

MINUTES

APRIL 11, 2013

	The meeting was called to order @ 1:30 p.m. by Joe Marcotte																			
INTRODUCTIONS																				
AGENDA ITEMS	DISCUSSION	ACTION STEPS / FUTURE EVENTS																		
MINUTES	Minutes of the previous were approved as distributed: [Bikle/Mahoney]																			
FINANCIAL REPORT	<p><u>QUARTERLY FINANCIAL REPORT</u> [DUANE WINSLOW] Financial Reports are given quarterly: March, June, September, December</p> <table border="1"> <thead> <tr> <th></th> <th>Opening Balance</th> <th>Debits</th> <th>Credits</th> <th>Ending Balance</th> </tr> </thead> <tbody> <tr> <td>General Ledger Total</td> <td>(\$22,583.06)</td> <td>\$580.96</td> <td>0</td> <td>(\$22,002.10)</td> </tr> </tbody> </table> <p>Transaction Detail: Check #424192, dated 9/28/2012, Cooper Creative \$580.96</p>		Opening Balance	Debits	Credits	Ending Balance	General Ledger Total	(\$22,583.06)	\$580.96	0	(\$22,002.10)									
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General Ledger Total	(\$22,583.06)	\$580.96	0	(\$22,002.10)																
COMMITTEE REPORTS																				
	<p><u>EXERCISE DESIGN COMMITTEE:</u> [JEFF ASHWORTH, CHAIR]</p> <p><u>FORMIDABLE FOOTPRINT EXERCISES</u> A team of national, regional, state and local agencies and organizations have undertaken an effort to develop, conduct and evaluate a recurring series of disaster exercises entitled "Formidable Footprint". Exercise Basics: 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 team you will be able to enhance your disaster knowledge and strengthen your teams overall capabilities. There is NO CHARGE to participate in one or several of the neighborhood exercises</p> <p>YARES indicated that they will be doing the 1/26/2013 exercise.</p> <table border="1"> <thead> <tr> <th>Exercise Date</th> <th>Exercise Time</th> <th>Scenario</th> </tr> </thead> <tbody> <tr> <td>April 27, 2013</td> <td>9:00AM – 4:00PM ET</td> <td>Influenza</td> </tr> <tr> <td>May 25, 2013</td> <td>9:00AM – 4:00PM ET</td> <td>Hurricane</td> </tr> <tr> <td>June 29, 2013</td> <td>9:00AM – 4:00PM ET</td> <td>Solar Storm</td> </tr> <tr> <td>July 27, 2013</td> <td>9:00AM – 4:00PM ET</td> <td>Flood</td> </tr> <tr> <td colspan="3">Future scenarios and dates are being developed</td> </tr> </tbody> </table> <p>*Separate registration is required to participate in each exercise.</p>	Exercise Date	Exercise Time	Scenario	April 27, 2013	9:00AM – 4:00PM ET	Influenza	May 25, 2013	9:00AM – 4:00PM ET	Hurricane	June 29, 2013	9:00AM – 4:00PM ET	Solar Storm	July 27, 2013	9:00AM – 4:00PM ET	Flood	Future scenarios and dates are being developed			<p>Next Meeting: April 23 2013</p> <p>Billings Clinic 4th Floor /Cancer Center Conf Room</p>
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	<p><u>TABLE TOP EXERCISE-AIRPORT'S EMERGENCY PLAN</u> May 14th – FAA mandated annual review of requirements for organizations that respond to Airport/community emergencies. Airport Operations Training Room.</p>																			

