

MINUTES

OCTOBER 13, 2016

	The meeting was called to order.																																				
INTRODUCTIONS																																					
AGENDA ITEMS	DISCUSSION	ACTION STEPS / FUTURE EVENTS																																			
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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;">\$900.00</td> <td style="text-align: right;"><\$300.00></td> <td style="text-align: right;">\$26,632.76</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></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></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></td> </tr> <tr> <td>General Ledger Total:</td> <td style="text-align: right;">0</td> <td style="text-align: right;">\$900.00</td> <td style="text-align: right;"><\$900.00></td> <td></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)	\$900.00	<\$300.00>	\$26,632.76	Asset Totals	0	0	0		Revenue Totals	0	0	0		Expenditure Totals	0	0	0		General Ledger Total:	0	\$900.00	<\$900.00>							Next Report Due: September, 2016
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	<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>NOV, 2016</td> <td>NO EXERCISES</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. Everyone who will be participating in the exercise must register for the following reasons: </td> </tr> <tr> <td>DEC, 2016</td> <td>NO EXERCISES</td> </tr> <tr> <td>JAN 28, 2017</td> <td>SOLAR STORM</td> <td rowspan="4"> 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>FEB 25, 2017</td> <td>FLOOD</td> </tr> <tr> <td>MAR 25, 2017</td> <td>WILDFIRE</td> </tr> <tr> <td>APR 29, 2017</td> <td>INFLUENZA/PANDEMIC</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Exercise Date	Scenario	Details	NOV, 2016	NO EXERCISES	Separate registration is required to participate in each exercise. Individual participant registration CLOSES at 9:00AM ET on the day prior to the exercise. Everyone who will be participating in the exercise must register for the following reasons:	DEC, 2016	NO EXERCISES	JAN 28, 2017	SOLAR STORM	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.	FEB 25, 2017	FLOOD	MAR 25, 2017	WILDFIRE	APR 29, 2017	INFLUENZA/PANDEMIC				NEXT EXERCISE DESIGN MEETING: 4th Tuesday / Monthly 4 th Floor/Conf Room Billings Clinic Cancer Center															
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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
<u>CYBER SECURITY TABLE TOP EXERCISE</u> (September 13) was well attended.	
<u>COYOTE 2016</u> : Working on the final details of the after action plan and the improvement plan will follow.	
<u>ACTIVE SHOOTER TABLE TOP EXERCISE</u> (September 27). Thank you Jason for the use of Marillac Hall. Thank you Charlie for moderating the exercise. Fifty-nine people attended. The scenario was an unnamed hotel / downtown Billings during an oil/energy conference. The after action report is pending.	
<u>GREAT AMERICAN SHAKE OUT</u> : (October 19 @ 10:19 a.m.) Approximately 89,000 Montanans have registered up to participate, 7,200 in Yellowstone County.	
<u>SAINT VINCENT / BILLINGS CLINIC MASS CASUALTY EXERCISE (NOVEMBER 1)</u>	
<p><u>WINTER STORMS TABLE TOP EXERCISE: NOVEMBER 8, 9 OR 10 (DEPENDING UPON FINDING A LOCATION) – 10:00 A.M. – 2:00 P.M.</u></p> <p>Exercise on winter storm. LEPC was asked to once again sponsor lunch for this table top.</p> <p style="padding-left: 40px;">The following Motion was made and approved:</p> <p style="padding-left: 40px;">To sponsor lunch for this virtual table-top exercise up to \$300.00. (Hanson/Sanderson) Motion approved.</p>	
<p><u>GRANTS COMMITTEE</u> [DIANNE LEHM, CHAIR]</p> <p>Assistance to Firefighters Grant process is now open. Yellowstone County is preparing a 10% match grant proposal, using BSNF grant funds for rural fire departments to purchase mobile and portable radios to promote interoperability between rural departments.</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>Brad Shoemaker reported that he is working on a simulcast radio system proposal.</p>	<p>Dianne Lehm lehm@bigskyeda.org</p>
<p><u>CAER/CITIZENS CORPS</u> [PAM SANDERSON, CHAIR]</p> <p><u>DAY OF CARING: (SEPTEMBER 15/METRA PARK)</u> 115 volunteers participated in the community / simulation exercise.</p> <p><u>JANUARY, 2017 IS 'RESOLVE TO BE READY' MONTH.</u></p> <p><i>Brochures: LEPC Evacuations – updating the existing ones. Please contact Pam if you have any of these old brochures in storage.</i></p>	<p>Meetings: 4th Tuesday each month</p> <p>11:30 a.m. United Way Offices</p>
<p><u>HEALTH & MEDICAL ADVISORY GROUP (HMAG)</u> [SHAWN HINES, CHAIR; JASON MAHONEY]</p> <p>HMAG met September 23, 2016, 10-Noon, St Vincent Healthcare, Marillac Conf Room. Agenda topics included Plan updates and Zika Virus discussion.</p>	

