

MINUTES

JANUARY 9, 2014

	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 with noted corrections. [Ashworth/Glass]																						
FINANCIAL REPORT	<p><u>QUARTERLY FINANCIAL REPORT</u> [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></td> <td></td> <td></td> <td style="text-align: right;">\$25,563.54</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>			Opening Balance	Debits	Credits	Ending Balance	General Ledger Total				\$25,563.54						Next Report Due: March 2014					
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COMMITTEE REPORTS																							
	<u>EXERCISE DESIGN COMMITTEE:</u> [JEFF ASHWORTH, CHAIR]																						
	<u>APRIL 17: RIVERSTONE HEALTH POD EXERCISE</u>																						
	<p><u>COYOTE 2014:</u> The Coyote 2014 Exercise will be May 14, an off-site / co-exercise with the Billings Airport. The Billings Airport is required to do an exercise every three years to comply with FAA mandates.</p> <p>Planning of the next Operation Coyote Exercise is underway. Contact Jeff Ashworth for more information or attend and exercise design team meeting. Meetings are the 4th Tuesday of each month.</p> <p>The 1st table top has been completed. The final planning stages will begin at the January 28th Exercise Design Meeting. Volunteers and volunteer victims are always needed.</p>		January 28 10:00-11:00 a.m. 4 th Floor/Conf Room Billings Clinic Cancer Center																				
	<p><u>FORMIDABLE FOOTPRINT EXERCISE SCHEDULE: 2014</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Exercise Date</th> <th style="width: 20%;">Scenario</th> <th style="width: 60%;"></th> </tr> </thead> <tbody> <tr> <td>February 22, 2014</td> <td>Hurricane</td> <td rowspan="2">Separate registration is required to participate in each exercise.</td> </tr> <tr> <td>March 29, 2014</td> <td>Solar Storm</td> </tr> <tr> <td>April 26, 2014</td> <td>Flood</td> <td rowspan="2">Individual participant registration CLOSES at 9:00AM ET on the day prior to the exercise</td> </tr> <tr> <td>May 31, 2014</td> <td>Wildfire</td> </tr> <tr> <td>June 28, 2014</td> <td>Tornado</td> <td rowspan="3">To ensure that all participants receive important situational awareness materials prior to the exercise as well as a Certificate of Participation at the conclusion of the exercise everyone participating in an exercise will need to register. If an individual is not registered they will not receive important e-mailed materials designed to ensure their participation in the exercise is successful.</td> </tr> <tr> <td>July 26, 2014</td> <td>Earthquake</td> </tr> <tr> <td>August 30, 2014</td> <td>Influenza Pandemic</td> </tr> </tbody> </table>		Exercise Date	Scenario		February 22, 2014	Hurricane	Separate registration is required to participate in each exercise.	March 29, 2014	Solar Storm	April 26, 2014	Flood	Individual participant registration CLOSES at 9:00AM ET on the day prior to the exercise	May 31, 2014	Wildfire	June 28, 2014	Tornado	To ensure that all participants receive important situational awareness materials prior to the exercise as well as a Certificate of Participation at the conclusion of the exercise everyone participating in an exercise will need to register. If an individual is not registered they will not receive important e-mailed materials designed to ensure their participation in the exercise is successful.	July 26, 2014	Earthquake	August 30, 2014	Influenza Pandemic	
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COMMITTEE REPORTS	<p><u>GRANTS COMMITTEE</u> [DIANNE LEHM, CHAIR] No report. However Joe reminded all please get your needs lists to Dianne as she is looking for grant opportunities daily.</p>	
	<p><u>CAER/CITIZENS CORPS</u> [PAM SANDERSON] January is Resolve to Be Ready month. Work continues on the Facebook page/Ready Yellowstone and a social media policy.</p> <p>February 11: Governor's Conference February 12: MT VOAD meeting, 8:00 – Noon</p>	<p>January 30 10:30-Noon</p>
	<p><u>HEALTH & MEDICAL ADVISORY GROUP (HMAG)</u> [GREG NEILL] HMAG Mtg: January 24: 10:00-Noon, Agenda to be sent out.</p> <p><u>FLU SHOTS:</u> Recommends to everyone get your flu shot. There are currently 4 different strains making the rounds.</p>	
	<p><u>CONFERENCE SUB-COMMITTEE</u> [GREG ROADIFER / AARON STULC] A copy of the current conference schedule of classes for the March 12-13, 2014 conference was distributed.</p> <p>To have your company added to the mailing list to receive a registration packet, contact us at http://www.mssc.org/contact-us/</p> <ul style="list-style-type: none"> ➤ March 13: Keynote Speaker Luncheon, 11:30 – 1:00 p.m. ➤ March 13: LEPC meeting, 1:15 – 2:15 p.m. 	
	<p><u>CRISIS COMMUNICATIONS SUB-COMMITTEE:</u> [NO COMMITTEE CHAIR IDENTIFIED.] – No report. The focus for this sub-committee in 2014 is to actively work with the Yellowstone County Commissioners to identify a Yellowstone County PIO.</p>	
	<p><u>COMMUNICATIONS SUB-COMMITTEE:</u> [RON GLASS] Radio lingo glossary is pending final completion. Matrix Radio List: Developing and maintaining a master list for all agencies is not a workable project.</p>	
	<p><u>TRAINING SUB-COMMITTEE</u> [GREG NEILL] Training opportunities are being sent out to all agencies via email.</p>	
NEW BUSINESS	<p><u>ANNUAL REPORTS FROM SUB-COMMITTEE CHAIRS</u> Reminder that Annual Reports are due.</p>	
OLD BUSINESS	<p><u>STATUS OF BY LAWS SUB-COMMITTEE RE-WRITE</u> – PAM SANDERSON & DUANE WINSLOW Pending.</p>	
OTHER BUSINESS	<p><u>EMERGENCY MEDICAL COUNTERMEASURES PLAN UPDATE (FORMERLY THE SNS)</u> [GREG NEILL] No changes from last year's plan.</p> <p>The following MOTION was made and approved <i>To approve the Emergency Medical Countermeasures Plan/SNS Stockpile. [Mahoney/Glass]</i> <i>Unanimous</i></p> <p>Scheduled for review by the CDC on February 14, 2014.</p>	