<p>COMMITTEE REPORTS</p>	<p><u>MT/WYO PIPELINE BOOM DEPLOYMENT EXERCISE: AUGUST 6-7-8 2013</u></p>	
	<p><u>BILLINGS CLINIC/ EVACUATION EXERCISE – TABLE TOP: JUNE 6TH – FULL SCALE: OCTOBER 1ST</u></p>	
	<p><u>US POSTAL SERVICE: BIO-DETECTION EXERCISE.</u> August 2013. Jeff reported at the March meeting that he had been contacted by Rae Ann of the US Postal Service to let him know that they are planning a BDS exercise at their South 27th Street facility for the last week in August 2013. Billings Fire, Riverstone Health have been contacted. The last time an exercise of this type was conducted was 2009.</p>	
	<p><u>COYOTE 2014:</u> Work is beginning on the next Operation Coyote Exercise. Volunteers and volunteer victims are always needed. Contact Jeff Ashworth for more information or attend and exercise design team meeting. Meetings are the 4th Tuesday of each month.</p>	
	<p><u>GRANTS COMMITTEE</u> [DIANNE LEHM, CHAIR] Dianne reported that work on the BLM-Fuels Reduction grants starts mid-April – Emerald Hills and Rehberg Ranch. The Emergency Planning Grant was submitted to the State.</p>	
	<p><u>CAER/CITIZENS CORPS</u> [PAM SANDERSON] - Pam was unable to attend. FEMA's website www.ready.gov offers planning tips: including fun games and activities that can help your family build an emergency supply kit that keeps everything you might need during an emergency in one place!</p>	
	<p><u>HEALTH & MEDICAL ADVISORY GROUP (HMAG)</u> [GREG NEILL] HMAG did not meeting in April. The next meeting is May 24th @ 10:00 a.m., Riverstone Health. Joe Marcotte spoke briefly on the recent articles regarding 'bird flu'.</p>	
	<p><u>CONFERENCE SUB-COMMITTEE</u> [GREG ROADIFER / AARON STULC] No final report is available. Joe Marcotte reported that attendance at the Conference was up but the actual number that attended was not available. One change being planned for the 2014 Conference is the scheduled time of the LEPC meeting and any conflicts with public and/or health safety related classes. Other suggestions from this year's conference attendees were the need to duplicate key classes. Some tracks overlapped others and attendees had miss one workshop in favor of another.</p>	
	<p><u>CRISIS COMMUNICATIONS SUB-COMMITTEE:</u> [BARBARA SCHNEEMAN, INTERIM CHAIR.] Still looking for a permanent Chair for this committee. At the last meeting only the healthcare PIO's attended. Need representation from all the LEPC agencies.</p>	
	<p><u>COMMUNICATIONS SUB-COMMITTEE:</u> [RON GLASS] In the absence of Ron Glass, Chuck Bikle reported that the committee did not meet in April and they are currently not working on anything new.</p>	
	<p><u>TRAINING SUB-COMMITTEE</u> Training opportunities are being distributed as they are received.</p>	
	<p><u>INCIDENT ACCIDENT PLAN: APRIL 16TH</u> - @ Phillips 66 Refinery meeting room – co sponsored by Phillips 66 and Riverstone Health.</p>	
	<p><u>FEMA G-191 EOC/IMT INTERFACE, MAY 2 & 3</u> - Great Falls (One-day course with optional 4-hour exercise on May 3) Flyer emailed to LEPC members</p>	

