

# MINUTES

**JANUARY 14, 2016**

	The meeting was called to order.																																									
INTRODUCTIONS																																										
AGENDA ITEMS	<b>DISCUSSION</b>	<b>ACTION STEPS / FUTURE EVENTS</b>																																								
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></td> <td></td> <td></td> <td 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
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COMMITTEE REPORTS		ACTION STEPS / FUTURE EVENTS
	<p><b><u>OPERATION COYOTE 2016:</u></b>            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 <b><u>January 26, 2016</u></b>. All are welcome to attend.</p>	
	<p><b><u>ACTIVE SHOOTER EXERCISE [TABLE-TOP EXERCISE]</u></b>            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.</p>	
	<p><b><u>GRANTS COMMITTEE</u></b> [DIANNE LEHM, CHAIR]            BLM Fuels Reduction grant project is moving forward.            HMEP Grant: Erin has this under control.</p> <p>Assistance to Firefighters Grant: Application process is open.</p> <p>REMINDER: If you want help with grants, please you can contact Dianne. She can help agencies proof grants. Contact: Dianne Lehm, <a href="mailto:lehm@bigskyeda.org">lehm@bigskyeda.org</a></p>	<p style="text-align: right;">Dianne Lehm  <a href="mailto:lehm@bigskyeda.org">lehm@bigskyeda.org</a></p>
	<p><b><u>CAER/CITIZENS CORPS</u></b> [PAM SANDERSON, CHAIR]            January, 2016 is 'Resolve to be Ready' Month. Information on winter preparedness can be found online. <a href="http://www.ready.gov">www.ready.gov</a> Individuals and communities from across the country engage daily in disaster preparedness efforts to create a stronger, more resilient nation.</p> <p>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.</p> <p>Social Media / P.I.O. Policy Status: Pending.</p> <p>Trying to change their meeting date to the 4<sup>th</sup> Wednesday of each month @ 10:00 a.m.</p>	
	<p><b><u>HEALTH &amp; MEDICAL ADVISORY GROUP (HMAG)</u></b> [SHAWN HINES, CHAIR; GREG NEIL]            The next meeting is scheduled for January 22, 2016, 10:00 – Noon ... Madison / Jefferson Room, St. Vincent Healthcare, Marillac Hall.</p>	<p>Next Meeting:            January 22, 2016            10:00 - Noon</p>
	<p><b><u>CONFERENCE SUB-COMMITTEE</u></b> [AARON STULC, CHAIR]:            In the absence of Aaron, Joe Marcotte reported that there are still a couple of speaker slots to fill for the upcoming conference. A copy of the proposed Conference schedule was distributed. Reminder that the Conference dates are: March 8-10, 2016.</p> <p><i>The following MOTION was made and approved:</i>  <i>To move the March 10 2016 - LEPC meeting to the Northern Hotel and to change the meeting time to 11:30 a.m.</i></p> <p>Pam will set up the LEPC booth at the Conference and LEPC members are being asked to keep an eye on the booth and keep the supplies stocked.</p> <p>At the September meeting Aaron reported that he would have the finalized accounting of the March, 2015 Conference.</p>	<p>FINAL ACCOUNTING OF THE 2015 CONF. WAS DUE DECEMBER 10<sup>TH</sup>.</p> <p>2016 CONFERENCE DATES:             MARCH 8-10            NORTHERN HOTEL</p>

