

MINUTES

JULY 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: [Glass/Bikle]											
FINANCIAL REPORT	<p>QUARTERLY FINANCIAL REPORT [DUANE WINSLOW] Financial Reports are given quarterly: March, June, September, December</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: right;">Opening Balance</th> <th style="text-align: right;">Debits</th> <th style="text-align: right;">Credits</th> <th style="text-align: right;">Ending Balance</th> </tr> </thead> <tbody> <tr> <td>General Ledger Total</td> <td style="text-align: right;">\$22,583.06</td> <td style="text-align: right;"><\$580.96></td> <td style="text-align: right;">\$250.00</td> <td style="text-align: right;">\$22,252.10</td> </tr> </tbody> </table> <p>Transaction Detail: Check #424192, paid to Cooper Creative, 9/28/2012 \$580.96 Transaction Detail: Donation from DPC Industries, 3/4/2013, \$250.00</p>		Opening Balance	Debits	Credits	Ending Balance	General Ledger Total	\$22,583.06	<\$580.96>	\$250.00	\$22,252.10	
	Opening Balance	Debits	Credits	Ending Balance								
General Ledger Total	\$22,583.06	<\$580.96>	\$250.00	\$22,252.10								
COMMITTEE REPORTS												
	EXERCISE DESIGN COMMITTEE: [JEFF ASHWORTH, CHAIR]											
	<p>FORMIDABLE FOOTPRINT EXERCISES 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> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Exercise Date</th> <th style="text-align: left;">Exercise Time</th> <th style="text-align: left;">Scenario</th> </tr> </thead> <tbody> <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	July 27, 2013	9:00AM – 4:00PM ET	Flood	Future scenarios and dates are being developed			<p>Next Meeting: July 23 Billings Clinic 4th Floor /Cancer Center Conf Room</p>	
Exercise Date	Exercise Time	Scenario										
July 27, 2013	9:00AM – 4:00PM ET	Flood										
Future scenarios and dates are being developed												
	<p>US POSTAL SERVICE: BIO-DETECTION EXERCISE. August 2013. Welcome back Rae Ann. Bio-Detection Systems [anthrax] exercise at their South 27th Street facility for August 2013. A table top was conducted on 7/9/2013. Billings Fire will be setting up a full decon for the exercise and RiverStone Health will be setting up a point-of-dispensing (POD) as part of the exercise.</p>											
	<p>MT/WYO PIPELINE BOOM DEPLOYMENT EXERCISE: AUGUST 6-7-8 2013 The exercise location is planned for the vicinity of the Huntley diversion dam. Participation from the Cooperatives, EPA, DOT, and local agencies on the various days. Contact CHS for more information.</p>											
	<p>TSA-ACTIVE SHOOTER EXERCISE. During the weekend closure of the airport until August the TSA is taking advantage of the closure by conducting a number of internal drills and exercises.</p>											

