

# MINUTES

**MAY 8, 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: June, 2014	
	Opening Balance	Debits	Credits	Ending Balance															
General Ledger Total				\$25,563.54															
COMMITTEE REPORTS	<u>EXERCISE DESIGN COMMITTEE:</u> [JEFF ASHWORTH, CHAIR]																		
	<u>MAY 10: HAZMAT / RAILCAR:</u> 8:00 a.m. – 5:00 p.m. hosted by Yellowstone County DES and Montana DES, 1 <sup>st</sup> Interstate Building. More information to follow. (Cancelled)		<i>Cancelled: To be reschedule</i>																
	<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.  Contact Jeff Ashworth for more information or attend and exercise design team meeting.		NEXT MEETING EXERCISE DESIGN MEETING May 27, 2014 10:00-11:00 a.m. 4 <sup>th</sup> Floor/Conf Room Billings Clinic Cancer Center																
	<u>MAY 15: COYOTE 2014 - AFTER EXERCISE MEETING. 9:00 – NOON, AIRPORT ARFF FACILITY.</u> One or two representatives from each of the participating agencies should attend the after exercise meeting. Please RSVP to Jeff Ashworth. <a href="mailto:jashworth@dxpe.com">jashworth@dxpe.com</a>																		
	<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%;">Details</th> </tr> </thead> <tbody> <tr> <td>May 31, 2014</td> <td>Wildfire</td> <td rowspan="2">Separate registration is required to participate in each exercise.</td> </tr> <tr> <td>June 28, 2014</td> <td>Tornado</td> </tr> <tr> <td>July 26, 2014</td> <td>Earthquake</td> <td rowspan="2">Individual participant registration <b>CLOSES</b> at 9:00AM ET on the day prior to the exercise</td> </tr> <tr> <td>August 30, 2014</td> <td>Influenza Pandemic</td> </tr> <tr> <td></td> <td></td> <td>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> </tbody> </table>		Exercise Date	Scenario	Details	May 31, 2014	Wildfire	Separate registration is required to participate in each exercise.	June 28, 2014	Tornado	July 26, 2014	Earthquake	Individual participant registration <b>CLOSES</b> at 9:00AM ET on the day prior to the exercise	August 30, 2014	Influenza Pandemic			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.	
Exercise Date	Scenario	Details																	
May 31, 2014	Wildfire	Separate registration is required to participate in each exercise.																	
June 28, 2014	Tornado																		
July 26, 2014	Earthquake	Individual participant registration <b>CLOSES</b> at 9:00AM ET on the day prior to the exercise																	
August 30, 2014	Influenza Pandemic																		
		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.																	
	Here is the main website for the monthly series of Formidable Footprint exercises. <a href="http://www.drc-group.com/project/footprint.html">http://www.drc-group.com/project/footprint.html</a>																		

# LOCAL EMERGENCY PLANNING COMMITTEE

2305 8<sup>TH</sup> AVENUE NORTH – BILLINGS, MT 59101

**JOE MARCOTTE, CHAIR**

<p><b>COMMITTEE REPORTS</b></p>	<p><u>GRANTS COMMITTEE</u> [DIANNE LEHM, CHAIR] Dianne was unable to attend this meeting so she submitted her report via email:</p> <p>Current Bureau of Land Management (BLM) grant for homeowner Fuels Reduction projects is wrapping up and will be closed out by June 15<sup>th</sup>. A new BLM application is being prepared to continue fuels reduction projects in the high and medium risk areas of the Wildland Urban Interface (WUI) in Yellowstone County and will be submitted by the June 30<sup>th</sup> deadline.</p> <p>We are awaiting the site visit by State DES to close out the Hazard Mitigation Grant Program (HMGP) grant.</p> <p>REMINDER: If you want help with grants, please forward your agency's needs to Dianne. Having this information will help her identify grant funding. Dianne Lehm, <a href="mailto:lehm@bigskyeda.org">lehm@bigskyeda.org</a></p>	<p style="text-align: right;">Dianne Lehm <a href="mailto:lehm@bigskyeda.org">lehm@bigskyeda.org</a></p>
	<p><u>HEALTH &amp; MEDICAL ADVISORY GROUP (HMAG)</u> [GREG NEILL] NO REPORT.</p>	
	<p><u>CONFERENCE SUB-COMMITTEE</u> [GREG ROADIFER / AARON STULC] Joe Marcotte reported that the numbers for the 2014 Conference have not yet been finalized.</p>	<p style="text-align: right;">Final financial numbers pending</p>
	<p><u>CRISIS COMMUNICATIONS SUB-COMMITTEE:</u> [NO COMMITTEE CHAIR IDENTIFIED.]</p>	
	<p><u>COMMUNICATIONS SUB-COMMITTEE:</u> [JASON MAHONEY] The Communications Sub-Committee did not meet.</p>	
	<p><u>TRAINING SUB-COMMITTEE:</u> [GREG NEILL] Training opportunities will continue to be emailed to LEPC agencies.</p>	
<p><b>NEW BUSINESS</b></p>	<p><u>OCTOBER 9 MEETING TO BE MOVED TO OCTOBER 16<sup>TH</sup>.</u> The large training room is not available for the October 9<sup>th</sup> LEPC meeting so the meeting is being moved to the following week. October 16<sup>th</sup>. Please mark your calendars accordingly.</p>	<p style="text-align: right;">October 9<sup>th</sup> Meeting moved to October 16<sup>th</sup></p>
<p><b>OLD BUSINESS</b></p>	<p><u>STATUS OF BY LAWS SUB-COMMITTEE RE-WRITE</u> – PAM SANDERSON &amp; DUANE WINSLOW A copy of the proposed changes was distributed at the April meeting. There is still time if you want to comment on the proposed changes, please email Pam Sanderson, Volunteer Center Director United Way Yellowstone County 406-272-8510. You have until May 16<sup>th</sup>.</p> <p><a href="mailto:pam.sanderson@unitedway.org">pam.sanderson@unitedway.org</a> 2173 Overland Avenue Billings, MT 59102 Fax: 406-252-3830</p>	
<p><b>OTHER BUSINESS</b></p>	<p><u>HIGH RELIABILITY ORGANIZATIONS – CONFERENCE – OCTOBER 2014.</u> Focused more on the operation people / not the emergency management people. More information to follow as it becomes available.</p>	
	<p><b>AGENCY EDUCATION SESSION: STILLWATER / RED LODGE BILLINGS CLINIC - POSTPONED TO A FUTURE DATE</b></p>	