<p>COMMITTEE REPORTS</p>	<p><u>CERT (COMMUNITY EMERGENCY RESPONSE TEAM) TRAINING – MAY 16 - 17 - 18</u> Sponsored by Faith Chapel. Two and one-half course delivered by Charlie Hanson, MT DES-District V Representative. No cost for the class however registration is required. Registration deadline is: May 9th. For more information contact Christie @ Faith Chapel Billings, 656-8780 – 517 Shiloh Road, room 510.</p>	
	<p><u>ALL-HAZARDS INCIDENT MANAGEMENT TEAM WORKSHOP: May 18 – Helena - Finance-Logistics for Local Government/personnel interested in Type 3 IMT development.</u></p>	
	<p><u>FEMA L363 MULTI-HAZARD EMERGENCY PLANNING FOR HIGHER EDUCATION: June 18th – 20th Kalispell</u></p>	
<p>NEW BUSINESS</p>	<p><u>NATIONAL STRATEGIC STOCKPILE PLAN UPDATE – GREG NEILL</u></p> <p>The Strategic National Stockpile (SNS) now known as the Emergency Medical Counter Measures Plan (EMC) is the United States' national repository of antibiotics, vaccines, chemical antidotes, antitoxins and other critical medical equipment and supplies. In the event of a national emergency involving bioterrorism or a natural pandemic, it has the capability to supplement and re-supply local health authorities that may be overwhelmed by the crisis, with response time as little as 12 hours</p> <p>It is managed by the Centers for Disease Control and Prevention (CDC) with support from other agencies in the Department of Health and Human Services and the U.S. Government and represents a pillar of the United States biological defense program.</p> <p><i>MOTION TO APPROVE THE CHANGES TO THE EMC (EMERGENCY MEDICAL COUNTER MEASURES) PLAN AS PRESENTED/AMENDED. [MAHONEY/BIKLE] UNANIMOUS</i></p>	
<p>OLD BUSINESS</p>	<p><u>STATUS OF BY LAWS SUB-COMMITTEE RE-WRITE – PAM SANDERSON & DUANE WINSLOW</u></p> <p>Pam reported that she, Joe Marcotte, Jim Kraft, and Duane Winslow met with Kevin @ Yellowstone County Attorney's office to go over the current by-laws, history of how they were developed, etc.</p>	
	<p><u>ELECTION OF OFFICERS – PENDING</u></p>	
<p>OTHER BUSINESS</p>	<p><u>YELLOWSTONE COUNTY SIREN TEST – APRIL 17:</u> Weather permitting, Yellowstone County's emergency outdoor sirens will be tested at 6 p.m. on Wednesday. The tests will be conducted by Yellowstone County Disaster and Emergency Services. Each siren will be monitored by members of the Yellowstone Amateur Radio Club to ensure it is working properly.</p>	<p>-</p>
	<p><u>SPECIAL OLYMPICS SUMMER GAMES</u></p> <p>Games are approximately 6-weeks away and if anyone wants to volunteer please contact Jason or check out their web site for how to become a volunteer.</p>	

AGENCY EDUCATION SESSION:	
	 <p>ADVANCED CARE HOSPITAL OF MONTANA</p> <p><u>About Our Hospital:</u> <i>We are passionate, patient caregivers at Advanced Care Hospital of Montana, and believe that recovery from serious illness or injury is not only physical – it is a very emotional experience where patients and their families need a caring, highly-trained and supportive team to achieve the best outcomes.</i> <i>At our 40-bed, private-room hospital, we treat patients requiring extended acute care, including those requiring high observation (ICU), medically complex care, modified rehabilitation, ventilator/pulmonary care, and/or wound care.</i> <i>Our staff physicians (Hospitalists) are on-site 24/7 to serve our patients around-the-clock. They are dedicated to the successful recovery of our patients and, together with our clinical teams and community specialists, provide a personalized plan of care to achieve optimal patient outcomes.</i></p> <p><u>Guiding Principles:</u></p> <ul style="list-style-type: none"> • <i>We treat all patients and employees with dignity and respect.</i> • <i>We value teamwork; respect is earned not assigned based on job title or position.</i> • <i>We are only as good as our last patient outcome; therefore, we constantly strive to improve our patients' satisfaction and functional gains.</i> • <i>We are first and foremost passionate, patient caregivers and our team members are connected at our core by the treatment needs of our patients.</i> • <i>We embrace the ever-present challenge of achieving maximum, measurable patient outcomes through the provision of affordable, cost-effective care.</i> • <i>We promote a healing and nurturing environment at each of our facilities, responding to the medical, physical psychological and social needs of our patients.</i> • <i>We respect the regulatory environment in which we operate; compliance and quality performance audits will be built into the growth of all our business lines.</i> • <i>We recognize our duty as a corporate citizen, with a charitable intent toward each of the communities we serve.</i> • <i>We are mindful of our fiduciary responsibility to our shareholders, providing a reasonable return to our investors.</i>

UPCOMING AGENCY PRESENTATIONS:

MAY 2013

STILLWATER BILLINGS CLINIC

JUNE 2013

MSSC [MONTANA SAFETY SERVICES COUNCIL]

JULY 2013

MONTANA ARMY NATIONAL GUARD

There being no other business the meeting was adjourned @ 2:30 p.m.