AGENCY EDUCATION SESSION: AMERICAN RED CROSS																							
		The American Red Cross shelters, feeds and provides emotional support to victims of disasters; supplies about 40 percent of the nation's blood; teaches skills that save lives; provides international humanitarian aid; and supports military members and their families. The Red Cross is a not-for-profit organization that depends on volunteers and the generosity of the American public to perform its mission. For more information, please visit redcross.org or visit us on Twitter at @RedCross.																					
		Did You Know? The American Red Cross is a charitable organization, not a government agency. It depends on volunteers and the generosity of people like you to perform our mission.																					
		Did You Know? The American Red Cross is part of the world's largest volunteer network found in 187 countries.																					
		Did You Know? An average of 91 cents out of every dollar that you donate goes to fulfill our humanitarian mission. Everything we do depends on the needs of the people that we serve.																					
		Red Cross disaster relief focuses on meeting people's immediate emergency needs caused by disaster. When disaster threatens or strikes, the Red Cross provides shelter, food, and emotional health service to address basic human needs and assist individuals and families in resuming their normal daily activities independently.																					
		The Red Cross also feeds emergency workers like firefighters and police, handles inquiries from concerned family members outside the disaster area, provides blood and blood products to disaster victims, and helps them access other available resources.																					
IF YOU HAVE BEEN AFFECTED BY A DISASTER AND REQUIRE AMERICAN RED CROSS SERVICES, PLEASE CALL 1-800-ARC-MONT.																							
		 <p><u>Preparedness:</u> The American Red Cross is here to make sure you are as prepared as you possibly can be for potential disasters and other emergencies.</p>																					
		<p><u>Disaster Services:</u> In emergencies large and small - a house fire, a wildfire, a flood - right here in our own community or on distant shores, people can count on the American Red Cross of Montana.</p> 																					
		<p><u>Military Services</u> The American Red Cross of Montana is proud to provide services for the United States Armed Forces. Types of services provided include: Birth Announcement, Health/Welfare Checks, Death of Loved One</p> <p style="text-align: right;">SAF: 877-272-7337</p>																					
																							
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	<p><u>Health & Safety</u> The Red Cross is the nation's leading provider of health and safety courses, such as CPR, First Aid and Lifeguard training. Each year, more than 9 million Americans participate in our training programs, including first responders, educators, babysitters, and people who want to be prepared to help others in an emergency.</p>	
	<p><u>Blood Services</u> Your donations of blood are what make the American Red Cross the largest single supplier of blood and blood products in the U.S. Each year, nearly 4 million people donate blood through the Red Cross, helping to provide more than 40% of America's blood supply.</p> <hr/> <p><u>International Services</u> The American Red Cross helps vulnerable people around the world to prevent, prepare for, and respond to disasters, complex humanitarian emergencies, and life-threatening health conditions.</p>	
<p>PEOPLE SHOULD ALSO DOWNLOAD THE FREE AMERICAN RED CROSS FIRST AID APP, WHICH PROVIDES INSTANT ACCESS TO INFORMATION ON HANDLING THE MOST COMMON FIRST AID EMERGENCIES.</p> <p>THE APPS CAN BE DOWNLOADED FROM THE APPLE APP STORE AND THE GOOGLE PLAY STORE FOR ANDROID BY SEARCHING FOR AMERICAN RED CROSS OR BY GOING TO REDCROSS.ORG/MOBILEAPPS.</p>		

UPCOMING AGENCY PRESENTATIONS:

February, 2014

March, 2014

American Medical Response

Stillwater/Red Lodge Billings Clinic

Meeting Adjourned: 2:40 p.m. (Glass/Bikle)