**UPCOMING AGENCY PRESENTATIONS:**

**September, 2014**

**Stillwater / Red Lodge Billings Clinic**

Meeting Adjourned: 2:30 p.m.

<b>AGENCY EDUCATION SESSIONS SCHEDULE</b>			
	<b>DATE</b>	<b>AGENCY</b>	
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 TO MARCH 2014	May 2013	Stillwater Billings Clinic	
COMPLETED	June 2013	MSSC	
NO PRESENTATION GIVEN	July 2013	Montana Army National Guard	
COMPLETED	August 2013	Lutheran Disaster Response	
NO PRESENTATION GIVEN	September 2013	Lockwood Water & Sewer	
RESCHEDULED TO NOV 2013	October 2013	FBI	
COMPLETED	November, 2013	FBI	
COMPLETED	December, 2013	Billings Police Department	
COMPLETED	January, 2014	American Red Cross	
COMPLETED	February, 2014	American Medical Response	
CANCELLED/POSTPONED	March, 2014	Stillwater/Red Lodge Billings Clinic	
COMPLETED	April 2014	County Water District - Heights	
POSTPONED	May, 2014	Stillwater/Red Lodge Billings Clinic	
NOTHING SCHEDULED	June, 2014		
NOTHING SCHEDULED	July, 2014		
NOTHING SCHEDULED	August, 2014		
	<b>September, 2014</b>	<b>Stillwater/Red Lodge Billings Clinic</b>	

**ATTENDANCE RECORD – MAY 8, 2014 MEETING**

Present	Name	Company	Federally Funded Yes / No	Miles Travelled One-way
X	Seybold, Lori	Advanced Care Hospital	No	15
	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
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
X	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
	Hoppel, Matt	Billings, City of – Fire	No	2
	Larson, Terry	Billings, City of – Fire	No	5
X	Harper, R.D.	Billings, City of – Police		5
	Krizek, Boris	Billings, City of - Public Works		3
	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, Meredith	BusinessWatch Montana	No	
	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	Brookshire, Peyton	County Water District of Blgs Heights	No	5
	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	Yes	
X	Rosh, Ron	DPC	No	
X	Ashworth, Jeff	DXP	No	1
	Montgomery, Jeb	ExxonMobil Pipeline	N	4.5
X	Vokral, James	ExxonMobil Pipeline	No	4.5
	Drain, Kelly	ExxonMobil Refinery	No	3
	Stephenson, Rick	FBI	Yes	1
	Stewart, Michele	FBI	Yes	1
	Van Denn, Bryan	FBI	Yes	1
	Walter, Brandon	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
X	Schlitz, Harry	HOPE [Animal Assisted Crisis Response] Dogs		
	Vaught, Tanya	HOPE [Animal Assisted Crisis Response] Dogs	No	6
	Miller, Thomas	Industrial Communications	No	5
	Reay, Aaron	Industrial Communications	No	5
X	Kolstad, Keith	Laurel, City of	No	30
X	Markegard, Kurt	Laurel, City of	No	30

<u>ATTENDANCE RECORD – MAY 8, 2014 MEETING</u>				
Present	Name	Company	Federally Funded Yes / No	Miles Travelled
		Laurel, City of – Fire Department		
X	Musson, Rick	Laurel, City of - Police Department	No	30
	Bronk, Tim	Laurel Public Schools	Yes	30
	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		7
	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		
X	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		1
	Forshee, Scott	MSU-Billings –Police		1
	Turner, Mark	Montana Rail Link		20
	Hofacker, Margaret	Montana Sulphur & Chemical	No	
	Smith, Archie	Montana Sulphur & Chemical		
	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
	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		
	Neill, Greg	Riverstone Health	Yes	1
	Schneeman, Barbara	Riverstone Health		
	Staton, Jennifer	Riverstone Health	Yes	2
X	Matich, Matt	Riverstone Health		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		
	Mahoney, Jason	St. Vincent Healthcare		
	Olivas, Adam	St. Vincent Healthcare – Public Safety	No	
X	Wofford, Terri	St. Vincent Healthcare		2
	Davey, Scott	Stillwater Billings Clinic	Yes	100
	Grim, Jill	Stillwater Billings Clinic	Yes	100
	Kelly, Chuck	Sysco Food Service		4
	Lough, Bob	Sysco Food Service		4

**ATTENDANCE RECORD – MAY 8, 2014 MEETING**

Present	Name	Company	Federally Funded Yes / No	Miles Travelled
	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
	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
	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 <sup>rd</sup> Civil Support Team		
	Karlin, Adam	83 <sup>rd</sup> Civil Support Team (WMD)		
<b>30</b>	<b>TOTAL ATTENDANCE</b>			