

MINUTES

AUGUST 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. [Barton / 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;">\$5,833.98</td> <td style="text-align: right;">(\$5,833.98)</td> <td style="text-align: right;">(\$27,232.76)</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></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)	\$5,833.98	(\$5,833.98)	(\$27,232.76)						Next Report Due: September, 2016
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	<u>EXERCISE DESIGN COMMITTEE:</u> [JEFF ASHWORTH, CHAIR]																																					
	<p><u>FORMIDABLE FOOTPRINT EXERCISE SCHEDULE:</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Exercise Date</th> <th style="width: 25%;">Scenario</th> <th style="width: 60%;">Details</th> </tr> </thead> <tbody> <tr> <td>AUG 27, 2016</td> <td>EARTHQUAKE</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>OCT 29, 2016</td> <td>HURRICANE</td> </tr> <tr> <td>NOV, 2016</td> <td>NO EXERCISES</td> <td rowspan="3"> Everyone who will be participating in the exercise must register for the following reasons: <ol style="list-style-type: none"> 1. Prior to the exercise important Read Ahead materials will be e-mailed to all registered participants. These materials are important to ensure your participation in the exercise is successful. 2. At the end of the exercise only registered participants will be able to complete and submit their individual exercise evaluation (Hotwash). 3. Only registered participants will be able to access and print their Certificate of Participation once they have submitted their individual exercise evaluation. </td> </tr> <tr> <td>DEC, 2016</td> <td>NO EXERCISES</td> </tr> <tr> <td>JAN 28, 2017</td> <td>SOLAR STORM</td> </tr> <tr> <td>FEB 25, 2017</td> <td>FLOOD</td> <td></td> </tr> <tr> <td>MAR 25, 2017</td> <td>WILDFIRE</td> <td></td> </tr> <tr> <td>APR 29, 2017</td> <td>INFLUENZA/PANDEMIC</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Exercise Date	Scenario	Details	AUG 27, 2016	EARTHQUAKE	Separate registration is required to participate in each exercise. Individual participant registration CLOSES at 9:00AM ET on the day prior to the exercise.	OCT 29, 2016	HURRICANE	NOV, 2016	NO EXERCISES	Everyone who will be participating in the exercise must register for the following reasons: <ol style="list-style-type: none"> 1. Prior to the exercise important Read Ahead materials will be e-mailed to all registered participants. These materials are important to ensure your participation in the exercise is successful. 2. At the end of the exercise only registered participants will be able to complete and submit their individual exercise evaluation (Hotwash). 3. Only registered participants will be able to access and print their Certificate of Participation once they have submitted their individual exercise evaluation. 	DEC, 2016	NO EXERCISES	JAN 28, 2017	SOLAR STORM	FEB 25, 2017	FLOOD		MAR 25, 2017	WILDFIRE		APR 29, 2017	INFLUENZA/PANDEMIC					NEXT EXERCISE DESIGN MEETING: <p style="text-align: center;">August 23</p> 4 th Floor/Conf Room Billings Clinic Cancer Center 4 th Tuesday / Monthly								
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	Here is the main website for the monthly series of Formidable Footprint exercises. http://www.drc-group.com/project/footprint.html																																					

