

MINUTES

MAY 9, 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: center;">Opening Balance</th> <th style="text-align: center;">Debits</th> <th style="text-align: center;">Credits</th> <th style="text-align: center;">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;">\$22,002.10</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	\$22,002.10						
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General Ledger Total	\$22,583.06	<\$580.96>	\$250.00	\$22,002.10													
COMMITTEE REPORTS	<p>EXERCISE DESIGN COMMITTEE: [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" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Exercise Date</th> <th style="text-align: center;">Exercise Time</th> <th style="text-align: center;">Scenario</th> </tr> </thead> <tbody> <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	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: May 28</p> <p>Billings Clinic 4th Floor /Cancer Center Conf Room</p>
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	TABLE TOP EXERCISE–AIRPORT’S EMERGENCY PLAN May 14 th – FAA mandated annual review of requirements for organizations that respond to Airport/community emergencies. Airport Operations Training Room.																
COMMITTEE	MT/WYO PIPELINE BOOM DEPLOYMENT EXERCISE: AUGUST 6-7-8 2013																

REPORTS	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.	
	<u>BILLINGS CLINIC/ EVACUATION EXERCISE – TABLE TOP: JUNE 6TH – FULL SCALE: OCTOBER 1ST</u> The Plan for the full-scale exercise in October is to evacuate 24 ‘patients’ from room to ground to alternate location to mimic steps staff would take should an actual event occur that required the actual evacuation of patients.	
	<u>US POSTAL SERVICE: BIO-DETECTION EXERCISE.</u> August 2013. Bio-Detection Systems [anthrax] exercise at their South 27 th Street facility for the last week in August 2013. Billings Fire, Riverstone Health have been contacted. Chief Odermann stated that the Dave Gilbert, Fire Department HazMat Team Coordinator has been tasked with contacting the 83 rd CST to see if they want to participate in this exercise. The last time an exercise of this type was conducted was 2009.	
	<u>COYOTE 2014:</u> 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 and exercise design team meeting. Meetings are the 4 th Tuesday of each month.	
	<u>GRANTS COMMITTEE</u> [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. Duane Winslow reported that DNRC has a few small grant opportunities for rural fire departments available.	
	<u>CAER/CITIZENS CORPS</u> [PAM SANDERSON] - Pam was unable to attend. Pam Sanderson reported that the committee did not meet. They were moving to their new office space.	
	<u>HEALTH & MEDICAL ADVISORY GROUP (HMAG)</u> [GREG NEILL] HMAG did not meeting in April. The next meeting is May 24 th @ 10:00 a.m., Riverstone Health.	
	<u>CONFERENCE SUB-COMMITTEE</u> [GREG ROADIFER / AARON STULC] Aaron Stulc reported that the Conference totals are almost confirmed. Based upon the funds received and/or expended the LEPC portion of the conference is \$2,768.62 and combined with the \$660.00 from last year gives a two-year total of \$3428.62. Joe reminded everyone that the LEPC’s portion of the conference would be used as ‘seed money’ for the next year’s Conference.	
	<u>CRISIS COMMUNICATIONS SUB-COMMITTEE:</u> [BARBARA SCHNEEMAN, INTERIM CHAIR.] Joe Marcotte reported that Barb has withdrawn as the Interim Chair. Anyone interested in this committee should contact Joe Marcotte as soon as possible. He can be contact via email at jmarcotte@billingsclinic.org He also stated that the PIO’s (public information officers) from each agency within the LEPC should be involved. The time to ‘get to know each other’ is not during an emergency event or disaster.	
COMMITTEE REPORTS	<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>TRAINING SUB-COMMITTEE [GREG NEILL] Greg Neill has volunteered to Chair the Training Sub-Committee. So any training opportunities can be sent to Greg at Gregory.Nei@riverstonehealth.org (406) 651-6407. Many thanks Greg.</p>	
	<p>HAZWOPER 40 CLASS: The Region 8 office of the EPA is sponsoring a 40 hour Hazwoper class in Billings, Montana the week of June 24-28. The course is free of charge for all Emergency responders, local, state, federal and tribal government employees, as well as students. Go to the www.trainex.org website and click on the left side of the page to navigate to the registration page. Mark Wullstein, Emergency Responder Training Coordinator, NOWCC Senior Environmental Employee, US EPA - Region 8, Office: 303-312-6152, Cell: 720-212-6948, Fax: 303-312-6065 wullstein.mark@epa.gov</p>	
	<p>CERT (COMMUNITY EMERGENCY RESPONSE TEAM) TRAINING – MAY 16 - 17 - 18 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>ALL-HAZARDS INCIDENT MANAGEMENT TEAM WORKSHOP: May 18 – Helena - Finance-Logistics for Local Government/personnel interested in Type 3 IMT development.</p>	
	<p>Hazardous Material Transportation Workshop: May 21, 2013 – Billings - US DOT-Pipeline and Hazardous Material Safety Administration will be conducting a free one day Hazardous Material Transportation workshop at the Billings Fire Station #1, 2305 8th Avenue North, Billings MT 59101 on May 21, 2013.</p>	
	<p>FEMA L363 MULTI-HAZARD EMERGENCY PLANNING FOR HIGHER EDUCATION: June 18th – 20th Kalispell</p>	
NEW BUSINESS		
OLD BUSINESS	<p>STATUS OF BY LAWS SUB-COMMITTEE RE-WRITE – PAM SANDERSON & DUANE WINSLOW Pam reported that they have not received any word from the County Attorney's office. She reported that the committee went through the existing by-laws and highlighted areas that were ok and marked areas where they had questions. One area that was a little gray was on membership. She distributed a brief questionnaire to everyone present (a copy is amended to this report). If you want to complete the questionnaire and get it to Pam that would be great. Her email is pam.sanderson@unitedwayyellowstone.org</p>	
	<p>ELECTION OF OFFICERS – PENDING</p>	
OTHER BUSINESS		
	<p>PUBLIC EVENTS & SECURITY: Randy Middlebrook – Department of Homeland Security / Infrastructure Protection, based out of Helena, MT was introduced. He gave a brief history of his background and how he came to be with DHS. He also gave an overview of what defines infrastructure and why it must be secure and able to withstand and rapidly recover from "all hazards." It could be a threat or an incident, natural or manmade, that warrants action to protect life, property, the environment, and public health or safety, and to minimize disruptions of government, social, or economic activities. It includes natural disasters, cyber incidents, industrial accidents, pandemics, acts of terrorism, sabotage, and destructive criminal activity targeting critical infrastructure. Critical infrastructure includes but isn't limited to: assets, networks, structures, systems, etc. anything that would be of need should be wholly or partially lost or damaged during an event.</p>	