<p>COMMITTEE REPORTS</p>	<p>BILLINGS CLINIC: EVACUATION EXERCISE – OCTOBER 1. The Billings Clinic will be conducting a planned exercise regarding the procedures to evacuate patients in the event of a complete loss of electrical service to the facility. The exercise will involve taking the patients from bed to curb and curb to an alternate location.</p>	
	<p>COYOTE 2014: The Coyote 2014 Exercise will be an off-site / co-exercise with the Billings Airport. The Billings Airport is required to do an exercise every two years to comply with FAA mandates. Planning of the next Operation Coyote Exercise is underway. Volunteers and volunteer victims are always needed. Contact Jeff Ashworth for more information or attend an exercise design team meeting. Meetings are the 4th Tuesday of each month. The 1st table top has been completed. The next table top will be sometime in May 2014.</p>	
	<p>GRANTS COMMITTEE [DIANNE LEHM, CHAIR] Dianne reported that work on the BLM-Fuels Reduction / fuels mitigation grants have begun. Chuck has been busy doing assessments and the project is moving along.</p> <p>The Fuels reduction grant has another year to complete.</p> <p>Dianne reminded everyone to send their 'wish lists' to her if you want to have her try to match up projects with available grant opportunity.</p> <p>Charlie Hanson reported that the President's disaster declaration for roads didn't include Yellowstone County, however under the mitigation guidelines some \$200,000 may be available state-wide.</p>	
	<p>CAER/CITIZENS CORPS [PAM SANDERSON] – No report</p>	
	<p>HEALTH & MEDICAL ADVISORY GROUP (HMAG) [GREG NEILL] HMAG is scheduled to meet on Friday, July 19th.</p>	
	<p>CONFERENCE SUB-COMMITTEE [GREG ROADIFER / AARON STULG] A copy of the draft conference schedule has been completed. Work continues on getting the final product done as soon as possible. Speakers are being identified and secured. More information for the 2014 Safety Conference available soon. To have your company added to the mailing list to receive a registration packet, contact us at http://www.mssc.org/contact-us/</p>	
	<p>CRISIS COMMUNICATIONS SUB-COMMITTEE: [BARBARA SCHNEEMAN, INTERIM CHAIR.] – No report.</p>	
	<p>COMMUNICATIONS SUB-COMMITTEE: [RON GLASS] Ron Glass reported that the final typed copy of the glossary is almost complete. The next project on their horizon will be to work on the document of who talks to who and when.</p>	
	<p>TRAINING SUB-COMMITTEE [GREG NEILL] – Nothing new to report. Training opportunities are being emailed out as they become available. If you have and/or know of future training opportunities of interest to the LEPC members, please let Greg know.</p>	
<p>NEW BUSINESS</p>		
	<p>YELLOWSTONE COUNTY PLACED ON RABIES QUARANTINE: That means dogs, cats and ferrets should not be removed from the county until the quarantine is lifted. Animals can be taken out of the county if currently vaccinated for rabies and the vaccination date was at least 14 days before movement out of the county.</p>	

	Yellowstone County Animal Control: (406)256-2958 City of Billings Animal Control: 406-657-8226, 1735 Monad Road, Billings, MT 59101	
OLD BUSINESS	<u>STATUS OF BY LAWS SUB-COMMITTEE RE-WRITE – PAM SANDERSON & DUANE WINSLOW</u> Some action on the rewriting of the By-Laws reported.	
	<u>ELECTION OF OFFICERS – PENDING</u>	
OTHER BUSINESS	<u>FIRE READY MONTANA BILLINGS MUSTANGS SPONSORSHIP – AUGUST 21ST.</u> Representatives from the Governor’s Office Community Service and local agencies will be on hand at the game to distribute fire preparedness information. Wildland fires in Montana are inevitable and everyone has a role to play in wildfire preparedness. For the last five years, the Governor’s Office of Community Service has been calling on all Montanans to get <i>Fire Ready!</i> We know the impacts of wildland fires can be reduced if communities work together to prepare their families and neighborhoods. Members of the Yellowstone County LEPC are encouraged to attend and support the efforts of FireReady Montana. For more information contact: Katie Gallagher, Governor’s Office of Community Service, 406-444-1718 kqallagher@mt.gov	
	<u>Tier II Reporting:</u> Joe reported that he has received an email from Bonnie Loveland regarding Tier II reporting <i>Ladies and Gentlemen: I am the person at the Department of Environmental Quality who is charged with getting a handle on the TIER II chemical storage reporting in Montana. Historically, we have done very little with the reports other than receive them in various forms (hard copy, emails with t2s or pdf formats), and file them. We are looking into the possibility of making these forms more available to LEPC’s and local fire departments who need them. In this effort we are looking into two systems-the EPA CAMEO software (found here: http://www.epa.gov/osweroe1/content/cameo/what.htm) and a software used by 37 states called E-Plan. The CAMEO software is available to the public (and yourselves) and includes mapping capabilities. The E-Plan software resides at the University of Texas at Dallas and was developed with assistance from the Department of Homeland Security. The E-Plan data that is electronically available through a login system is attached in the EXCEL chart. You may sort the chart by county or other columns to find relevant sites in your jurisdiction. Note that there are two tabs in the chart to search for chemicals and locations. I imagine some sites that report are missing as hard copy information is not entered. EPA has agreed to enter the 2012 hard copy reports into CAMEO and we are providing that information to region 8, EPA.</i> <i>At this point in time, I am interested in your point of view regarding what kind of system, if any, would be most useful to you. I have heard comments that user-friendliness is most important. If the state does go forward with an effort, we want to make it what you need and not add any burden to your work. If you would be willing to offer comments, I would appreciate your information.</i> <i>Also, I am co-chair of the SERC and would follow through with any new developments in this regard needing SERC approval.</i> <i>Please feel free to call me or email any ideas or concerns you have as DEQ looks at this situation. Finally, I offer apologies to any duplicates in the mailing groups I am using. I don’t want to miss folks, so I am using lists from Disaster and Emergency Services.</i> <i>Best Regards,</i> <i>Bonnie Lovelace, Regulatory Affairs Manager Director’s Office, Montana Department of Environmental Quality 406-444-1760</i>	

