

# MINUTES

## MARCH 12, 2020

**INTRODUCTIONS**

**MINUTES APPROVED AS DISTRIBUTED [LOUGH/SANDERSON]**

**QUARTERLY FINANCIAL REPORT - - [KC Williams, Treasurer - Yellowstone County DES Director]**

Reported quarterly: March, June, September, and December.

	OPENING BALANCE	DEBITS	CREDITS	ENDING BALANCE
				\$26,698.00

COMMITTEE REPORTS	
<b>EXERCISE DESIGN: CHARLIE HANSON</b>	
Mar 16	Family Assistance TTX: Airport Fire & Rescue Operations Center. Discussion based exercise. Purpose: to identify problems & issues and solutions that can be implemented by the facility. Questions: Which agencies or entities have a mandated role for doing family assistance after a disaster or incident? Is there any provision to set up a call-taking center to deal with the number of phone calls? Where should it be located and how long would it take to set up & be operational? Facilities with space to set up a Family Assistance Center?
May 7	Coyote 2020: Aircraft cabin fire, full scale
June 21	TTE Measles / highly infectious diseases
	Next Meeting: March 24 @ 10:00 am. – United Way offices
<b>OTHER EXERCISES:</b>	
<b>GRANTS: DIANNE LEHM</b>	
	Thank you to the LEPC members that provided letters of support for the two grant applications being submitted to the state by our membership. The partnership and support of the LEPC members is greatly appreciated and truly does show the community partnership built through the work of the LEPC.
	The SAFER (staffing for adequate fire and emergency response) grant application period will be opening soon. Please let us know if you plan to submit an application. We would be happy to help gather letters of support for your projects.
	Yellowstone County Fuels Reduction Program has awarded a contract for services to Advanced Arbor Care to continue working to create defensible space around homes in the high and medium risk areas of the County.  If you know of interested homeowners in those areas, please direct them to call Patrick Klugman with Big Sky Economic Development 869-8418 or Yellowstone County DES, Linda Oberg at 256-2775.
<b>CAER / CITIZENS CORP: PAM SANDERSON</b>	
	Discussion regarding blood drives. United Way would be happy to promote any blood drive sponsored by any LEPC agency. Contact Pam @ United Way of Yellowstone County 406-272-8510
	Primary focus will be emergency preparedness / disaster recovery information for business
	Next Meeting: March 24 @ 1:30 p.m., United Way offices

# LOCAL EMERGENCY PLANNING COMMITTEE

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

**JOE MARCOTTE, CHAIR**

<b>HMAG: SHAWN HINES</b>		
	Joe reported that the UHC (Unified Health Command) has been active for more than a month. And have been doing a variety of things.	
March 12	<p><u>UHC will meet this afternoon to discuss possible impacts of COVID-19 on public events and meetings. Discussion and plan of how to get the message out to the public and stress that this is not a time for fear. Urge the community to monitor these links for reliable information regarding COVID-19.</u></p> <p><b><u>Riverstone Health has set up a Public Information Line to call: 406-651-6415</u></b></p>	
Riverstone Health	<a href="https://riverstonehealth.org/public-health-preventing-disease/2019-novel-coronavirus/">https://riverstonehealth.org/public-health-preventing-disease/2019-novel-coronavirus/</a>	
CDC	<a href="https://www.cdc.gov/coronavirus/2019-ncov/summary.html">https://www.cdc.gov/coronavirus/2019-ncov/summary.html</a>	
WHO	<a href="https://www.who.int/health-topics/coronavirus">https://www.who.int/health-topics/coronavirus</a>	
	<p>To stay safe, keep doing what you are supposed to do to prevent getting sick from a cold, flu or other respiratory illness.</p> <ul style="list-style-type: none"> <li>• Wash your hands frequently with soap and water for at least 20 seconds;</li> <li>• Avoiding touching your eyes, nose and mouth with unwashed hands;</li> <li>• Staying out of close contact with people who might be sick; and</li> <li>• Cleaning and disinfecting frequently touched objects and surfaces.</li> </ul> <p>And remember, if you are sick with a cold or flu, stay home.</p>	
	Reminder HMAG meetings have moved to the Billings Clinic.	
<b>CONFERENCE: JEN STATON</b>		
April 16	Registration is still open: At this time, there are no plans to cancel the Conference, but are continuing to monitor to COVID-19 situation.	
<b>CRISIS COMMUNICATIONS: DAN CARTER, CHAIR</b>		
	<p>The Crisis Communication Subcommittee had our first PIO meeting in January. It was a session to better understand the roles and responsibilities each PIO has for various public and private entities. Representatives were from Billings Clinic, St. Vincent Healthcare, RiverStone Health, ExxonMobil, the City of Billings and Yellowstone County.</p> <p>Thank you UHC for getting information out to everyone.</p> <p>We will be concentrating on ensuring we all have the same level of ICS and NIMS training to adequately build a countywide JIC system.</p> <p>Will meet quarterly and would like to invite a member of each agency to send a representative. For more information contact Dan @ 406-657-5249 or email him at <a href="mailto:Dan.I.carter@exxonmobil.com">Dan.I.carter@exxonmobil.com</a></p> <p>Next meeting: April 1</p>	
<b>COMMUNICATIONS: JASON MAHONEY</b>		
	No report.	
<b>TRAINING: GREG NEILL</b>		
	Training opportunities are being emailed out as they are received.	

