the City and the County conduct these types of drills/exercises on a regular basis. Therefore, the focus of a table-top exercise would be to identify on what the public needs to know and what would law enforcement needs from the other public safety agencies responding to the incident.</p> <p>The Airport (terminal only) has a planned ‘active shooter’ exercise, May 17-18 for 1st Responders only.</p>	
	<p><u>ANIMAL SHELTERING: [VIRTUAL TABLE-TOP EXERCISE]</u> Charlie Hanson reported that a virtual table-top exercise is planned for June 21st at the Riverstone Health facility.</p> <p><i>The following MOTION was made and approved</i></p> <p><i>To provide \$300.00 from the LEPC to provide food / drink for this virtual table-top exercise on animal sheltering in an emergency. (Hanson/Ashworth)</i> <i>Unanimous</i></p>	
	<p><u>CRITICAL ISSUES CAMPUS SAFETY: [WEBINAR / VIRTUAL TABLE-TOP] – MAY 26 – NOON (MTN TIME)</u> Date: Thursday, May 26, 2016; Time: 2:00 PM (ET), 11:00 AM (PT)</p> <p><i>Register today for free at:</i> http://click.1105info.com/?qs=4362dcfd74af19c6dab1140fecb80809683464d55784748542607cd824bc230f1629ce206e5483ed</p> <p>OVERVIEW: Large-scale emergency incidents and disasters can occur anywhere in any ‘campuses.</p>	
	<p><u>GRANTS COMMITTEE [DIANNE LEHM, CHAIR]</u> BLM fuels reductions post cards have been mailed out. Eighteen contacts have been received to be included to have work done.</p> <p>Yellowstone County SHSG program grant application has been submitted with the final notice to be received by mid-October.</p> <p>Pre-Disaster Mitigation: Updated and due by the end of 2016.</p> <p>REMINDER: If you want help with grants, please you can contact Dianne. She can help agencies proof grants. Contact: Dianne Lehm, lehm@bigskyeda.org</p>	<p>Dianne Lehm lehm@bigskyeda.org</p>

COMMITTEE REPORTS		ACTION STEPS / FUTURE EVENTS
	<p><u>CAER/CITIZENS CORPS</u> [PAM SANDERSON, CHAIR] Will have the Ready Yellowstone board set up at the Billings Clinic Wellness Fair: June 10th.</p> <p>Have ordered bags / magnets to use as handouts at the Coyote 2016 exercise.</p> <p>Still have brochures and preparedness handouts available for the asking.</p> <p>Social Media / P.I.O. Policy Status: Pending.</p>	<p>The change of meeting date/time is pending.</p>
	<p><u>HEALTH & MEDICAL ADVISORY GROUP (HMAG)</u> [SHAWN HINES, CHAIR; JASON MAHONEY] Jason reported that the HMAG had a very short meeting. He reported that HMAG will be working with Charlie on the medical portion of Yellowstone County's Emergency Ops Plan review.</p>	
	<p><u>CONFERENCE SUB-COMMITTEE</u> [AARON STULC, CHAIR]: Aaron reported that he, Charlie Hanson and Joe Marcotte met to discuss the planning of the 2017 Conference. Greg Roadifer reported that preliminary numbers show that the 2016 Conference will not cover expenditures. Greg Roadifer stated that attendance was down, sponsorships were down.</p> <p>He also stated that the MSSC Board has discussed splitting the Safety portion of the conference out because emergency responders are not attending and the MSSC/Safety portion doesn't fit with emergency responders.</p> <p>Discussion regarding what is the focus of the annual conference and who is the target audience.</p> <p>Status of HMEP grant proposal that would provide funding for the conference with the focus on HazMat. After much discussion, it was decided that no one is prepared to administer a 3-yr grant and not to proceed with the grant proposal submission.</p> <p>Joe Marcotte suggested a survey or questionnaire that could help identify what the LEPC's portion needs to in regards to the annual conference.</p> <p>Arron Stulc will contact the Conference Committee members regarding the survey/questionnaire.</p> <p>A final accounting of the 2015 Conference has not been received from MSSC and is still pending to be formally included in the LEPC Minutes.</p>	
	<p><u>CRISIS COMMUNICATIONS SUB-COMMITTEE:</u> [NO COMMITTEE CHAIR IDENTIFIED.] No report</p>	
	<p><u>COMMUNICATIONS SUB-COMMITTEE:</u> [JASON MAHONEY, CHAIR] Did not meet. No report. Meetings: Monthly - 2nd Tuesday, 2:00 p.m.</p>	
	<p><u>TRAINING SUB-COMMITTEE:</u> [GREG NEIL, CHAIR] <u>UPCOMING TRAINING OPPORTUNITIES:</u></p>	
	<p><u>GROUP CRISIS INTERVENTION: APRIL 23-24, 2016; 08:00-17:00 ON SATURDAY, 10:00-17:00 ON SUNDAY</u> County Complex, 121 8th Avenue South, Lewistown Registration Fee- \$75 POC- Cheri Kilby 406-535-8118 or des@co.fergus.mt.us</p>	
	<p><u>MOUNTAIN WEST VOAD CONFERENCE: APRIL 24-26, 2016</u> Hope Lutheran Church, 2152 West Graf Street, Bozeman POC- Wade Gaylor wade.gaylor@redcross.org or Abbra Firman abbra.firman@redcross.org</p>	

