

MINUTES

FEBRUARY 11, 2016

| | The meeting was called to order. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-----------------------|---|--|---------------------------------|------------------------|---------------|----------------|-----------------------|--|---------------|-----------|--------------|-------------|--------------|-------|--------------|----------|--------------|----------------|---|---|---|--|--------------------|---|---|---|---|-----------------------|---------------|---|---|---------------|--|--|--|--|--|--|------------------------------|--|--|--|---------------------------------|
| INTRODUCTIONS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| AGENDA ITEMS | DISCUSSION | | ACTION STEPS / FUTURE EVENTS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| MINUTES | Minutes of the previous were approved as distributed. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| FINANCIAL REPORT | <p><u>QUARTERLY FINANCIAL REPORT</u> [TIM MILLER, INTERIM 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: center;"><i>Opening Balance</i></th> <th style="text-align: center;"><i>Debits</i></th> <th style="text-align: center;"><i>Credits</i></th> <th style="text-align: center;"><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: center;">0</td> <td style="text-align: center;">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: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> <tr> <td style="padding-left: 20px;">Revenue Totals</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> <tr> <td style="padding-left: 20px;">Expenditure Totals</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> <tr> <td>General Ledger Total:</td> <td style="text-align: right;">(\$27,232.76)</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: right;">(\$27,232.76)</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td colspan="4" style="text-align: right;"><i>December, 2015 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>December, 2015 Report</i> | | | | Next Report Due: March, 2016 |
| | <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>December, 2015 Report</i> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| COMMITTEE REPORTS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <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: 20%;">Scenario</th> <th style="width: 65%;">Details</th> </tr> </thead> <tbody> <tr> <td>FEB 27, 2016</td> <td>INFLUENZA PANDEMIC</td> <td rowspan="6"> Separate registration is required to participate in each exercise. Individual participant registration CLOSES at 9:00AM ET on the day prior to the exercise. For agencies and organizations planning to participate in the Formidable Footprint exercise series it is recommended that a minimum of three individuals participate in the exercise working together as part of a disaster planning / response team. By working together as a team you will be able to enhance your disaster knowledge and strengthen your teams overall capabilities. 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. 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> <tr> <td>MAR 26, 2016</td> <td>HURRICANE</td> </tr> <tr> <td>APR 30, 2016</td> <td>SOLAR STORM</td> </tr> <tr> <td>MAY 28, 2016</td> <td>FLOOD</td> </tr> <tr> <td>JUN 25, 2016</td> <td>WILDFIRE</td> </tr> <tr> <td>JUL 30, 2016</td> <td>TORNADO</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table> | | Exercise Date | Scenario | Details | FEB 27, 2016 | INFLUENZA PANDEMIC | Separate registration is required to participate in each exercise. Individual participant registration CLOSES at 9:00AM ET on the day prior to the exercise. For agencies and organizations planning to participate in the Formidable Footprint exercise series it is recommended that a minimum of three individuals participate in the exercise working together as part of a disaster planning / response team. By working together as a team you will be able to enhance your disaster knowledge and strengthen your teams overall capabilities. 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. If an individual is not registered they will not receive important e-mailed materials designed to ensure their participation in the exercise is successful. | MAR 26, 2016 | HURRICANE | APR 30, 2016 | SOLAR STORM | MAY 28, 2016 | FLOOD | JUN 25, 2016 | WILDFIRE | JUL 30, 2016 | TORNADO | | | | <p>NEXT EXERCISE DESIGN MEETING:</p> <p style="text-align: center;">February 23</p> <p style="text-align: center;">4th Floor/Conf Room Billings Clinic Cancer Center</p> <p style="text-align: center;">4th Tuesday / Monthly</p> | | | | | | | | | | | | | | | | | | | | | |
| Exercise Date | Scenario | Details | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| JUL 30, 2016 | TORNADO | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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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 |
| | OPERATION COYOTE 2016: Work continues on the 2016 Operation Coyote P.O.D. (Point of Dispensing) Activation Exercise. Due to the Holiday's, the November and December Exercise Design Committee meetings were cancelled. The next meeting will be January 26, 2016 . All are welcome to attend. | |
| | ACTIVE SHOOTER EXERCISE [TABLE-TOP EXERCISE] An actual, full-scale exercise is not being considered at this time. Planning of the table top exercise is underway. Focus on what other agencies need to know and what would law enforcement need from other public safety agencies in the event of an active shooter event. | |
| | GRANTS COMMITTEE [DIANNE LEHM, CHAIR] BLM Fuels Reduction grant project is moving forward. HMEP Grant: Erin has this under control. Assistance to Firefighters Grant: Application process is open. REMINDER: If you want help with grants, please you can contact Dianne. She can help agencies proof grants. Contact: Dianne Lehm, lehm@bigskyeda.org | Dianne Lehm lehm@bigskyeda.org |
| | CAER/CITIZENS CORPS [PAM SANDERSON, CHAIR] January, 2016 is 'Resolve to be Ready' Month. Information on winter preparedness can be found online. www.ready.gov Individuals and communities from across the country engage daily in disaster preparedness efforts to create a stronger, more resilient nation. Citizen Corps distributes an online e-Brief to its stakeholders each week. In these e-Briefs you'll find great stories highlighting preparedness across the nation. From important events to timely notifications to stories of how communities are implementing their own preparedness plans, you'll not want to miss receiving this important news in your inbox each week. Social Media / P.I.O. Policy Status: Pending. Trying to change their meeting date to the 4 th Wednesday of each month @ 10:00 a.m. | |
| | HEALTH & MEDICAL ADVISORY GROUP (HMAG) [SHAWN HINES, CHAIR; GREG NEIL] | Next Meeting: 10:00 - Noon |
| | CONFERENCE SUB-COMMITTEE [AARON STULC, CHAIR]: | |