AGENCY EDUCATION SESSION:		
	<u>MONTANA ARMY NATIONAL GUARD:</u> No presentation given.	
AGENCY REPORTS		
MT DES	Gasoline spill west of Lodge Grass MT DES reports that they've heard no complaints.	
DXP	Nothing else to report.	
MT WOMAN'S PRISON	Joan Daly, Deputy Warden for treatment services at the Montana Women's Prison on South 27th Street, has been named the new Warden, the Montana Department of Corrections. Bob Paul has been named the Deputy Warden. Asked Asst Chief Odermann if he could have fire crews do a walk-thru the facility.	
LAUREL PD	Survived the 4 th of July. Police Chief reported that the crowds attending the fireworks display tested the cellular phone system in that area of the county.	
YARES	Chuck Bikle reported that Monday's storm tested communications and they are currently reviewing what happened.	
YSTN COUNTY FUELS MITIGATION PROJECT	Chuck Bushey continuing work on the mitigation plan.	
PHILLIPS 66	Phillips 66 says shifting land appears to have damaged an underground pipeline that spilled up to 25,000 gallons of gasoline on the Crow Reservation west of Lodge Grass. Repairs are being completed this week and they expect to have it operational by Saturday and a remediation team is expected to be at the site by Thursday. Introduced Justin Moser who will be the on-site contact for the facility and sharing responsibilities with Susan Taylor.	
BIG SKY EDA	Nothing else to report.	
ST. VINCENT	Updating emergency cards. Survived the Monday storm. Lightning struck a tree just adjacent to the facility just as the rain started.	
ALTERNATIVES	Updating forms and preparing for an audit by the Dept of Corrections sometime in August.	
EXXON	Nothing new to report	
US POSTAL SERVICE	Confirmed that the 83 rd CST and MT DES will be participating in the upcoming exercise. Next planning session is scheduled for July 29 th . As time allows is putting together employee assistance/after action plans to share with the group	
RIVERSTONE HEALTH	Rabies exposures / Yellowstone County quarantine. Preparing for POD activation during the upcoming US Postal Service exercise Gardeners Market, parking lot of the RiverStone Health facility.	
BRENNTAG	Nothing new to report	
NAT'L WEATHER SERVICE	Typical July weather. Fuel growth is more abundant than in years past and with the upcoming hotter/dryer weather the potential for wildfires is extreme.	
COUNTY WATER DIST – HEIGHTS	Nothing new to report	
CITY/WATER DEPT	Nothing new to report	