COMMITTEE REPORTS		ACTION STEPS / FUTURE EVENTS																		
	<p><u>FEMA PUBLIC DISASTER ASSISTANCE TRAINING (PDAT) ON PROCUREMENT REQUIREMENTS AND THE LOCAL GOVERNMENT DISASTER INFORMATION MANUAL (LGDIM)</u> (Target audience is county, municipal, tribal and PNP personnel that have procurement responsibilities, to include County Commissioners, Tribal/City/Town Elected Officials, Clerks, Treasurers, and Road Supervisors, but DES and Emergency Management personnel are also welcome to attend.)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="3" style="text-align: center;">Times for all dates are 10:00-15:00 with a working lunch</td> </tr> <tr> <td style="width: 33%;">Monday, April 25, 2016</td> <td style="width: 33%;">Billings</td> <td style="width: 33%;">Hilton Garden Inn, 2465 Grant Road</td> </tr> <tr> <td>Tuesday, April 26, 2016</td> <td>Glendive</td> <td>Community Room at the Dawson County Courthouse, 207 West Bell</td> </tr> <tr> <td>Wed., April 27, 2016</td> <td>Glasgow</td> <td>Cottonwood Inn, 45 1st Ave. NE</td> </tr> <tr> <td>Thursday, April 28, 2016</td> <td>Great Falls</td> <td>Hampton Inn, 2301 14th St. SW</td> </tr> <tr> <td>Friday, April 29, 2016</td> <td>Missoula</td> <td>Grant Creek Inn, 5280 Grant Creek Road</td> </tr> </table> <p>Register by April 15, 2016 to ensure a lunch. Contact: Sheri Medow 406-324-4773 sheris@mt.gov</p>	Times for all dates are 10:00-15:00 with a working lunch			Monday, April 25, 2016	Billings	Hilton Garden Inn, 2465 Grant Road	Tuesday, April 26, 2016	Glendive	Community Room at the Dawson County Courthouse, 207 West Bell	Wed., April 27, 2016	Glasgow	Cottonwood Inn, 45 1 st Ave. NE	Thursday, April 28, 2016	Great Falls	Hampton Inn, 2301 14 th St. SW	Friday, April 29, 2016	Missoula	Grant Creek Inn, 5280 Grant Creek Road	
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	<p><u>CERT TRAINING: April 27-29, 2016; 08:00-17:00 first two days, 08:00-12:00 third day</u> Cascade County DES facility in Great Falls POC- Jim Adkins 406-761-5201 or jadkins@bresnan.net</p>																			
	<p><u>BENEFIT COST ANALYSIS TRAINING: APRIL 27-29, 2016; NOON ON THE 27TH TO NOON ON THE 29TH</u> Holiday Inn Express and Suites- Bozeman POC- Nadene Wadsworth 406-324-4785 or NWadsworth@mt.gov</p>																			
	<p><u>INCIDENT MANAGEMENT WORKSHOP: APRIL 29-MAY 1, 2016</u> Flathead County Fairgrounds, Trade Center Building, Kalispell POC- Jesse Best 406-212-4822 or jbest@mt.gov or Juanita Nelson 406- 758-2113 or Juanita.Nelson@flatheadoes@mt.gov</p>																			
	<p><u>PLANNING SUB-COMMITTEE: [CHARLIE HANSON, CHAIR]</u> Basic plan finalized. ESF / process to start next month.</p>																			
OLD BUSINESS																				
NEW BUSINESS	<p><u>BASE PLAN: YELLOWSTONE COUNTY PRE-DISASTER MITIGATION PLAN.</u> Plan was distributed via email. The following MOTION was made and approved.</p> <p style="margin-left: 40px;">MOTION: <i>Adopt amended basic plan [Hanson/Shoemaker] unanimous</i></p>																			
	<p><u>GAP ANALYSIS: DELAY TO MAY 12TH MEETING.</u></p>																			
OTHER BUSINESS																				

Next LEPC meeting is scheduled for May 12, 2016 @ 1:30 p.m. @ Fire Station #1 – Basement Training Room

Motion to adjourn: [Ashworth/Mahoney]

Meeting Adjourned: 2:40 p.m.