Please check the schedule on the following page to see which LEPC meeting your Agency is schedule for their 10 minute presentation.

AGENCY EDUCATION SESSIONS SCHEDULE

	DATE	AGENCY	
COMPLETED	November 2009	United Way	
COMPLETED	December 2009	YARES	
COMPLETED	January 2010	Yellowstone County DES	
COMPLETED	February 2010	Yellowstone County Sheriff's Office	
COMPLETED	March 2010	US Postal Service	
COMPLETED	April 2010	US Marshal's Service	
COMPLETED	May 2010	Sysco Food Service	
COMPLETED	June 2010	St. Vincent HELP Flight	
COMPLETED	JULY 2010	ST. VINCENT HEALTHCARE	
COMPLETED	August 2010	RiverStone Health	
COMPLETED	September 2010	National Weather Service	
COMPLETED	October 2010	MSU-Billings Police	
NO PRESENTATION GIVEN	November 2010	MSSC	
NO PRESENTATION GIVEN	December 2010	Montana Army National Guard	
COMPLETED	January 2011	Montana Highway Patrol	
COMPLETED	February 2011	Montana District V – DES	
NO PRESENTATION GIVEN	March 2011	Lutheran Disaster Response	
NO PRESENTATION GIVEN	April 2011	Lockwood Water & Sewer	
COMPLETED	May 2011	Lockwood Fire Department	
COMPLETED	June 2011	Laurel, City of – Police & Fire/Ambulance Dept	
COMPLETED	July 2011	HOPE Dogs	
COMPLETED	August 2011	Hansers Automotive	
NO PRESENTATION GIVEN	September 2011	FBI	
COMPLETED	September 2011	EPA	
COMPLETED	October 2011	ExxonMobil	
COMPLETED	November 2011	DXP – Safety Master	
COMPLETED	December 2011	DPC	
COMPLETED	January 2012	Conoco-Phillips	
NO PRESENTATION SCHEDULED	February 2012	LEPC/MSSC Conference: Crowne Plaza	
COMPLETED	March 2012	CHS Refinery	
RESCHEDULED TO MAY	April 2012 *	Business Watch Montana	
COMPLETED	May 2012	Business Watch Montana	
NO PRESENTATION GIVEN	May 2012	Brenntag Pacific	
COMPLETED	June 2012	Billings Public Schools	
COMPLETED	July 2012	Billings Clinic	
NO PRESENTATION GIVEN	August 2012	Billings City of – Police Dept	
COMPLETED	September 2012	Billings City of – Public Works	
COMPLETED	October 2012	Billings City of – Fire Dept	
COMPLETED	November 2012	Billings City of – Airport Fire/Rescue	
COMPLETED	December 2012	Big Sky EDA	
NO PRESENTATION GIVEN	January 2013	American Red Cross	
NO PRESENTATION GIVEN	February 2013	American Medical Response	
NO PRESENTATION SCHEDULED	MARCH 2013	SAFETY CONFERENCE – CROWNE PLAZA	
COMPLETED	April 2013	Advanced Care Hospital of MT	
	May 2013	Stillwater Billings Clinic	
	June 2013	MSSC	
	July 2013	Montana Army National Guard	
	August 2013	Lutheran Disaster Response	
	September 2013	Lockwood Water & Sewer	
	October 2013	FBI	
	November, 2013	County Water District – Billings Heights	
	December, 2013	Billings Police Department	
	January, 2014	American Red Cross	
	February, 2014	American Medical Response	