UNITED PROPERTIES	Danna Newell. Attending LEPC for the first time. Hoping to gather information regarding emergency preparedness since she is in charge of the Transwestern facilities, parking structures, etc. here in Billings.	
BILLINGS FIRE	Starting to enter fire season and keeping an eye on fuel moisture. Updating electronic contact lists of people in key positions. So as agencies move people around, etc. Asst. Chief Odermann stated that he would need contact information and numbers so he can update those electronic lists. LEPC agencies can send updates to Frank at odermannf@ci.billings.mt.us or Duane Winslow at dwinslow@co.yellowstone.mt.gov	
BILLINGS CLINIC	Also survived the Monday storm with little impact on operations. Joe announced that he will be conducting ICS classes in future and if you are interested in attending any of the ICS 100, 200, 300 classes please get in touch with him and if there are vacancies he would be happy to have you attend. The patient evacuation table top on June 6 th went well.	

UPCOMING AGENCY PRESENTATIONS:

AUGUST 2013

SEPTEMBER 2013

OCTOBER 2013

NOVEMBER 2013

LUTHERAN DISASTER RESPONSE

LOCKWOOD WATER & SEWER

FBI

COUNTY WATER DISTRICT – BILLINGS HEIGHTS

The next meeting is August 8, 2013 @ 1:30 p.m. There being no other business the meeting was adjourned @ 2:35 p.m. [Odermann/Workman]

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	
POSTPONED	May 2013	Stillwater Billings Clinic	
COMPLETED	June 2013	MSSC	
NO PRESENTATION GIVEN	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	
	March, 2014	Stillwater Billings Clinic	

ATTENDANCE RECORD – JULY 11, 2013 MEETING

Present	Name	Company	Federally Funded Yes / No	Miles Travelled One-way
	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
	Gurchiek, Lyndy	American Medical Response	No	5
	Hansen, Brian	American Medical Response	No	5
	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, Philip	American Red Cross	No	
X	Lehm, Dianne	Big Sky EDA – Project Impact	No	5
	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, Meredith	BusinessWatch Montana	No	
	Kimble, Brad	CHS Refinery – Laurel	No	30
	Phillips, Joey	CHS Pipelines & Terminals	No	30
	Lowe, Russ	CHS – Retired	No	25
	Metzger, Keith	CHS Refinery – Laurel		20
X	Nieskens, Duke	County Water District of Blgs Heights	No	3
	Barone, Christopher	Dept of Homeland Security	Yes	
	Middlebrook, Randy	Dept of Homeland Security/IP	Yes	
	Rosh, Ron	DPC	No	
X	Ashworth, Jeff	DXP	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
	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
	Findley, Lyn	HOPE [Animal Assisted Crisis Response] Dogs	No	4
	Schultz, Harry	HOPE [Animal Assisted Crisis Response] Dogs		

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Present	Name	Company	Federally Funded Yes / No	Miles Travelled
	Vaught, Tanya	HOPE [Animal Assisted Crisis Response] Dogs	No	6
	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		
	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
	Rand, Michael	MT DES		
	Kolar, Tam	MT DES		
	Baum, Craig	Montana Highway Patrol	No	
	Roadifer, Greg	MSSC	No	8
	Stulc, Aaron	MSSC		2
	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		
	Wells, Jon	PPC-Montana	No	130
	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	
X	Moser, Justin	Phillips 66		
X	Taylor, Susan	Phillips 66	No	1
	Farris, Ryan	RSH		
	Washburn, Jill	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
	Jackson, Kevin (Maj)	Salvation Army	No	2
	Russell, Aline	St. Andrew Presbyterian	No	9
	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	

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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
X	Haight, Rae Ann	United States Postal Service	Yes	1
X	Newell, Danna	United Properties	No	
	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
	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
X	Bushey, Chuck	Yellowstone County Fuel Mitigation	No	2
	Luppen, Janelle	Yellowstone County GIS		
	O'Donnell, Kent	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			