

# MINUTES

MARCH 4, 2015

	The meeting was called to order @ 1:10 p.m. by Joe Marcotte																											
INTRODUCTIONS																												
AGENDA ITEMS	<b>DISCUSSION</b>		<b>ACTION STEPS / FUTURE EVENTS</b>																									
MINUTES	Minutes of the previous were approved as distributed. [Bikle / Mahoney]																											
FINANCIAL REPORT	<p><b>QUARTERLY FINANCIAL REPORT</b> [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: center;">Debits</th> <th style="text-align: center;">Credits</th> <th style="text-align: right;">Ending Balance</th> </tr> </thead> <tbody> <tr> <td></td> <td style="text-align: right;">\$25,563.54</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2014 Safety Conf Share</td> <td></td> <td></td> <td style="text-align: right;">\$1,416.15</td> <td></td> </tr> <tr> <td>DPC Donation</td> <td></td> <td></td> <td style="text-align: right;">250.00</td> <td></td> </tr> <tr> <td>General Ledger Total</td> <td></td> <td></td> <td></td> <td style="text-align: right;">\$27,229.69</td> </tr> </tbody> </table>			Opening Balance	Debits	Credits	Ending Balance		\$25,563.54				2014 Safety Conf Share			\$1,416.15		DPC Donation			250.00		General Ledger Total				\$27,229.69	Next Report Due: June, 2015
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	<p><b>EXERCISE DESIGN COMMITTEE:</b> [JEFF ASHWORTH, CHAIR]</p> <p><b>FORMIDABLE FOOTPRINT EXERCISE SCHEDULE: 2014-2015</b></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;">Scenario</th> <th></th> </tr> </thead> <tbody> <tr> <td>MAR 28, 2015</td> <td>TORNADO</td> <td rowspan="2">Separate registration is required to participate in each exercise. Individual participant registration <b>CLOSES</b> at 9:00AM ET on the day prior to the exercise.</td> </tr> <tr> <td>APR 25, 2015</td> <td>EARTHQUAKE</td> </tr> <tr> <td>MAY 30, 2015</td> <td>INFLUENZA PANDEMIC</td> <td rowspan="2">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.</td> </tr> <tr> <td>JUN 27, 2015</td> <td>HURRICANE</td> </tr> <tr> <td></td> <td></td> <td>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> <p>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></p>		Exercise Date	Scenario		MAR 28, 2015	TORNADO	Separate registration is required to participate in each exercise. Individual participant registration <b>CLOSES</b> at 9:00AM ET on the day prior to the exercise.	APR 25, 2015	EARTHQUAKE	MAY 30, 2015	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.	JUN 27, 2015	HURRICANE			If an individual is not registered they will not receive important e-mailed materials designed to ensure their participation in the exercise is successful.	<p>NEXT EXERCISE DESIGN MEETING:</p> <p>March 24 10:00-11:00 a.m.</p> <p>4<sup>th</sup> Floor/Conf Room Billings Clinic Cancer Center</p>									
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COMMITTEE REPORTS		ACTION STEPS / FUTURE EVENTS
	<p><b><u>MARCH 27: DISASTER &amp; EMERGENCY SERVICES (DES) – UNITED WAY OFFICES – NOON – 1:30 P.M.</u></b>                      Disaster and Emergency Services (DES) representatives (8 or so) from nearby counties will be at United Way all day working on a Readiness Toolkit. Adraine Kreglo from Florida who served on the Points of Light National Network Council with me is a disaster response expert and has helped train all over the country. She has written many of the materials that are used for managing spontaneous volunteers during disasters and is helping with the Toolkit.</p> <p><b><u>As part of the day on Friday, March 27, we would like to simulate a Volunteer Reception Center and will be needing “volunteers” who can test the system.</u></b> It will be at the <b><u>United Way office (2173 Overland Avenue</u></b>—use door in back of building) and would be a great opportunity for all of you to learn more about what a VRC is and have fun at the same time.</p> <p><b><u>I am recruiting people to participate and I am hoping you will be able to be one of them.</u></b></p> <p><b><u>Time will be from 12 Noon until about 1:30. Lunch will be provided.</u></b></p> <p><b><u>RSVP Please: Let me know if you want to sign-up so I can be sure we'll have the number of volunteers we'll need and so I can order lunch for you-272-8510 or <a href="mailto:psanderson@uwyellowstone.org">psanderson@uwyellowstone.org</a></u></b></p> <p><b><u>I will need your name, organization and e-mail address.</u></b></p>	
	<p><b><u>MAY 6: FAMILY ASSISTANCE TABLE TOP EXERCISE: MANSFIELD CENTER – 1:00 – 5:00 P.M.</u></b>  <b><u>FACILITATED BY CHARLIE HANSON</u></b></p>	
	<p><b><u>MAY 18: FEMA VIRTUAL TABLE TOP EXERCISE @ RIVERSTONE HEALTH – 10:00 A.M. – 2:00 P.M.</u></b>  <b><u>FACILITATED BY CHARLIE HANSON</u></b></p>	
	<p><b><u>SEPTEMBER 17: BILLINGS FIRE/REGIONAL HAZMAT TEAM &amp; 83<sup>RD</sup> CST MASS DECON EXERCISE</u></b></p>	
	<p><b><u>ST. VINCENT – ACTIVE SHOOTER EXERCISE.</u></b> Still in the planning stages.</p>	
	<p><b><u>OPERATION COYOTE 2016:</u></b>                      Planning for Coyote 2016 has already begun.</p>	
	<p><b><u>GRANTS COMMITTEE [DIANNE LEHM, CHAIR]</u></b>                      Submitting another grant to try to get funding for the Safety Conference under the State Homeland Securities Grants.</p> <p>Fuels Mitigation Request for Qualifications (RFQ) is out.</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 Lehman, <a href="mailto:lehm@bigskyeda.org">lehm@bigskyeda.org</a></p>	<p>Dianne Lehman  <a href="mailto:lehm@bigskyeda.org">lehm@bigskyeda.org</a></p>
	<p><b><u>GRANT RELATED:</u></b>                      Preliminary reports are that FEMA has been ordered to consolidate circulars and change the way they are currently administrating grants. Grants will be referenced as financial assistance and that these funds will be monitored closely to ensure compliance. Non-compliance will result in the return of the funding.</p>	