ATTENDANCE RECORD – APRIL 11, 2013 MEETING

Present	Name	Company	Federally Funded Yes / No	Miles Travelled One-way
	Vandam, Charlie	Adkins, formerly PBS & J		
	Cooper, Christopher	Advanced Care Hospital		
	Fossen, Melissa	Advanced Care Hospital	No	15
	Seybold, Lori	Advanced Care Hospital	No	15
X	Schneider, Judy	Alternatives, Inc.	No	1
X	Gurchiek, Lyndy	American Medical Response	No	5
	Hansen, Brian	American Medical Response	No	5
X	Pulver, Greg	American Medical Response	No	5
	Fulkerson, Kyle	American Red Cross		
	Kittrell, Laurel	American Red Cross	No	15
	LaFurge, Stephen	American Red Cross	No	2
	Richmond, Phillip	American Red Cross	No	
X	Lehm, Dianne	Big Sky EDA – Project Impact	No	5
	Stockton, Diane	Big Sky Women Veterans		
X	Barry, Tom	Billings, City of – Airport	No	2
	Glancy, Mike	Billings, City of – Airport Fire	No	1
	Dextras, Paul	Billings, City of Fire	No	1
X	Gibson, Kathy	Billings, City of - Fire	No	2
	Larson, Terry	Billings, City of – Fire		5
X	Odermann, Frank	Billings, City of – Fire		2
	Harper, R.D.	Billings, City of – Police		5
	Krizek, Boris	Billings, City of - Public Works		3
X	Workman, Gary	Billings, City Public Works – Water	No	3
	Friday, Wyeth	Billings, City/County Planning	Yes	5
X	Marcotte, Joe	Billings Clinic		5
	Middleton, Josh	Billings, Public Schools	No	2
	Pearce, Cyndi	Billings, Public Schools	No	3
X	Gold, Nick	Brenntag Pacific, Inc.	No	15
	Cox, Meridith	BusinessWatch Montana	No	
	Kimble, Brad	CHS Refinery – Laurel	No	30
X	Phillips, Joey	CHS Pipelines & Terminals	No	30
	Lowe, Russ	CHS – Retired	No	25
	Metzger, Keith	CHS Refinery – Laurel		20
	Nieskens, Duke	County Water District of Blgs Heights	No	3
	Barone, Christopher	Dept of Homeland Security	Yes	
X	Rosh, Ron	DPC	No	
X	Ashworth, Jeff	DXP - Safety Master	No	1
X	Montgomery, Jeb	ExxonMobil Pipeline	N	4.5
	Drain, Kelly	ExxonMobil Refinery	No	3
	Stephenson, Rick	FBI	Yes	1
	Stewart, Michele	FBI	Yes	1
	Van Denn, Bryan	FBI	Yes	1
X	Bragg, Christie	Faith Chapel		
	Yampradit, Tom	First Interstate Bank	No	2
	Gaglia, Phil	First Interstate Bank	No	2
	Rome, Donald	First Interstate Bank	No	2
	Galt, Matthew	Fremont County LEPC	No	265
	Hanser, Ralph	Hanser's Automotive		4
	Findley, Lyn	HOPE [Animal Assisted Crisis Response] Dogs	No	4
	Schultz, Harry	HOPE [Animal Assisted Crisis Response] Dogs		