LOCAL EMERGENCY PLANNING COMMITTEE

2305 8TH AVENUE NORTH – BILLINGS, MT 59101

JOE MARCOTTE, CHAIR

COMMITTEE REPORTS		ACTION STEPS / FUTURE EVENTS
	<p><u>AD-HOC CONFERENCE COMMITTEE [JOE MARCOTTE, TEMPORARY CHAIR]</u> Proposal: to do a 'gathering' similar to what Fallon County (Baker) does. A 1-day, 10:00 a.m. – 3:00 p.m. mini-conference with brief half-hour presentations, a working lunch. – using local experts, such as EMS, hazmat, bomb squad, hospitals, communication, CISD, etc.</p> <p>Volunteers for the Ad-Hoc Conference Committee: Abbra Firman, Jason Mahoney, Jen Staton, Chuck Bikle, Steve Woodard, Charlie Hanson, Dianne Lehm, Pam Sanderson, Rob Wilkerson</p> <p>Discussion to continue at the December meeting.</p>	
	<u>CRISIS COMMUNICATIONS SUB-COMMITTEE:</u> [NO COMMITTEE CHAIR IDENTIFIED.]	
	<p><u>COMMUNICATIONS SUB-COMMITTEE:</u> [JASON MAHONEY, CHAIR] Communications committee did meet. Brad Shoemaker reported that he is working a draft proposal to standardized inter-op groups. With the goal to have group programmed into their radio system. At this time, he is confirming that channel can be shared.</p> <p>Due to the Election holiday, the November 8th meeting is cancelled.</p>	Meetings: Monthly-2 nd Tuesday @ 2:00 p.m.
	<p><u>TRAINING SUB-COMMITTEE:</u> [GREG NEIL, CHAIR] Training ops will be forwarded via email to LEPC members as they become available.</p>	
	<p><u>PLANNING SUB-COMMITTEE:</u> [BRAD SHOEMAKER, CHAIR] ESF 11 draft has been distributed. No comments or changes were received. Work on the ESF 2 begins next week</p> <p>2016 updated contact list was distributed.</p> <p style="padding-left: 40px;">MOTION: Approve ESF 11 as distributed (Barton / Mahoney) – Approved</p>	
OLD BUSINESS	none	
NEW BUSINESS	GAP Analysis Review: Core reviewers are – Greg Neill, Joe Marcotte, Rick Musson, Brad Shoemaker and Jason Mahoney.	
OTHER BUSINESS		
AGENCY REPORTS:		

Meeting Adjourned: 2:50 p.m.

Respectfully Submitted: Kathy E. Gibson, LEPC Recording Secretary

**Next LEPC meeting is scheduled for November 10, 2016 @ 1:30 p.m.
 Fire Station #1 – Basement Training Room. Please use 2300 9th Avenue North Entrance**

ATTENDANCE RECORD – OCTOBER 13, 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		Hansen, Brian	No	5
		Collins, Amber	No	5
American Red Cross	X	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
		Swanson, Lisa		2
Billings, City of – Airport Fire		Glancy, Mike	No	1
Billings, City of – Fire		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	X	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

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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		Middlebrook, Randy		
DPC	X	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
		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	X	Musson, Rick	No	30
Laurel Public Schools		Blonk, Tim	Yes	30
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		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		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		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		
		Mamweiler, Mike		
	X	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
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	X	Bikle, Chuck	No	6
		Glass, Ron	No	6
	X	Lough, Bob		
	X	Mick, Carol		
Yellowstone Art Museum		Peterson, Robyn		1
Yellowstone County DES	X	Shoemaker, Brad		
		Oberg, Linda		
Yellowstone County Fuel Mitigation		Bushey, Chuck	No	2
Yellowstone County GIS		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:				
United Way	X	Patterson, Cameron		
United Blood Services	x	Rainey, Scott		
United Blood Services	x	Hawkins, Desiree		
United Blood Services	x	Harms, Erin		
MSU-B Student	x	Ellis, Erin		
	27	TOTAL ATTENDANCE		