# LOCAL EMERGENCY PLANNING COMMITTEE

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

JOE MARCOTTE, CHAIR

	<p>State Homeland Security Grants: Resolutions by the Governor to award the grants: The Governor has indicated that his priorities for grant awards are:</p> <ol style="list-style-type: none"> <li>1) Cyber security</li> <li>2) infra-structure protection</li> </ol>	
	<p><b>CAER/CITIZENS CORPS</b> [PAM SANDERSON]                  In Pam's absence, Duane reported that CAER/Citizens Corp will be taking on the re-vamping of the LEPC brochures, etc. He also stated that they want to update the current LEPC back drop.</p> <p>Also in the works is a project where by the information under the Map Your Neighborhood program could be shared or expanded with Neighborhood Watch.</p> <p>Funding from LEPC will be needed to make these projects happen and as soon as some estimates can be provided Pam and Duane will report back to the LEPC.</p>	
	<p><b>HEALTH &amp; MEDICAL ADVISORY GROUP (HMAG)</b> [GREG NEIL]                  Conversations regarding HMAG charter to reflect the updated By Laws.</p> <p>Abbra Firman, American Red Cross will be at the March 27<sup>th</sup> HMAG meeting to provide information of the Red Cross and its capabilities. All are welcome to attend.</p>	<p>NEXT MEETING:                   Mar 27 -10:00 a.m.,                  RiverStone Health                  Building</p>
<p><b>COMMITTEE REPORTS</b></p>	<p><b>CRISIS COMMUNICATIONS SUB-COMMITTEE:</b> [NO COMMITTEE CHAIR IDENTIFIED.]                  The Crisis Communications Sub-Committee did not meet in February; however, the members of the committee will be drafting a PIO (public information officer) job description. The position would be part-time. Some suggestions made by LEPC members – could the part-time PIO position be combined with a part-time Deputy DES Director?</p>	
	<p><b>COMMUNICATIONS SUB-COMMITTEE:</b> [JASON MAHONEY]                  Jason reported that the Committee did not meet in February. They are trying to identify a new date and time for the meetings that doesn't conflict with other meetings.</p>	
	<p><b>TRAINING SUB-COMMITTEE:</b> [GREG NEILL]                  Training opportunities are being forwarded via email. Here are a few of the training opportunities that are available.</p>	
	<p><u>2-DAY - GRANT DEVELOPMENT TRAINING: MARCH 30-31, 2015</u></p> <p><u>Location:</u> Grant Training Center, Co-Sponsored with Montana State University Billings, MSUB Downtown Center, Seminar Room, 214 North Broadway, Billings, MT 59102</p> <p><u>Time</u> 9:00 AM to 4:30 PM daily</p> <p><u>Cost</u> \$535.00</p> <p><u>Register at:</u> <a href="http://granttrainingcenter.com/workshop_description/859">http://granttrainingcenter.com/workshop_description/859</a></p> <p>For more information please contact John Walsh - MSU Billings Extended Campus at (406) 896-5872</p>	