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	<u>CRISIS COMMUNICATIONS SUB-COMMITTEE:</u> [NO COMMITTEE CHAIR IDENTIFIED.] No report																					
	<p><u>COMMUNICATIONS SUB-COMMITTEE:</u> [JASON MAHONEY, CHAIR]                      Jason reported that the Communications Sub-Committee did not meeting in December. He is still waiting on receipt of the survey responses from LEPC agencies.</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 - 2<sup>nd</sup> Tuesday, 2:00 p.m.</p>	Mansfield Education Center at St. Vincent Healthcare.																				
	<u>TRAINING SUB-COMMITTEE:</u> [GREG NEIL, CHAIR] Greg Neil reported that Riverstone Health will be conducting a FEMA AWR 330 class. For more information, please contact Greg.																					
	<u>PLANNING SUB-COMMITTEE:</u> [CHARLIE HANSON, CHAIR] The newly formed Planning Sub-Committee met on January. Seven people attended to discuss the role and mission statement.																					
	A request to amend the By-Laws will be proposed at the February 11, 2016 meeting.																					
	<u>UPCOMING TRAINING OPPORTUNITIES:</u>																					
OLD BUSINESS	<p><u>MEMBERS ATTENDANCE SUMMARY – 2015.</u>                      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		
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NEW BUSINESS	<p><u>MONTANA WOMAN'S PRISON EVACUATION PLAN ASSISTANCE.</u>                      Bob Paul, Montana Woman's Prison introduced Lt. Tim Hosa, who is replacing their retiring LT. He then asked the assistance of LEPC Agencies for suggestions as to where they could move and house approximately 210 women in the event that an emergency forced the evacuation of the prison. Some suggestions included: Rimrock School, Food Bank, Federal Building, Agri barns at MetraPark.</p> <p>Please let Bob know if anyone has any other possible suggestions as to a suitable and/or adequate location that could be used as temporary housing for staff and inmates should the prison have to be evacuated.</p>																					
<b>AGENCY REPORTS</b>																						

# LOCAL EMERGENCY PLANNING COMMITTEE

2305 8<sup>TH</sup> AVENUE NORTH – BILLINGS, MT 59101

**JOE MARCOTTE, CHAIR**

CHUCK BUSHY	Fire Behavior Conference/Portland and Long Beach.	
UNITED WAY	Pam reported that she is currently working on hiring an assistant and working on getting additional volunteer pools built.	
WOMAN'S PRISON	Reviewing and re-drafting the 3-yr Emergency Operations Plan	
YSTN COUNTY DES	DES Directors position has been posted and applications are due February 5 <sup>th</sup> .	
HOPE DOGS	Harry reported that a team of dogs are on their way to Flint, MI	

COMMITTEE REPORTS		ACTION STEPS / FUTURE EVENTS
<b>BILLINGS FIRE</b>	<p>Chief Dextras reported that Asst. Chief Bill Rash was in Appleton, WI for the final inspection of the department's new ladder truck. He also reported that the Dept will be starting a recruit class for new hires on March 7<sup>th</sup>.</p> <p>The City Council approved the addition of 4 dispatchers to the 9-1-1 Center. Two (2) to be hired now and the other two (2) in June.</p> <p>City Administration is looking at making City buildings more secure have installed cameras at City Hall.</p> <p>Chief Dextras, Chair of Big Sky CISD reported the he is recruiting members for CISD. Contact him at (657-8420) or email at <a href="mailto:dextrasp@ci.billings.mt.us">dextrasp@ci.billings.mt.us</a> if you want additional information or to join the team.</p>	
<b>REGIONAL HAZMAT TEAM</b>	The Six (6) regional HazMat Teams have been awarded a \$353,000 grant for the purchase of EMS equipment and railcar derailment / tank car containment system.	
<b>RIVERSTONE</b>	Doing on site vaccination clinic for chicken pox at high schools.	
<b>BILLINGS CLINIC</b>	Joe reported that Patrick Hoy retired effective December 2015. He has a Safety Specialist position open. The Clinic has been conducting violence / threat assessments. May 1 <sup>st</sup> is the date the hospital will convert to 'plain language' notifications.	
<b>OTHER BUSINESS</b>	<p><b><u>CPR SATURDAY: FEBRUARY 20, 2016</u></b>            Metra Park Arena, Exhibit Hall. 8:00 a.m. – 12:00 noon. To register please go to: <a href="http://www.billingsclinic.com/classes">www.billingsclinic.com/classes</a> select CPR Saturday or CALL: 406-255-8410</p>	

Next LEPC meeting is scheduled for **February 11, 2016** @ 1:30 p.m.

Motion to adjourn: Neill / Mahoney.

Meeting Adjourned: 2:25 p.m.

**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

# LOCAL EMERGENCY PLANNING COMMITTEE

2305 8<sup>TH</sup> AVENUE NORTH – BILLINGS, MT 59101

**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		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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Company	Present	Name	Federally Funded Yes / No	Miles Travelled One-way
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 <sup>rd</sup> Civil Support Team (WMD)		Anderson, Shane	Yes	
		Steichea, Jason	Yes	
			Yes	250
			Yes	250
<b>GUEST:</b>				
	<b>27</b>	<b>TOTAL ATTENDANCE</b>		