

MINUTES

OCTOBER 16, 2014

	The meeting was called to order @ 1:32 p.m. by Joe Marcotte																			
INTRODUCTIONS																				
AGENDA ITEMS	DISCUSSION	ACTION STEPS / FUTURE EVENTS																		
MINUTES	Minutes of the previous were approved as distributed. [Workman/Bikle]																			
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></td> <td></td> <td></td> <td>\$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: December, 2014			
	Opening Balance	Debits	Credits	Ending Balance																
General Ledger Total				\$25,563.54																
COMMITTEE REPORTS																				
	<p><u>EXERCISE DESIGN COMMITTEE:</u> [JEFF ASHWORTH, CHAIR]</p> <p><u>FORMIDABLE FOOTPRINT EXERCISE SCHEDULE: 2014-2015</u></p> <table border="1"> <thead> <tr> <th>Exercise Date</th> <th>Scenario</th> <th></th> </tr> </thead> <tbody> <tr> <td>OCT 25, 2014</td> <td>SOLAR STORM</td> <td rowspan="8"> Separate registration is required to participate in each exercise. Individual participant registration CLOSES at 9:00AM ET on the day prior to the exercise. 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>JAN 31, 2015</td> <td>FLOOD</td> </tr> <tr> <td>FEB 28, 2015</td> <td>WILDFIRE</td> </tr> <tr> <td>MAR 28, 2015</td> <td>TORNADO</td> </tr> <tr> <td>APR 25, 2015</td> <td>EARTHQUAKE</td> </tr> <tr> <td>MAY 30, 2015</td> <td>INFLUENZA PANDEMIC</td> </tr> <tr> <td>JUN 27, 2015</td> <td>HURRICANE</td> </tr> </tbody> </table> <p>Here is the main website for the monthly series of Formidable Footprint exercises. http://www.drc-group.com/project/footprint.html</p>	Exercise Date	Scenario		OCT 25, 2014	SOLAR STORM	Separate registration is required to participate in each exercise. Individual participant registration CLOSES at 9:00AM ET on the day prior to the exercise. 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.	JAN 31, 2015	FLOOD	FEB 28, 2015	WILDFIRE	MAR 28, 2015	TORNADO	APR 25, 2015	EARTHQUAKE	MAY 30, 2015	INFLUENZA PANDEMIC	JUN 27, 2015	HURRICANE	<p>NEXT MEETING: OCT 28 10:00-11:00 a.m. 4th Floor/Conf Room Billings Clinic Cancer Center</p>
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	<p><u>GREAT MONTANA SHAKE-OUT OCTOBER 22, 2014 @ 10:22 A.M.</u> State-wide table top Earthquake exercise. At that time, everyone will Drop to the ground, Cover themselves with a table or desk, and Hold on for at least one minute. Approximately 122,000 people have signed up state-wide to participate. Last year, Montana had the highest number of participants in the nation.</p> <p><u>Why Participate?:</u> Montana is one of the most seismically active states in the U.S. Knowing what to do in an earthquake is one of the best ways to prepare.</p>																			

	<p>What is the Montana Shake Out? It's a statewide earthquake drill, held annually in the fall. In 2014, the Shake Out will happen on October 22nd at 10:22am. At that time, everyone will Drop to the ground, Cover themselves with a table or desk, and Hold on for at least one minute.</p> <p>Who can participate? Anyone and everyone! Thousands of Montana schools, businesses, organizations, government agencies, and families will be Shaking Out across the state!</p> <p>Where can I find more information? Visit www.shakeout.org/montana for free, downloadable posters, videos and information to use during your Shake Out drill. Email ready@mt.gov or call 406-444-1718 with specific questions!</p> <p>How do I sign-up and how long will it take? 5 minutes! Go to www.shakeout.org/montana/register and fill out the online form. You'll receive a confirmation email when you are finished.</p>	
	<p>OPERATION COYOTE 2016: Planning for Coyote 2016 has already begun. One possible scenario being considered is to do an activation of the P.O.D. (point of dispensing) system at multiple locations.</p>	<p>ACTION STEPS / FUTURE EVENTS</p>
	<p>FUNCTIONAL DRILL – EBOLA [BILLINGS CLINIC, ST. VINCENT, AIRPORT] Details are not available. Plans are to do a table top exercise within the next two weeks with a functional drill within the next six weeks.</p>	
	<p>YELLOWSTONE COUNTY EMERGENCY SIREN TEST: OCTOBER 22, 2014 @ 6:00 P.M. Chuck Bikle reported that the Ham Operators will be on scene at their favorite County Siren sites for next Wednesday's test.</p>	
	<p>GRANTS COMMITTEE [DIANNE LEHM, CHAIR] Dianne is out of town. She sent her report via email. Aside from receiving the BLM grant for \$43,000 for fuels reduction work. Duane reported that this grant is signed and ready to go. He also reported that the funds can be used to assist homeowners with a portion of the cost to develop 'defensible space' to help reduce the loss due to wildfire.</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. Contact: Dianne Lehm, lehm@bigskyeda.org</p> <p>Grants are becoming harder and harder to secure so Dianne is an excellent resource if you are planning to submit grant applications in the future.</p>	<p>Dianne Lehm lehm@bigskyeda.org</p>
	<p>CAER/CITIZENS CORPS [PAM SANDERSON] Pam was unable to attend. She emailed her report to Joe. Joe reported that Pam will have a display at Rocky Mountain College / Campus Ready event.</p> <p>She will also have a display at the Jr. League Market Place, November 7-8-9 and could use some volunteers to help and she also plans to decorate a 'preparedness' tree for the festival of trees.</p>	
	<p>HEALTH & MEDICAL ADVISORY GROUP (HMAG) [GREG NEIL] Members of HMAG met in September. They are in the process of defining their role within the community and the LEPC.</p> <p>Unified Health Command has been activated in response to questions from the community and the media regarding Ebola preparedness.</p> <p>Announcement: Tahnee Szymanski from the Montana Department of Livestock will be making a 15-20 minute presentation at the November 13th meeting regarding Rabies and Quarantine.</p>	