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	<p><u>ICS 100, 200, 700 &amp; 800 COURSES: ARRL YELLOWSTONE COUNTY - BASEMENT TRAINING ROOM - FIRE STATION #1 – 6:00 - 10:00 P.M.</u></p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <tr> <td style="width: 20%;">MARCH 26</td> <td style="width: 30%;">ICS 100</td> <td style="width: 50%;">OPEN TO ALL LEPC AGENCIES</td> </tr> <tr> <td>APRIL 2</td> <td>ICS 200</td> <td>OPEN TO ALL LEPC AGENCIES</td> </tr> <tr> <td>APRIL 9</td> <td>ICS 700</td> <td>OPEN TO ALL LEPC AGENCIES</td> </tr> <tr> <td>APRIL 16</td> <td>ICS 800</td> <td>OPEN TO ALL LEPC AGENCIES</td> </tr> <tr> <td>APRIL 23</td> <td>NET CONTROL STATION TRAINING</td> <td>HAM OPERATORS ONLY</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table> <p>More information will be sent out as soon as it become available from the ARRL Emergency Coordinator/Yellowstone County, MT</p>	MARCH 26	ICS 100	OPEN TO ALL LEPC AGENCIES	APRIL 2	ICS 200	OPEN TO ALL LEPC AGENCIES	APRIL 9	ICS 700	OPEN TO ALL LEPC AGENCIES	APRIL 16	ICS 800	OPEN TO ALL LEPC AGENCIES	APRIL 23	NET CONTROL STATION TRAINING	HAM OPERATORS ONLY				
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	<p><u>ADVANCED PUBLIC INFORMATION OFFICER COURSE: EMMITSBURG, MD –</u>                  The Advanced Public Information Officer Course provides participants the knowledge and skills to establish, manage and work within a joint information center. The training will allow students to develop the skills to coordinate a message once developed and to modify if problems or sources of confusion arise. It discusses techniques to develop strategic messaging in support of incident action plans, manage joint information centers, personnel and stress. The course uses exercises as well as lectures to achieve objectives.</p>																			
<b>OLD BUSINESS</b>																				
<b>NEW BUSINESS</b>																				
<b>OTHER BUSINESS</b>	<p><u>ANNUAL REPORTS FROM SUB-COMMITTEE CHAIRS ARE DUE TO JOE BEFORE MARCH 12<sup>TH</sup>.</u></p>																			

Meeting Adjourned: 1:30 p.m. [Ashworth/Mahoney]

**ATTENDANCE RECORD – MARCH 4, 2015 MEETING**

Company	Present	Name	Federally Funded Yes / No	Miles Travelled One-way
Advanced Care Hospital	X	Copeman, Chuck	No	15
Alternatives, Inc.	X	Clark, Shawna	No	1
American Medical Response	X	Gurchiek, Lyndy	No	5
		Hansen, Brian	No	5
		Pulver, Greg	No	5
American Red Cross		Firman, Abra	No	1
		Washburn, Jill	No	1
Big Sky EDA – Project Impact	X	Lehm, Dianne	No	5
Billings, City of – Airport		Sara Hudson		
		Barry, Tom	No	2
		Brown, Jeff	No	2
Billings, City of – Airport Fire		Glancy, Mike	No	1
Billings, City of – Fire	X	Dextras, Paul	No	1
	X	Gibson, Kathy	No	2
		Hoppel, Matt	No	2
		Larson, Terry	No	5
	X	Rash, William	No	2
Billings, City of – Police	X	Harper, R.D.		5
Billings, City of - Public Works		Krizek, Boris		3
Billings, City Public Works – Water		Workman, Gary	No	3
Billings, City/County Planning		Friday, Wyeth	Yes	5
Billings Clinic		Hoy, Patrick		5
		Marcotte, Joe		5
Billings, Public Schools		Pearce, Cyndi	No	3
Brenntag Pacific, Inc.		Gold, Nick	No	15
BusinessWatch Montana		Cox, Meridith	No	
Carbon County Public Health/Beartooth Blgs Clinic		Anderson, Nathan		65
CHS Pipelines & Terminals– Laurel	X	Kimble, Brad	No	30
		Lowe, Russ (Retired)		
		Phillips, Joey	No	30
CHS Refinery – Laurel		Metzger, Keith		30
County Water District of Blgs Heights		Nieskens, Duke	No	3
		Brookshire, Peyton	No	3
DPC	X	Rosh, Ron	No	

