

MINUTES

JANUARY 10, 2013

	The meeting was called to order @ 1:30 p.m.																												
INTRODUCTIONS																													
AGENDA ITEMS	DISCUSSION	ACTION STEPS / FUTURE EVENTS																											
MINUTES	Minutes were approved as distributed. [Ashworth/Workman]																												
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)	Next Quarterly Report: March 2013																	
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COMMITTEE REPORTS	<p><u>EXERCISE DESIGN COMMITTEE</u>: [JEFF ASHWORTH, CHAIR] Jeff reported that the Exercise Design Committee did not meet in December.</p> <p><u>COYOTE 2012</u>: Finalizing the report and working on the improvement plan.</p> <p><u>COYOTE 2014</u>: Nothing formalized at this time.</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>January 26, 2013</td> <td>9:00AM – 4:00PM ET</td> <td>Wildfire</td> </tr> <tr> <td>February 23, 2013</td> <td>9:00AM – 4:00PM ET</td> <td>Tornado</td> </tr> <tr> <td>March 30, 2013</td> <td>9:00AM – 4:00PM ET</td> <td>Earthquake</td> </tr> <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>	Exercise Date	Exercise Time	Scenario	January 26, 2013	9:00AM – 4:00PM ET	Wildfire	February 23, 2013	9:00AM – 4:00PM ET	Tornado	March 30, 2013	9:00AM – 4:00PM ET	Earthquake	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			Next meeting: January 22, 2013
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	*Separate registration is required to participate in each exercise.																												

<p>COMMITTEE REPORTS</p>	<p><u>EXERCISE DESIGN (CONT)</u> <u>US POSTAL SERVICE: BIO-DETECTION EXERCISE.</u> Jeff reported 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>The next Exercise Design meeting will be January 22, 2013, 4th Floor – Billings Clinic.</p>	
	<p><u>GRANTS COMMITTEE</u> [DIANNE LEHM, CHAIR] Dianne reported that the Challenge Grant award has been postponed to the end of December.</p> <p>BLM – Hazards Mitigation Plan Grant is on hold until Spring 2013. Contact DES regarding fuels reduction grant funds that may be available.</p> <p>FEMA – Assistance To Firefighters - Fire Safety Grant Application Submission Period opens December 17th.</p>	
	<p><u>CAER/CITIZENS CORPS</u> [PAM SANDERSON] The Committee did not meet in December due to the Holiday. The next meeting will be January 22nd</p> <p>Tari Burt was introduced and she distributed gift bags that contained information regarding how to be prepared as an individual in the event of an emergency.</p> <p>January is 'Resolve to be Ready" Month. 1) Be Informed 2) Make A Plan 3) Build A Kit and 4) Get Involved. Just think about all the things your family uses every day. Clothes, money, TV, radio, books ... and don't forget about food! Are you as personally prepared as you should be?</p> <p>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>Also Pam reminded everyone to consider whether or not your Agency and/or business could or has a 'shelter in place' plan.</p>	<p>No December meeting</p> <p>Next Meeting: 4th Tuesday of each month @ 1:30 p.m. January 22, 2013</p>
	<p><u>HEALTH & MEDICAL ADVISORY GROUP (HMAG)</u> [GREG NEILL] Flu was one of the main topics. Even though the CDC reports that there has been minimal impact on Montana from the flu. Flu has been reported across the state.</p>	
	<p><u>CONFERENCE SUB-COMMITTEE</u> [GREG ROADIFER / AARON STULC] Aaron not able to attend. A copy of the upcoming March 13-14, 2013 Conference flyer was distributed via email last month.</p> <p><u>Pre-Conference Training – MSSC Offices, 2727 Central Avenue, Suite 2</u> March 11, 2013 – Hazwoper 8 hour refresher, \$125.00 March 12, 2013 – First Aid / CPR / AED, \$75.00 March 12, 2013 – MT Hospital Assoc. Hospital Emergency Preparedness, \$75.00</p> <p>March 11-12, 2013 – OSHA 10 / CSTOP 8 Combo, Crowne Plaza, 27 N. 27th Street, \$125.00</p> <p><u>Conference Workshops – Crowne Plaza Hotel, 27 North 27th Street</u> March 13-14, 2013 - LEPC/MSSC Safety Conference, Full Conference \$250.00 or \$125.00 per day.</p>	<p>MSSC: 248-6178</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. Missing contact information for PIO for agencies. If you have not yet submitted the contact information for your PIO please report that to Barb at RiverStone Health as soon as possible.</p> <p>Basic PIO Training – March 26-27 course available. Advanced PIO Training – may be offered at a later date.</p>	<p>Next Meeting March 1, 2013 @ 10:00 a.m.</p>
	<p><u>COMMUNICATIONS SUB-COMMITTEE</u> [RON GLASS, Chair] Ron reported that the committee's work on the narrow banding survey is winding down. The committee has developed a survey and will re-distributed copies via email. He also shared a "frequently asked questions" document from the FCC about the conversion.</p> <p>The purpose of gathering the information via the survey is to determine if there is the potential for any interoperable issues that might become a problem following the January 1 deadline.</p>	<p>All agencies are asked to complete a copy of the survey and return it to Ron Glass</p>
	<p><u>TRAINING SUB-COMMITTEE</u> Training opportunities are being distributed as they are received.</p> <p><u>Social Media/Disaster Course:</u> April 30th – an email will be sent out by Duane Winslow as soon as it is available.</p> <p><u>Incident Accident Plan:</u> April 16th - @ Phillips 66 Refinery meeting room – co sponsored by Phillips 66 and Riverstone Health.</p>	
<p>OLD BUSINESS</p>		
<p>NEW BUSINESS</p>	<p><u>ELECTION OF OFFICERS & ANNUAL ADOPTION OF BY-LAWS</u> At December meeting the following Motion(s) were made and approved.</p> <p>MOTION: <i>A short-term committee to review and rewrite the existing By Laws document will be formed. [Winslow/Neill] unanimous.</i></p> <p>Members of this rewrite committee will include Pam Sanderson, Duane Winslow, Dianne Lehm., Greg Neill and Joe Marcotte.</p> <p>MOTION: <i>To postpone the Election of Officers and adoption of the By-Laws until the By Laws have been rewritten and reviewed by the County Attorney's office. [Glass/Bikle] unanimous</i></p>	<p>Election of Officers and Annual Adoption of the By-Laws postponed</p>
	<p><u>MARCH 14, 2013 LEPC MEETING LOCATION CHANGE.</u> As in past years, the regularly scheduled LEPC meeting has been moved to the location of the annual Safety Conference.</p> <p>The following MOTION was made and approved</p> <p>MOTION: <i>To move the March 14, 2013 LEPC meeting to the Crowne Plaza to coincide with the 2013 Safety Conference. [Mahoney/Glass]</i></p>	