LOCAL EMERGENCY PLANNING COMMITTEE

2305 8TH AVENUE NORTH – BILLINGS, MT 59101

JOE MARCOTTE, CHAIR

COMMITTEE REPORTS		ACTION STEPS / FUTURE EVENTS
	<p><u>CONFERENCE SUB-COMMITTEE</u> [GREG ROADIFER / AARON STULC] Joe reported that speakers have been found for all three tracks.</p>	
	<p><u>CRISIS COMMUNICATIONS SUB-COMMITTEE:</u> [NO COMMITTEE CHAIR IDENTIFIED.] Joe reported that he and Duane met to discuss the need for a county P.I.O. Several solutions were discussed. Perhaps this critical responsibility could be filled by someone within the County and the duties of P.I.O. could be incorporated within that job description which would provide a continuation of duties and responsibilities for the future.</p>	
	<p><u>COMMUNICATIONS SUB-COMMITTEE:</u> [JASON MAHONEY] Nothing new to report.</p>	
	<p><u>TRAINING SUB-COMMITTEE:</u> [GREG NEILL] Training opportunities are being forwarded via email.</p>	
NEW BUSINESS		
OLD BUSINESS	<p><u>STATUS OF BY LAWS SUB-COMMITTEE RE-WRITE</u> – PAM SANDERSON & DUANE WINSLOW</p>	
OTHER BUSINESS		
	<p><u>MONTANA WINTER WEATHER AWARENESS WEEK - OCTOBER 20-24, 2014</u></p> <p>NOAA's National Weather Service has designated the week of October 20 through October 24 as Winter Weather Awareness Week in Montana. "Winter Weather Awareness Week is that annual reminder that now is the time to prepare yourself, your home and your vehicle for the winter ahead." Prepare now by gathering an emergency supply kit for both your vehicle and home.</p> <p>Don't get caught out in a winter storm! Monitor National Weather Service outlooks, forecasts, watches and warnings through your favorite radio or television station, NOAA Weather Radio or the National Weather Service website at http://www.weather.gov . You can also follow the NWS via Facebook, Twitter and You Tube.</p> <p>Additional Winter Weather Awareness information is also available from the following internet pages:</p> <p>http://www.wrh.noaa.gov/byz/winter/index.php?wfo=byz or http://www.weather.gov/om/winter/</p> <p>Follow us on Facebook, Twitter and You Tube for interesting tidbits and safety information.</p> <p>http://www.facebook.com/US.NationalWeatherService.Billings.gov -- https://twitter.com/NWSBillings http://www.youtube.com/NWSBillingsMT</p>	
	<p><u>MONTANA STATE STUDENT'S CONFERENCE – LAUREL MT – OCTOBER 19-20-21.</u></p> <p>Tammy Harpster, Park City Schools is in need of host families for approximate 50 students attending the Conference. Students need to be picked up at Laurel High School at 9:00 p.m. on Sunday night, fed breakfast and returned to the High School in Laurel between 7:30-8:00 a.m. on Monday morning. It will be the same for Monday night and Tuesday morning. If you can assist, please contact Tammy at 672-6332 or email her at tharpster@pcsd5.org</p>	