COMMITTEE REPORTS		ACTION STEPS / FUTURE EVENTS																
	<p><u>OPERATION COYOTE 2016:</u> Jeff reported that Operation Coyote 2016 was a success. Number of participants and hours associate with the exercise: People – 821 Hours – 1,360</p> <p>Final draft of the Operation Coyote 2016 After Action Plan improvements will be discussed at the next Exercise Design Committee meeting.</p>																	
	<p><u>ACTIVE SHOOTER EXERCISE: SEPTEMBER 27, 2016 [TABLE-TOP EXERCISE] – 1:00-5:00 P.M. MARILLAC HALL</u> [see attached Map of St. Vincent Healthcare facility]</p>																	
	<p><u>EXERCISES – STATE-WIDE</u></p>																	
	<p><u>WHAT’S THAT SMOKE- DAWSON COUNTY FSE: SEPTEMBER 12, 2016 – DAWSON COUNTY/GLENDIVE</u> Airplane crash scenario with mass fatality/mass casualty. Seeking for patients/victims and evaluators September 12, 2016, beginning at 15:00. Dawson County- Glendive</p> <p>POC- Mary Jo Gehnert 406-377-2566 or gehnertmj@dawsoncountymail.com</p>																	
	<p><u>VTTX [Virtual Table-Top] sessions- Cogswell Building of DPHHS in Helena</u></p> <table border="1" data-bbox="313 1018 1284 1180"> <thead> <tr> <th><i>Date(s)</i></th> <th><i>Description</i></th> <th><i>Location</i></th> <th><i>Time</i></th> </tr> </thead> <tbody> <tr> <td>August 23 or 25 (TBA)</td> <td>Mass Casualty Incident</td> <td>Helena</td> <td>10:00 – 2:00</td> </tr> <tr> <td>September 12 or 15 (TBA)</td> <td>Cyber-Security</td> <td>Helena</td> <td>10:00 – 2:00</td> </tr> <tr> <td>September 20 or 22 (TBA)</td> <td>Earthquake</td> <td>Helena</td> <td>10:00 – 2:00</td> </tr> </tbody> </table>	<i>Date(s)</i>	<i>Description</i>	<i>Location</i>	<i>Time</i>	August 23 or 25 (TBA)	Mass Casualty Incident	Helena	10:00 – 2:00	September 12 or 15 (TBA)	Cyber-Security	Helena	10:00 – 2:00	September 20 or 22 (TBA)	Earthquake	Helena	10:00 – 2:00	
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	<p><u>CYBER-SECURITY VIRTUAL TABLE-TOP EXERCISE: SEPTEMBER 13 – RIVERSTONE HEALTH – BILLINGS 10:00 A.M. – 2:00 P.M.</u> Lunch will be provided, so please RSVP to Charlie Hanson so that he has a head count of people who will be attending. (406) 245-9672 or email him at chanson@mt.gov</p>																	
	<p><u>Great Montana Shakeout:</u> October 19, 2016 at 10:19 - Venues all over the State of Montana POC TBA</p>																	
	<p><u>GRANTS COMMITTEE</u> [DIANNE LEHM, CHAIR] Dianne reported that due to the Stage II Fire Restrictions work on the fuels mitigation grant is on hold.</p> <p>She also reported that she continues to look for funding opportunities.</p> <p>Yellowstone County SHSG program grant application has been submitted with the final notice to be received by mid-October.</p> <p>REMINDER: If you want help with grants, please you can contact Dianne. She can help agencies proof grants. Contact: Dianne Lehm, lehm@bigskyveda.org</p>	<p>Dianne Lehm lehm@bigskyveda.org</p>																

COMMITTEE REPORTS	ACTION STEPS / FUTURE EVENTS
<p><u>CAER/CITIZENS CORPS</u> [PAM SANDERSON, CHAIR] The goal is to educate and encourage the public to be ready and involved in the event of an emergency and/or disaster.</p> <p><u>Day of Caring: September 15, 2016 – 1:30-4:30 p.m.</u> LEPC member agencies were encouraged to be a part of the Day of Caring activities and to encourage their agencies/companies to participate as individuals or as a whole.</p> <p><i>Pam reported that she has brochures, preparedness handouts and bags that were used as handouts during the COYOTE 2016 exercise are available for the asking. Contact Pam @ pam.sanderson@unitedway.org for more information and where to pick them up.</i></p> <p><u>JANUARY, 2017 IS 'RESOLVE TO BE READY' MONTH.</u></p> <p>Social Media / P.I.O. Policy Status: Pending.</p> <p>CAER/Citizens Corps meets the 4th Wednesday of each month @ noon at the United Way Offices.</p>	<p>Next Meeting: August 24th at Noon United Way Offices All are invited to attend.</p>
<p><u>HEALTH & MEDICAL ADVISORY GROUP (HMAG)</u> [SHAWN HINES, CHAIR; JASON MAHONEY] Jason reported that Riverstone Health, Billings Clinic and St. Vincent have all been conducting security assessments.</p> <p>Rabies and Zika reporting process has been under discussion.</p>	
<p><u>CONFERENCE SUB-COMMITTEE</u> [] Joe Marcotte reported that he has requested a final/close-out report of the 2016 Conference from MSSC but has not yet received anything from them. He stated that he would be contacting them to let them know that a final accounting is needed to comply with the terms related to the grant funds received by the Conference.</p>	<p>Pending: Final accounting of 2016 Conference</p>
<p><u>AD-HOC CONFERENCE COMMITTEE</u> [JOE MARCOTTE, TEMPORARY CHAIR] At the July meeting, it was decided to create a short-term work team that will explore an annual conference idea to see if it is of benefit and report back to the LEPC of their findings.</p> <p>Work Team Members on this committee are: Charlie Hanson, Jason Mahoney, Pam Sanderson, Brad Shoemaker, and Paul Dextras.</p>	
<p><u>CRISIS COMMUNICATIONS SUB-COMMITTEE:</u> [NO COMMITTEE CHAIR IDENTIFIED.] Joe Marcotte reported that he and Brad Shoemaker have an August 8, 2016 meeting with the Yellowstone County Commissioners to discuss the need for a County PIO (Public Information Officer). Joe reported that he and the former DES Director were tasked by the County Commissioners to create a job description and bring it back for discussion.</p>	
<p><u>COMMUNICATIONS SUB-COMMITTEE:</u> [JASON MAHONEY, CHAIR] Jason reported that the Communications Sub-Committee did not meet in August.</p> <p>He reported that Brad Shoemaker, DES Director/Yellowstone County is in the process of working on a 're-vamp' of the County's radio system. The goal is to replace repeaters, assess band width capabilities and shared mutual aid.</p>	<p>Meetings: Monthly-2nd Tuesday @ 2:00 p.m.</p>