AGENCY EDUCATION SESSION:		
	<u>AMERICAN RED CROSS</u> No presentation given.	
AGENCY REPORTS		
DXP	Nothing new	
YARES	Radio class – information will be sent out via email	
CITY/WATER	Water main leaks/breaks throughout the City. Please slow down for workers and ice.	
ALTERNATIVES/PASSAGES	Judy Snyder, working on their internal plan – asked to provide a one-page overview of what they do.	
UNITED WAY	Working with Jill @ Red Cross & outlying communities about services available.	
ST. JOHNS	Battling the flu	
CHS	Ramping up for the largest turn-around in their history. Ninety day timeframe with a minimum of 1500 people working onsite.	
MT RAIL LINK	Training focus this year with 1 st responders in Billings & Laurel	
BIG SKY EDA	Nothing	
LAUREL PD	Nothing	
INDUSTRIAL COMM	New to LEPC - Safety rep for them.	
RIVERSTONE HEALTH	Working on a plan to combine Yellowstone & Carbon Counties in the emergency response plan. And a heads up to all that a presentation on the <u>Emergency Medical Countermeasures</u> (SNS) will be made at the April 11 th meeting.	
SCHOOL DIST #2	Trying to get back to normal. Implementing new procedures, educating staff, parents and students.	
BILLINGS POLICE	Holding up well – spending time in school.	
LAUREL SCHOOL DIST	First time attending.	
ADVANCED CARE HOSPITAL	Lori Seybold, first time attending. Also dealing with the impact of this year's flu	
FBI	Michele Stewart, Victim Assistance Team – will be available to assist the group.	
LOVELAND PRODUCTS	Nothing new	
LOCKWOOD FIRE	Gearing up for the process to build a new fire station.	
PHILLIPS 66	Implemented some of the Coyote 2012 after action plan items	
1 ST INTERSTATE BANK	Working on workplace violence response plan/protocols. Reported that they have approx. 90 different buildings in varied locations.	
PPL-MONTANA	Nothing new	

There being no other business the meeting was adjourned @ 2:39 p.m. [Ashworth/Wilkerson]

Reminder: The next LEPC meeting will be February 14, 2013 @ 1:30 p.m.