	<p>Mr. Middlebrook stated that he is here, not to take over, but to provide strategic guidance to public and private partners, a unity of effort. He stated that he is available to assist with questions, information, etc. regarding questions concerning the protection of infrastructure, public events and security concerns.</p> <p>His Contact information: email - randy.middlebrook@dhs.gov Phone: 406-839-1165</p> <p>He also spoke briefly about the national campaign entitled: <i>If You See Something, Say Something Campaign:</i> [excerpts from the dhs.gov website]. The nationwide "If You See Something, Say Something™" public awareness campaign - is a simple and effective program to raise public awareness of indicators of terrorism and terrorism-related crime, and to emphasize the importance of reporting suspicious activity to the proper local law enforcement authorities.</p> <p>The campaign was originally used by New York's Metropolitan Transportation Authority (MTA), which has licensed the use of the slogan to DHS for anti-terrorism and anti-terrorism crime related efforts. States that have adopted the national campaign include: Alabama, Arizona, California, Colorado, Florida, Georgia, Kentucky, Maryland, Michigan, Minnesota, Mississippi, Indiana, New Jersey, Ohio, South Carolina, Tennessee, Texas, Virginia, Washington D.C., and Wisconsin</p>	
AGENCY EDUCATION SESSION:		
	Stillwater Billings Clinic – Agency education session was postponed to a later date.	

UPCOMING AGENCY PRESENTATIONS:

- 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	
POSTPONED	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	
	March, 2014	Stillwater Billings Clinic	

ATTENDANCE RECORD – MAY 8, 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
X	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
	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
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
	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
X	Nieskens, Duke	County Water District of Blgs Heights	No	3
	Barone, Christopher	Dept of Homeland Security	Yes	
X	Middlebrook, Randy	Dept of Homeland Security/IP		
	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 – MAY 9, 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		
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		
X	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
X	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		
	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
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		
X	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		
	Staton, Jennifer	Riverstone Health	Yes	2
	Danielson, Bob	Salvation Army	No	6
	Jackson, Kevin (Maj)	Salvation Army	No	2
X	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	

ATTENDANCE RECORD – MAY 8, 2013 MEETING

Present	Name	Company	Federally Funded Yes / No	Miles Travelled
X	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
X	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		
X	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)		
33	TOTAL ATTENDANCE			