LOCAL EMERGENCY PLANNING COMMITTEE

2305 8TH AVENUE NORTH – BILLINGS, MT 59101

JOE MARCOTTE, CHAIR

| COMMITTEE REPORTS | | ACTION STEPS / FUTURE EVENTS | | | | | | | | | | | | | | | | | | | | |
|---------------------------|---|--|--------------------|-------------|--------------------|--------------------|-------------------------|-----------------|-----|-----|---------------------|----------------|--------------------|----------------|-----------------------|-------------------|--------------------------------|------------------------|-----------------------------|------------------|--|--|
| | <u>CRISIS COMMUNICATIONS SUB-COMMITTEE:</u> [NO COMMITTEE CHAIR IDENTIFIED.] No report | | | | | | | | | | | | | | | | | | | | | |
| | <p><u>COMMUNICATIONS SUB-COMMITTEE:</u> [JASON MAHONEY, CHAIR]</p> <p>Another copy of the Communications Survey will be emailed out. Please do take the time to complete the form for your agency and return it to Jason.</p> <p>Meetings: Monthly - 2nd Tuesday, 2:00 p.m.</p> | <p style="text-align: center;">April 12</p> <p>Mansfield Education Center at St. Vincent Healthcare.</p> | | | | | | | | | | | | | | | | | | | | |
| | <p><u>TRAINING SUB-COMMITTEE:</u> [GREG NEIL, CHAIR]</p> <p>Greg Neil reported that Riverstone Health will be conducting a FEMA AWR 330 class. For more information, please contact Greg.</p> | | | | | | | | | | | | | | | | | | | | | |
| | <p><u>PLANNING SUB-COMMITTEE:</u> [CHARLIE HANSON, CHAIR]</p> <p>The newly formed Planning Sub-Committee met on January. Seven people attended to discuss the role and mission statement.</p> <p>A request to amend the By-Laws will be proposed at the February 11, 2016 meeting.</p> | | | | | | | | | | | | | | | | | | | | | |
| | <u>UPCOMING TRAINING OPPORTUNITIES:</u> | | | | | | | | | | | | | | | | | | | | | |
| OLD BUSINESS | <p><u>MEMBERS ATTENDANCE SUMMARY – 2015.</u></p> <p>In order to be a voting member for LEPC the Agency must have attended at least 50% of the meetings. That being the case the following Agencies attended six (6) or more meetings in 2015.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>American Medical Response</td> <td>American Red Cross</td> </tr> <tr> <td>Big Sky EDA</td> <td>Billings – Airport</td> </tr> <tr> <td>Billings Fire Dept</td> <td>Billings – Public Works</td> </tr> <tr> <td>Billings Clinic</td> <td>DPC</td> </tr> <tr> <td>DXP</td> <td>ExxonMobil Pipeline</td> </tr> <tr> <td>City of Laurel</td> <td>Laurel Police Dept</td> </tr> <tr> <td>MT Dist. V DES</td> <td>Nat'l Weather Service</td> </tr> <tr> <td>Riverstone Health</td> <td>St. John's Lutheran Ministries</td> </tr> <tr> <td>St. Vincent Healthcare</td> <td>United Way Volunteer Center</td> </tr> <tr> <td>YARES Radio Club</td> <td></td> </tr> </tbody> </table> <p>A pdf copy of the 2015 Attendance Summary will be attached to the LEPC email.</p> | American Medical Response | American Red Cross | Big Sky EDA | Billings – Airport | Billings Fire Dept | Billings – Public Works | Billings Clinic | DPC | DXP | ExxonMobil Pipeline | City of Laurel | Laurel Police Dept | MT Dist. V DES | Nat'l Weather Service | Riverstone Health | St. John's Lutheran Ministries | St. Vincent Healthcare | United Way Volunteer Center | YARES Radio Club | | |
| American Medical Response | American Red Cross | | | | | | | | | | | | | | | | | | | | | |
| Big Sky EDA | Billings – Airport | | | | | | | | | | | | | | | | | | | | | |
| Billings Fire Dept | Billings – Public Works | | | | | | | | | | | | | | | | | | | | | |
| Billings Clinic | DPC | | | | | | | | | | | | | | | | | | | | | |
| DXP | ExxonMobil Pipeline | | | | | | | | | | | | | | | | | | | | | |
| City of Laurel | Laurel Police Dept | | | | | | | | | | | | | | | | | | | | | |
| MT Dist. V DES | Nat'l Weather Service | | | | | | | | | | | | | | | | | | | | | |
| Riverstone Health | St. John's Lutheran Ministries | | | | | | | | | | | | | | | | | | | | | |
| St. Vincent Healthcare | United Way Volunteer Center | | | | | | | | | | | | | | | | | | | | | |
| YARES Radio Club | | | | | | | | | | | | | | | | | | | | | | |
| NEW BUSINESS | <p><u>EXERCISE DESIGN COMMITTEE CHANGES TO BY-LAW RECOMMENDATIONS:</u></p> <p>"The Exercise Design Subcommittee is responsible for the planning, coordination, conducting, and evaluating annual or semiannual exercises that reflect on the hazards that pose a risk to Yellowstone County. The Subcommittee is also responsible for testing emergency response plans under its purview and/or associated to the jurisdiction plans to ensure effectiveness of response".</p> | | | | | | | | | | | | | | | | | | | | | |
| NEW BUSINESS | <u>AMEND THE BY-LAWS</u> to include the Planning Sub-Committee | | | | | | | | | | | | | | | | | | | | | |
| AGENCY REPORTS | | | | | | | | | | | | | | | | | | | | | | |