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**JOE MARCOTTE, CHAIR**

Company	Present	Name	Federally Funded Yes / No	Miles Travelled One-way
DXP	X	Ashworth, Jeff	No	1
ExxonMobil Pipeline		Montgomery, Jeb	N	4.5
		Vokral, James	No	4.5
ExxonMobil Refinery		Drain, Kelly	No	3
FBI		Burrows, Travis	Yes	1
FBI		Stewart, Michele	Yes	1
FBI		Walter, Brandon	Yes	1
Faith Chapel		Bragg, Christie		
Head Start Inc.		Widdicombe, Dawn		2
HOPE [Animal Assisted Crisis Response] Dogs		Findley, Lyn	No	4
	X	Schultz, Harry		
Industrial Communications		Miller, Thomas	No	5
Industrial Communications		Reay, Aaron	No	5
Laurel, City of		Kolstad, Keith	No	30
Laurel, City of		Markegard, Kurt	No	30
Laurel, City of – Fire Department				
Laurel, City of - Police Department	X	Musson, Rick	No	30
Laurel Public Schools		Bronk, Tim	Yes	30
Laurel Public Schools		Reiter, Scott	Yes	
Lockwood Fire Dept		Staley, John	No	7
Lockwood Fire Dept		Smart-Madler, Delet	No	7
Lockwood Water & Sewer		Woods, Woody		7
Loveland Products		Grassel, Diana		
		Frickle, Melanie		
		Williams, Michael		
MT Dept of Livestock		Szymanski, Tahnee		
MT Dist. V DES Rep.		Hanson, Charlie	Yes	5
Montana Highway Patrol		Baum, Craig	No	
MSSC		Roadifer, Greg	No	8
		Stulc, Aaron		2
MSU-Billings – Risk Manager		Aamold, Christy	No	1

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MSU-Billings –Police		Davis, Adam		1
		Forshee, Scott		1
Montana Rail Link		Turner, Mark		20
Montana Sulphur & Chemical		Hofacker, Margaret	No	
		Smith, Archie		
Montana Women’s Prison		Paul, Bob		3
National Weather Service		Frieders, Thomas		
		Meier, Keith		
PPC-Montana		Wells, Jon	No	130
PPL-Montana		Beckman, Lee		2
		Broadie, Chris		2
		Clark, Ross		2
		Kimmet, Ken		2
		Magnuson, Chris		1
Phillips 66		Adelman, Ben		2
		Fawcett, Bill	No	1
		Moser, Justin		
		Taylor, Susan	No	1
Phillips 66 Pipeline		Harmon, Jeff	No	
Rimrock Foundation		Eckenroad, Jim	No	1
Riverstone Health	X	Matich, Matt	Yes	2
	X	Neill, Greg	Yes	2
		Schneeman, Barbara		
		Bailey, Kim	Yes	2
Salvation Army		Jackson, Kevin (Maj)	No	2
St. Andrew Presbyterian		Russell, Aline	No	9
St. John’s Lutheran Ministries/Disaster Response		Burgess, Kent		
		Wilkerson, Rob		6
St. Vincent Healthcare		Dugan, Bill		1
		Janskovitch, Tony		
		Mahoney, Jason		
		Olivas, Adam	No	
		Wofford, Terri		2
Stillwater Billings Clinic		Davey, Scott	Yes	100
		Grim, Jill	Yes	100
Sysco Food Service		Kelly, Chuck		4
		Lough, Bob		4

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US Marshal's Service		Ostermiller, Rod		
		Rash, Carol	Yes	2
UP EPA, Region 8		Merritt, Steven	Yes	440
US EPA		Myers, Craig	Yes	400
United States Postal Service		Haight, Rae Ann	Yes	1
United Properties		Newell, Danna	No	
US Water Rescue Dive Team		Harper, Oren	No	1
		Weinreis, Shane	No	4
United Way Volunteer Center		Sanderson, Pam	No	2
YARES, Radio Club		Bikle, Chuck	No	6
		Glass, Ron	No	6
Yellowstone County DES		Oberg, Linda		3
	X	Winslow, Duane		1
Yellowstone County Fuel Mitigation		Bushey, Chuck	No	2
Yellowstone County GIS		Luppen, Janelle		
Yellowstone Co – Sheriff		O'Donnell, Kent		
		Skillen, Shane		2
		Wallis, Vince		
83 <sup>rd</sup> Civil Support Team (WMD)		Sandburg, Tom	Yes	
		Karlin, Adam	Yes	
		Erpenbach, Don	Yes	250
		Cummings, John	Yes	250
<b>GUEST:</b>				
SM Energy	x	Tengberg, Kim	No	1
	<b>17</b>	<b>TOTAL ATTENDANCE</b>		