LOCAL EMERGENCY PLANNING COMMITTEE

2305 8TH AVENUE NORTH – BILLINGS, MT 59101

JOE MARCOTTE, CHAIR

COMMITTEE REPORTS		ACTION STEPS / FUTURE EVENTS
	<u>TRAINING SUB-COMMITTEE:</u> [GREG NEIL, CHAIR]	
	<u>OTHER UPCOMING TRAINING OPPORTUNITIES:</u>	
	<u>ICS-300- Intermediate ICS: September 20-21, 2016</u> - Deer Lodge (Powell County) Location TBA POC TBA	
	<u>IS-700 and ICS-100/200 for MDT: September/October 2016</u> Billings/Bozeman/Butte- locations TBA and POC TBA	
	<u>Montana Association of DES Coordinators Meeting- October 25 / LEPC Training- October 26</u> Contact: Delila Bruno 406 324-4766 dbruno@mt.gov or Rick Forkel 406 324-4787 rforkel@mt.gov	
	<u>Indian Nations Working Team: October 27-28, 2016</u> Billings. For more information contact Robert DesRosier 406 450-0646 or rjdrosi@3rivers.net	
	<u>PLANNING SUB-COMMITTEE:</u> [BRAD SHOEMAKER, CHAIR] On behalf of Brad Shoemaker, Charlie Hanson reported that the committee has completed the work on the ESF11. Work on Policy will begin at the next meeting.	
OLD BUSINESS	none	
NEW BUSINESS	<u>NAME CHANGE OF THE COMMUNICATIONS SUB-COMMITTEE.</u> Because of some past confusion regarding the duties / goals and objectives of the Communications Sub-Committee. A name change has been proposed and will be discussed at the September 8, 2016 LEPC meeting. A review of the By-Law will be made prior to the September meeting to make sure that any change proposed conforms to the By-Laws.	
OTHER BUSINESS	<u>OUTREACH CAMPAIGN THRU HOMELAND SECURITY – RANDY MIDDLEBROOK.</u> Randy introduced himself and gave a brief overview of situational awareness assistance that is available to LEPC member agencies for the asking. For more information contact Randy Middlebrook at randy.middlebrook@dhs.gov – 406-839-1165	
	<u>POKÉMON</u> The question was raised as to whether or not there are any efforts to delete certain locations from the Pokémon game? It was reported that Yellowstone County has submitted a list of critical sites to the game vendor that they would like to have removed from the game.	
AGENCY REPORTS:		
	<u>HOPE DOGS:</u> Harry reported that the local teams have been working with the court system to provide a calming presence to youth / minors who are providing testimony in court.	
	<u>YARES:</u> Chuck reported that the Ham Radio club members will be involved in the Greater Yellowstone Cycle event – August 12-13 2016.	

Motion to adjourn: [Bikle / Ashworth]

Meeting Adjourned: 2:30 p.m.