ATTENDANCE RECORD – APRIL 11, 2013 MEETING

Present	Name	Company	Federally Funded Yes / No	Miles Travelled
	Vaught, Tanya	HOPE [Animal Assisted Crisis Response] Dogs	No	6
	Elliott, Michael	Industrial Communications	No	5
	Reiter, Tim	Laurel, City of	No	18
		Laurel, City of – Fire Department		
	Musson, Rick	Laurel, City of - Police Department	No	18
	Markegard, Kurt	Laurel, City of - Public Works		
	Bronk, Tim	Laurel Public Schools	Yes	15
	Reiter, Scott	Laurel Public Schools	Yes	15
	Rash, William	Lockwood Fire Dept	No	7
	Smart-Madler, Delet	Lockwood Fire Dept	No	7
	Woods, Woody	Lockwood Water & Sewer		
	Grassel, Diana	Loveland Products		
	Frickle, Melanie	Loveland Products		
	Williams, Michael	Loveland Products		
X	Hanson, Charlie	MT Dist. V DES Rep.	Yes	5
X	Rand, Michael	MT DES		
X	Kolar, Tam	MT DES		
	Baum, Craig	Montana Highway Patrol	No	
	Roadifer, Greg	MSSC	No	8
	Stulc, Aaron	MSSC		2
	Rodriguez, Kim	MSU-Billings – COT	No	3
	Ferguson, Paul	MSU-Billings – COT	No	8
	Davis, Adam	MSU-Billings –Police		
	Forshee, Scott	MSU-Billings –Police		
	Turner, Mark	Montana Rail Link		20
	Hofacker, Margaret	Montana Sulphur & Chemical	No	
	Smith, Archie	Montana Sulphur & Chemical		
X	Paul, Bob	Montana Women's Prison		3
X	Frieders, Thomas	National Weather Service		
	Meier, Keith	National Weather Service		
	Fox, Kari	Omni Surgical Center	No	5
	Wells, Jon	PPC-Montana	No	130
X	Broadie, Chris	PPL-Montana		
	Clark, Ross	PPL-Montana		
	Magnuson, Chris	PPL-Montana		1
	Fawcett, Bill	Phillips 66	No	1
X	Harmon, Jeff	Phillips 66 Pipeline	No	
	Farris, Ryan	RSH		
	Washburn, Jill	American Red Cross of Montana	No	1
	Hanson [Harris], Hillary	Riverstone Health	No	
	Hedrick, Debbie	Riverstone Health		
X	Neill, Greg	Riverstone Health	Yes	1
	Schneeman, Barbara	Riverstone Health		
X	Staton, Jennifer	Riverstone Health	Yes	2
	Danielson, Bob	Salvation Army	No	6
	Jackson, Kevin (Maj)	Salvation Army	No	2
	Wilkerson, Rob	St. John's Lutheran Ministries/Disaster Response		6
	Dugan, Bill	St. Vincent Healthcare		1
X	Janskovitch, Tony	St. Vincent Healthcare		
X	Mahoney, Jason	St. Vincent Healthcare		
	Olivas, Adam	St. Vincent Healthcare – Public Safety	No	

ATTENDANCE RECORD – APRIL 11, 2013 MEETING

Present	Name	Company	Federally Funded Yes / No	Miles Travelled
	Grim, Jill	Stillwater Billings Clinic	Yes	100
	Kelly, Chuck	Sysco Food Service		4
	Lough, Bob	Sysco Food Service		4
	Ostermiller, Rod	US Marshal's Service		
	Merritt, Steven	UP EPA, Region 8	Yes	440
	Myers, Craig	US EPA	Yes	400
	Rash, Carol	US Marshal's Service	Yes	2
	Haight, Rae Ann	United States Postal Service	Yes	1
	Harper, Oren	US Water Rescue Dive Team	No	1
	Weinreis, Shane	US Water Rescue Dive Team	No	4
	Sanderson, Pam	United Way Volunteer Center	No	2
	Burt, Tari	United Way		
X	Bikle, Chuck	YARES, Radio Club	No	6
	Chara, Ray	YARES, Radio Club	No	1
	Gansel, Todd	YARES, District Emergency Coord		
	Glass, Ron	YARES, Radio Club	No	6
	Oberg, Linda	Yellowstone County DES		3
X	Winslow, Duane	Yellowstone County DES		1
X	Bushey, Chuck	Yellowstone County Fuel Mitigation	No	2
	Luppen, Janelle	Yellowstone County GIS		
	Michaels, Bill	Yellowstone Co – Sheriff		
	Wallis, Vince	Yellowstone Co – Sheriff		
	Sandburg, Tom	83 rd Civil Support Team		
	Karlin, Adam	83 rd Civil Support Team (WMD)		
	Guests			
X	Edmonston, Royce	City College – HazMat Class		
X	Morse, Kenneth	City College – HazMat Class		
X	Stanley, Shaun	City College – HazMat Class		
X	Nolte, Caleb	City College – HazMat Class		
X	Zawislanski, Andrew	City College – HazMat Class		
X	Parks, Sarah	City College – HazMat Class		
35	TOTAL ATTENDANCE			