LOCAL EMERGENCY PLANNING COMMITTEE

2305 8TH AVENUE NORTH – BILLINGS, MT 59101

JOE MARCOTTE, CHAIR

| COMMITTEE REPORTS | | ACTION STEPS / FUTURE EVENTS |
|-------------------|--|------------------------------|
| | | |
| OTHER BUSINESS | | |

Next LEPC meeting is scheduled for April 14, 2016 @ 1:30 p.m. @ Fire Station #1 – Basement Training Room

Motion to adjourn:

Meeting Adjourned:

ATTENDANCE RECORD – JANUARY 14, 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 |
| American Medical Response | | Gurchiek, Lyndy | 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 – 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 | X | Dextras, Paul | No | 1 |
| | X | 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 | | 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 Pipelines & Terminals | X | Metzger, Keith | | 30 |
| | | Beach, Tina | No | 30 |

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|---|---------|--------------------|------------------------------|----------------------------|
| County Water District of Blgs Heights | | Nieskens, Duke | No | 3 |
| | X | Brookshire, Peyton | No | 3 |
| DHS | | Middlebrook, Randy | | |
| DPC | | Rosh, Ron | No | |
| DXP | X | 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 |
| | X | 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 | | Musson, Rick | No | 30 |
| Laurel Public Schools | | Bronk, Tim | Yes | 30 |
| Laurel Public Schools | | Reiter, Scott | Yes | |
| Living Independently Today/Tomorrow | X | Jed Barton | No | |
| 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 |
| | | Stulc, Arron | | |
| 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 | X | Paul, Bob | | 3 |
| | X | 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 |
| Phillips 66 Pipeline | X | Harmon, Jeff | No | |
| Rimrock Foundation | | Eckenroad, Jim | No | 1 |
| Riverstone Health | | Matich, Matt | Yes | 2 |
| | X | Neill, Greg | Yes | 2 |
| | | Schneeman, Barbara | | |
| | X | Staton, 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 | | |
| | | 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 | X | 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 | | Bikle, Chuck | No | 6 |
| | X | Drommond, Vern | | 3 |
| | | Glass, Ron | No | 6 |
| Yellowstone County DES | | Miller, Tim | | |
| | X | Oberg, Linda | | |
| Yellowstone County Fuel Mitigation | | Bushey, Chuck | No | 2 |
| Yellowstone County GIS | | Luppen, Janelle | | |
| Yellowstone Co – Sheriff | X | Evans, Kevin | | 2 |
| | | Skillen, Shane | | 2 |
| | | Wallis, Vince | | |
| 83 rd Civil Support Team (WMD) | | Anderson, Shane | Yes | |
| | | Steichea, Jason | Yes | |
| | | | Yes | 250 |
| | | | Yes | 250 |
| GUEST: | | | | |
| | | | | |
| | 27 | TOTAL ATTENDANCE | | |