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	
COMPLETED	August 2013	Lutheran Disaster Response	
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COMPLETED	November, 2013	FBI	
COMPLETED	December, 2013	Billings Police Department	
COMPLETED	January, 2014	American Red Cross	
	February, 2014	American Medical Response	
	March, 2014	Stillwater/Red Lodge Billings Clinic	
	April 2014	County Water District - Heights	

ATTENDANCE RECORD – JANUARY 9, 2014 MEETING

Present	Name	Company	Federally Funded Yes / No	Miles Travelled One-way
	Seybold, Lori	Advanced Care Hospital	No	15
	Schneider, Judy	Alternatives, Inc.	No	1
	Gurchiek, Lyndy	American Medical Response	No	5
	Hansen, Brian	American Medical Response	No	5
X	Pulver, Greg	American Medical Response	No	5
X	Firman, Abbra	American Red Cross	No	1
	Fulkerson, Kyle	American Red Cross	No	2
	Kittrell, Laurel	American Red Cross	No	15
	LaFurge, Stephen	American Red Cross	No	2
	Richmond, Philip	American Red Cross	No	
	Lehm, Dianne	Big Sky EDA – Project Impact	No	5
X	Barry, Tom	Billings, City of – Airport	No	2
X	Brown, Jeff	Billings, City of – Airport	No	2
	Glancy, Mike	Billings, City of – Airport Fire	No	1
X	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	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
X	Pearce, Cyndi	Billings, Public Schools	No	3
	Gold, Nick	Brenntag Pacific, Inc.	No	15
	Cox, Meridith	BusinessWatch Montana	No	
X	Anderson, Nathan	Carbon County Public Health/Beartooth Blgs Clinic		65
	Kimble, Brad	CHS Pipelines & Terminals– Laurel	No	30
	Phillips, Joey	CHS Pipelines & Terminals	No	30
	Lowe, Russ	CHS – Retired	No	25
	Metzger, Keith	CHS Refinery – Laurel		30
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	
X	Rosh, Ron	DPC	No	
X	Ashworth, Jeff	DXP	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
	Walter, Brandon	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
	Findley, Lyn	HOPE [Animal Assisted Crisis Response] Dogs	No	4
	Schultz, Harry	HOPE [Animal Assisted Crisis Response] Dogs		
	Vaught, Tanya	HOPE [Animal Assisted Crisis Response] Dogs	No	6
X	Miller, Thomas	Industrial Communications	No	5
X	Reay, Aaron	Industrial Communications	No	5
X	Kolstad, Keith	Laurel, City of	No	30
		Laurel, City of – Fire Department		
X	Musson, Rick	Laurel, City of - Police Department	No	30
X	Markegard, Kurt	Laurel, City of - Public Works		30
	Bronk, Tim	Laurel Public Schools	Yes	30

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Present	Name	Company	Federally Funded Yes / No	Miles Travelled
	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		
	Kolar, Tam	MT DES		
	Baum, Craig	Montana Highway Patrol	No	
	Roadifer, Greg	MSSC	No	8
	Stulc, Aaron	MSSC		2
X	Aamold, Christy	MSU-Billings – Risk Manager	No	1
	Davis, Adam	MSU-Billings –Police		
	Forshee, Scott	MSU-Billings –Police		
X	Cox, Meridith	MSU-Billings-Veterans		
	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		
	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
	Harmon, Jeff	Phillips 66 Pipeline	No	
	Moser, Justin	Phillips 66		
	Taylor, Susan	Phillips 66	No	1
	Farris, Ryan	RSH		
	Washburn, Jill	Red Cross of Montana	No	1
	Eckenroad, Jim	Rimrock Foundation	No	1
	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
	Burgess, Kent	St. John's Lutheran Ministries		
X	Wilkerson, Rob	St. John's Lutheran Ministries/Disaster Response		6
	Dugan, Bill	St. Vincent Healthcare		1
	Janskovitch, Tony	St. Vincent Healthcare		
X	Mahoney, Jason	St. Vincent Healthcare		
	Olivas, Adam	St. Vincent Healthcare – Public Safety	No	
	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		
	Rash, Carol	US Marshal's Service	Yes	2
	Merritt, Steven	UP EPA, Region 8	Yes	440
	Myers, Craig	US EPA	Yes	400

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Present	Name	Company	Federally Funded Yes / No	Miles Travelled
	Haight, Rae Ann	United States Postal Service	Yes	1
	Newell, Danna	United Properties	No	
	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
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		
	O'Donnell, Kent	Yellowstone Co – Sheriff		
	Skillen, Shane	Yellowstone Co – Sheriff		2
	Wallis, Vince	Yellowstone Co – Sheriff		
	Sandburg, Tom	83 rd Civil Support Team		
	Karlin, Adam	83 rd Civil Support Team (WMD)		
34	TOTAL ATTENDANCE			

DRAFT