ATTENDANCE RECORD – MARCH 10, 2016 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
	X	Deady, Rick Alan	No	2
American Medical Response			No	5
	X	Hansen, Brian	No	5
American Red Cross		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	X	Kristjanson, Jon		1
Billings, City of – Airport	X	Barry, Tom		2
	X	Brown, Jeff		2
		Brumfield, Chase		2
Billings, City of – Airport Fire		Glancy, Mike	No	1
Billings, City of – Fire		Dextras, Paul	No	1
		Biggins, Sean	No	1
	X	Gibson, Kathy	No	1
		Hoppel, Matt	No	1
		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				5
	X	Marcotte, Joe		5
	X	Pomroy, Callie		
	X	DelPriove, Cynthia		
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
	X	Haan, Jacob	No	30
		Lowe, Russ (Retired)		
		Phillips, Joey	No	30

LOCAL EMERGENCY PLANNING COMMITTEE

2305 8TH AVENUE NORTH – BILLINGS, MT 59101

JOE MARCOTTE, CHAIR

Company	Present	Name	Federally Funded Yes / No	Miles Travelled One-way
CHS Refinery – Laurel Pipelines & Terminals		Metzger, Keith		30
		Beach, Tina	No	30
County Water District of Blgs Heights	X	Nieskens, Duke	No	3
		Brookshire, Peyton	No	3
DHS		Middlebrook, Randy		
DPC		Rosh, Ron	No	
DXP	X	Ashworth, Jeff	No	1
ExxonMobil Pipeline	X	Montgomery, Jeb	N	4.5
		Vokral, James	No	4.5
ExxonMobil Refinery	X	Drain, Kelly	No	3
	X	Cavazos, Arnold	No	1
FBI	X	Rose, Nicolette	Yes	1
	X	Stewart, Michele	Yes	1
	X	Shirley, Kiffa	Yes	1
Faith Chapel		Bragg, Christie		
HOPE [Animal Assisted Crisis Response] Dogs		Findley, Lyn	No	4
		Schlitz, Harry		
Industrial Communications		Miller, Thomas	No	5
		Reay, Aaron	No	5
Laurel, City of	X	Kolstad, Keith	No	30
Laurel, City of		Markegard, Kurt	No	30
Laurel, City of – Fire Department	X	Shomer, Jason		
Laurel, City of - Police Department	X	Musson, Rick	No	30
Laurel Public Schools		Bronk, Tim	Yes	30
		Reiter, Scott	Yes	
Living Independently Today/Tomorrow		Jed Barton	No	
Lockwood Fire Dept		Staley, John	No	7
			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	

LOCAL EMERGENCY PLANNING COMMITTEE

2305 8TH AVENUE NORTH – BILLINGS, MT 59101

JOE MARCOTTE, CHAIR

Company	Present	Name	Federally Funded Yes / No	Miles Travelled One-way
MSSC	X	Roadifer, Greg	No	8
	X	Stulc, Arron	No	10
MSU-Billings – Risk Manager		Aamold, Christy	No	1
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
		Hosa, Tim		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
	X	Omsberg, Ron	No	2
Phillips 66 Pipeline	X	Harmon, Jeff	No	
Rimrock Foundation		Eckenroad, Jim	No	1
Riverstone Health			Yes	2
	X	Neill, Greg	Yes	2
		Schneeman, Barbara		
		Staton, Jennifer	Yes	2
SM Energy		Sutherland, Jeniffer	No	1
		Tengberg, Kim	No	1
Salvation Army		Jackson, Kevin (Maj)	No	2
St. Andrew Presbyterian		Russell, Aline	No	9
St. John's Lutheran Ministries/Disaster Response		Burgess, Kent		
		Mamweiler, Mike		
	X	Wilkerson, Rob		6
St. Vincent Healthcare		Janskovitch, Tony		
	X	Mahoney, Jason		
		Olivas, Adam		
		Wofford, Terri		

LOCAL EMERGENCY PLANNING COMMITTEE

2305 8TH AVENUE NORTH – BILLINGS, MT 59101

JOE MARCOTTE, CHAIR

Company	Present	Name	Federally Funded Yes / No	2 Miles Travelled One-way
Stillwater Billings Clinic		Davey, Scott	Yes	100
		Grim, Jill	Yes	100
Sysco Food Service		Kelly, Chuck		4
		Lough, Bob		4
US Marshal's Service		Ostermiller, Rod		
		Rash, Carol	Yes	2
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
		Mackey, Chris		2
YARES, Radio Club		Bikle, Chuck	No	6
		Glass, Ron	No	6
Yellowstone Art Museum	X	Peterson, Robyn		1
Yellowstone County DES		Shoemaker, Brad		
		Oberg, Linda		
Yellowstone County Fuel Mitigation		Bushey, Chuck	No	2
Yellowstone County GIS		Luppen, Janelle		
Yellowstone Co – Sheriff		Evans, Kevin		2
		Skillen, Shane		2
83 rd Civil Support Team (WMD)		Anderson, Shane	Yes	250
		Steichea, Jason	Yes	
GUEST:				
COT: PPT STUDENT	x	Brockschmidt, Jesse	No	
	x	Dayley, Cody		
	x	Baker, Michael		
	x	Bradbury, Houston		
	x	Nielsen, Mikayla		
	x	Eckhart, Shelby		
	x	Willoughby, Dayton		
	x	Hagemeister, Levi		
	x	Tompkins, Joshua		
	x	Sterchi, Matt		
	x	Maddox, Hunter		
COT: FIRE SCIENCE PROGRAM	x	Kukowski, Caleb		
	47	TOTAL ATTENDANCE		