Respectfully Submitted: Kathy E. Gibson, LEPC Recording Secretary

Next LEPC meeting is scheduled for September 8, 2016 @ 1:30 p.m. @ Fire Station #1 –
Basement Training Room

ATTENDANCE RECORD – AUGUST 11, 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
		Deady, Rick Alan	No	2
American Medical Response			No	5
	X	Hansen, Brian	No	5
		Collins, Amber	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		Kristjanson, Jon		1
Billings, City of – Airport		Barry, Tom		2
		Brown, Jeff		2
		Brumfield, Chase		2
	X	Swanson, Lisa		2
Billings, City of – Airport Fire		Glancy, Mike	No	1
Billings, City of – Fire	X	Dextras, Paul	No	1
		Biggins, Sean	No	1
		Christenson, Vince	No	1
	X	Gibson, Kathy	No	1
		Hoppel, Matt	No	1
		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		Workman, Gary	No	3
Billings, City/County Planning		Friday, Wyeth	Yes	5
Billings Clinic				5
	X	Marcotte, Joe		5
		Pomroy, Callie		
		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
		Haan, Jacob	No	30
		Phillips, Joey	No	30

LOCAL EMERGENCY PLANNING COMMITTEE

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JOE MARCOTTE, CHAIR

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CHS Refinery – Laurel Pipelines & Terminals		Metzger, Keith		30
		Beach, Tina	No	30
County Water District of Blgs Heights		Nieskens, Duke	No	3
		Brookshire, Peyton	No	3
DHS	X	Middlebrook, Randy		
DPC		Rosh, Ron	No	
DXP	X	Ashworth, Jeff	No	1
ExxonMobil Pipeline		Montgomery, Jeb	N	4.5
	X	Vokral, James	No	4.5
ExxonMobil Refinery		Drain, Kelly	No	3
		Cavazos, Arnold	No	1
FBI		Rose, Nicolette	Yes	1
		Stewart, Michele	Yes	1
		Shirley, Kiffa	Yes	1
		West, Matthew	Yea	1
Faith Chapel		Bragg, Christie		
HOPE [Animal Assisted Crisis Response] Dogs		Findley, Lyn	No	4
	X	Schlitz, Harry		
Industrial Communications		Miller, Thomas	No	5
		Reay, Aaron	No	5
Laurel, City of		Kolstad, Keith	No	30
Laurel, City of		Markegard, Kurt	No	30
Laurel, City of – Fire Department		Shomer, Jason		30
Laurel, City of - Police Department		Musson, Rick	No	30
Laurel Public Schools		Bronk, Tim	Yes	30
		Reiter, Scott	Yes	
Living Independently Today/Tomorrow	X	Jed Barton	No	2
	X	Woodard, Steve	No	2
Lockwood Fire Dept		Staley, John	No	7
			No	7
Lockwood Water & Sewer		Woods, Woody		7
Loveland Products	X	Grassel, Diana		
		Frickle, Melanie		
		Williams, Michael		
MT Dist. V DES Rep.	X	Hanson, Charlie	Yes	5

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Montana Highway Patrol		Baum, Craig	No	
MSSC		Roadifer, Greg	No	8
		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	X	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
			No	2
Phillips 66 Pipeline		Omsberg, Ron	No	
Rimrock Foundation		Eckenroad, Jim	No	1
Riverstone Health			Yes	2
	X	Neill, Greg	Yes	2
		Schneeman, Barbara		
	X	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		
	X	Mamweiler, Mike		
		Wilkerson, Rob		6

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St. Vincent Healthcare		Janskovitch, Tony		
	X	Mahoney, Jason		
		Olivas, Adam		
		Wofford, Terri		2
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
	X	Mackey, Chris		2
YARES, Radio Club	X	Bikle, Chuck	No	6
		Glass, Ron	No	6
Yellowstone Art Museum	X	Peterson, Robyn		1
Yellowstone County DES		Shoemaker, Brad		
	X	Oberg, Linda		
Yellowstone County Fuel Mitigation		Bushey, Chuck	No	2
Yellowstone County GIS	X	Luppen, Janelle		
Yellowstone Co – Sheriff		Linder, Mike		2
		Evans, Kevin		2
		Skillen, Shane		2
83 rd Civil Support Team (WMD)		Anderson, Shane	Yes	250
		Steichea, Jason	Yes	
GUEST:				
	26	TOTAL ATTENDANCE		