REMINDERS: UPCOMING AGENCY EDUCATION PRESENTATIONS:

FEBRUARY 14, 2013

AMERICAN MEDICAL RESPONSE

MARCH 14, 2013

2013 SAFETY CONFERENCE - NO PRESENTATION SCHEDULED

Please check the schedule on the following page to see which LEPC meeting your Agency is scheduled 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	
	February 2013	American Medical Response	
NO PRESENTATION SCHEDULED	March 2013	Safety Conference – Crowne Plaza	
	April 2013	Advanced Care Hospital of MT	
	May 2013	Stillwater County Public Health	
	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	

ATTENDANCE RECORD – JANUARY 10, 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
X	Seybold, Lori	Advanced Care Hospital	No	15
X	Schneider, Judy	Alternatives, Inc.	No	1
	Gurchiek, Lyndy	American Medical Response	No	5
	Hansen, Brian	American Medical Response	No	5
	Westmoreland, Melody	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		
	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
	Odermann, Frank	Billings, City of – Fire		2
X	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
	Gold, Nick	Brenntag Pacific, Inc.	No	15
X	Cox, Meridith	BusinessWatch Montana	No	
	Kimble, Brad	CHS Refinery – Laurel	No	30
	Phillips, Joey	CHS Pipelines & Terminals	No	30
	Lowe, Russ	CHS – Retired	No	25
X	Metzger, Keith	CHS Refinery – Laurel		20
	Fawcett, Bill	Phillips 66	No	1
X	Jurovich, George	Phillips 66	No	1
	Harmon, Jeff	Conoco Pipeline	No	
	Nieskens, Duke	County Water District of Blgs Heights	No	3
	Barone, Christopher	Dept of Homeland Security	Yes	
	Rosh, Ron	DPC	No	
X	Ashworth, Jeff	DXP - Safety Master	No	1
	Montgomery, Jeb	ExxonMobil Pipeline	N	4.5
	Drain, Kelly	ExxonMobil Refinery	No	3
	Stephenson, Rick	FBI	Yes	1
X	Stewart, Michele	FBI	Yes	1
	Van Denn, Bryan	FBI	Yes	1
	Galt, Matthew	Fremont County LEPC	No	265
	Yampradit, Tom	First Interstate Bank	No	2
	Gaglia, Phil	First Interstate Bank	No	2
	Rome, Donald	First Interstate Bank	No	2
	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 – JANUARY 10, 2013 MEETING

Present	Name	Company	Federally Funded Yes / No	Miles Travelled
	Vaught, Tanya	HOPE [Animal Assisted Crisis Response] Dogs	No	6
X	Elliott, Michael	Industrial Communications	No	5
	Reiter, Tim	Laurel, City of	No	18
		Laurel, City of – Fire Department		
X	Musson, Rick	Laurel, City of - Police Department	No	18
	Markegard, Kurt	Laurel, City of - Public Works		
X	Bronk, Tim	Laurel Public Schools	Yes	15
X	Reiter, Scott	Laurel Public Schools	Yes	15
	Rash, William	Lockwood Fire Dept	No	7
X	Smart-Madler, Delet	Lockwood Fire Dept	No	7
	Woods, Woody	Lockwood Water & Sewer		
X	Grassel, Diana	Loveland Products		
	Williams, Michael	Loveland Products		
	Hanson, Charlie	MT Dist. V DES Rep.	Yes	5
	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		
X	Turner, Mark	Montana Rail Link		20
	Hofacker, Margaret	Montana Sulphur & Chemical	No	
	Smith, Archie	Montana Sulphur & Chemical		
	Paul, Bob	Montana Women's Prison		3
	Frieders, Thomas	National Weather Service		
	Meier, Keith	National Weather Service		
	Fox, Kari	Omni Surgical Center	No	5
	Wells, Jon	PPC-Montana	No	130
	Broadie, Chris	PPL-Montana		
	Clark, Ross	PPL-Montana		
	Magnuson, Chris	PPL-Montana		1
	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		
	Danielson, Bob	Salvation Army	No	6
	Jackson, Kevin (Maj)	Salvation Army	No	2
X	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	
	Grim, Jill	Stillwater Community Hospital/ County Public Health	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

ATTENDANCE RECORD – JANUARY 10, 2013 MEETING

Present	Name	Company	Federally Funded Yes / No	Miles Travelled
	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
X	Sanderson, Pam	United Way Volunteer Center	No	2
X	Burt, Tari	United Way		
	Bikle, Chuck	YARES, Radio Club	No	6
	Gansel, Todd	YARES, District Emergency Coord		
X	Glass, Ron	YARES, Radio Club	No	6
	Oberg, Linda	Yellowstone County DES		3
	Winslow, Duane	Yellowstone County DES		1
	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)		
26	TOTAL ATTENDANCE			