OTHER BUSINESS		ACTION STEPS / FUTURE EVENTS
	<p>AMERICAN RED CROSS: HOME FIRE PREPAREDNESS CAMPAIGN – SATURDAY, OCTOBER 25, 2014, SOUTH PARK, 9:30 A.M. – 3:00 P.M. Volunteers are needed to help install smoke detectors. If you would like to volunteer, have a ladder (or are really tall), and a cordless drill, please contact Abbra Firman, 406-210-8286 or email her at abbra.firman@redcross.org</p>	
	<p>Event Details: October 25 2014 - South Park (goal to hit all previously canvased homes roughly 120 homes)</p> <ul style="list-style-type: none"> • 7:00-8:00 a.m. Event set up • 9:30 a.m. volunteers begin arriving and signed in • 10:00 a.m. training for canvasing teams canvasing (training is about 15 to 20 min) • 10:30-10:45 a.m. canvasing begins • 11:00 a.m. for training on the install teams 2 areas (brief for Red Cross on the preparedness, installers and how to) Install teams need to be at minimum 2 people ideal 3. • 11:30-11:45 a.m. teams should be able to begin install the first blocks around the park should be canvased by that time. • 3:00 p.m. end of day <p>There will be breakfast provided to all volunteers. We are working to make Lunch happen after the installations are done.</p> <p>Volunteers are in great need for this event. We are also looking for folks to bring small ladders and hand drills. Please contact me at 406-210-8286 to let me know if you or folks from your organization want to volunteer or bring supplies.</p> <p>Thanks a million! Hope to see you on Saturday October 25, 2014</p> <p>Abbra Firman Disaster Program Manager American Red Cross of Montana</p> <p>facebook.com/montanaredcross twitter.com/montanaredcross</p> 	

Next Meeting: NOVEMBER 13, 2014 @ 1:30 p.m.

Meeting Adjourned: 2:00 p.m. [Bikle/Ashworth]

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 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	

ATTENDANCE RECORD – OCTOBER 16, 2014 MEETING

Present	Name	Company	Federally Funded Yes / No	Miles Travelled One-way
X	Seybold, Lori	Advanced Care Hospital	No	15
X	Clark, Shawna	Alternatives, Inc.	No	1
	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
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
	Barry, Tom	Billings, City of – Airport	No	2
	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
	Hoppel, Matt	Billings, City of – Fire	No	2
	Larson, Terry	Billings, City of – Fire	No	5
	Lyon, Jason	Billings, City of – Fire/ HazMat	No	5
X	Rash, William	Billings, City of – Fire	No	2
	Stavnes, Tim	Billings, City of – Fire / HazMat	No	5
	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
	Hoy, Patrick	Billings Clinic		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
X	Phillips, Joey	CHS Pipelines & Terminals	No	30
	Lowe, Russ	CHS – Retired	No	25
	Metzger, Keith	CHS Refinery – Laurel		30
	Nieskens, Duke	County Water District of Blgs Heights	No	3
X	Brookshire, Peyton	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	
	Ashworth, Jeff	DXP	No	1
	Heeter, Janet	EPA		
	Montgomery, Jeb	ExxonMobil Pipeline	N	4.5
	Vokral, James	ExxonMobil Pipeline	No	4.5
	Drain, Kelly	ExxonMobil Refinery	No	3
	Burrows, Travis	FBI	Yes	1
	Stephenson, Rick	FBI	Yes	1
	Stewart, Michele	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

ATTENDANCE RECORD – OCTOBER 16, 2014 MEETING

Present	Name	Company	Federally Funded Yes / No	Miles Travelled
	Findley, Lyn	HOPE [Animal Assisted Crisis Response] Dogs	No	4
X	Schlitz, Harry	HOPE [Animal Assisted Crisis Response] Dogs		
	Miller, Thomas	Industrial Communications	No	5
	Reay, Aaron	Industrial Communications	No	5
X	Kolstad, Keith	Laurel, City of	No	30
	Markegard, Kurt	Laurel, City of	No	30
		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
	Staley, John	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		
	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
	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		
X	Paul, Bob	Montana Women's Prison		3
	Frieders, Thomas	National Weather Service		
	Meier, Keith	National Weather Service		
	Wells, Jon	PPC-Montana	No	130
X	Beckman, Lee	PPL-Montana		2
	Broadie, Chris	PPL-Montana		2
	Clark, Ross	PPL-Montana		2
	Kimmet, Ken	PPL-Montana		2
	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
X	Matich, Matt	Riverstone Health	Yes	2
	Neill, Greg	Riverstone Health	Yes	2
	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		

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Present	Name	Company	Federally Funded Yes / No	Miles Travelled
X	Mahoney, Jason	St. Vincent Healthcare		
	Olivas, Adam	St. Vincent Healthcare – Public Safety	No	
	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
	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
	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 rd Civil Support Team		
	Karlin, Adam	83 rd Civil Support Team (WMD)		
23	TOTAL ATTENDANCE			