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<b>PLANNING: KC WILLIAMS</b>	
	In KC absence, Joe reported work on the ESF11 continues.
<b>OLD BUSINESS</b>	
<b>NEW BUSINESS</b>	
<b>OTHER BUSINESS</b>	
	Because of the involvement with most of the LEPC member agencies addressing questions, calming fears, participating in planning sessions to address COVID-19 in Yellowstone County, and surrounding areas. It was agreed that the April 9 LEPC meeting would be canceled.
<b>LESSONS LEARNED:</b>	
	<p>Right now as of today (Monday 3/16/2020) blood drives in the Billings area are still taking place.</p>  <p>The greatest need is getting the word out to people regarding the need to continue donating and that it is safe to donate.</p> <p>The Billings Donor Center (1444 Grand) is the only platelet center and is open 7 days a week and fully staffed (they collect all blood donations; not just platelets at the center). The hours of operation are Mondays 7a-3p, Tues and Wed 10a-6p, Thurs 11a-6p, Fri 7a-3p and Sat/Suns 7a-2p.</p> <p><u>Upcoming events still in place:</u></p> <ul style="list-style-type: none"> <li>• 3/16 St. Vincent Healthcare Marillac Auditorium 11am-4:30pm</li> <li>• 3/17 St. Pius X Catholic Church Fellowship Hall 2:15 – 5:30pm</li> <li>• 3/27 Rocky Mountain College Fraley Lounge in the Student Union Bldg 12noon – 4pm</li> </ul> <p><b>There are also several mobile drives still scheduled throughout Billings this week. To find the nearest location, or to schedule an appointment, you can go to <a href="http://www.bloodhero.com">www.bloodhero.com</a> and type in your zip code.</b></p>
<b>HAZMAT CHEMICAL RELEASE REPORTS: KC WILLIAMS</b>	
	No major hazmat incidents since last report
<b>AGENCY PRESENTATION: MAY 14<sup>TH</sup></b>	
	373 Consulting
	City of Billings – Public Works Division
	Billings Clinic
	Advanced Care Hospital

There being no other business, meeting adjourned: 2:01 p.m.

[Lough / Sanderson]

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## 10-MINUTE AGENCY EDUCATION SESSIONS SCHEDULE

MEETING DATE	AGENCY		COMPLETED
JANUARY, 2020	YELLOWSTONE COUNTY GIS		X
FEBRUARY, 2020	NO PRESENTATION		
MARCH, 2020	NO PRESENTATION		
APRIL, 2020	373 CONSULTING	BILLINGS PUBLIC WORKS	MOVED TO MAY
MAY, 2020	373 CONSULTING	BILLINGS PUBLIC WORKS	MTG CANCELLED: COVID19 RESTRICTIONS
	ADVANCED CARE HOSPITAL	BILLINGS CLINIC	COVID19 RESTRICTIONS
JUNE, 2020	ALTERNATIVES	BORDER STATES ELECTRIC	VIRTUAL MTG
JULY, 2020	BIG SKY EDA	BRENTAG PACIFIC	
AUGUST, 2020	BILLINGS AIRPORT	CHS – LAUREL	
SEPTEMBER, 2020	BILLINGS AIRPORT ARFF	SCHOOL DISTRICT #2	
OCTOBER, 2020	BILLINGS FIRE	COUNTY WATER DIST. – HEIGHTS	
NOVEMBER, 2020	BILLINGS POLICE	DPC INDUSTRIES	
DECEMBER, 2020	BUSINESS MEETING – No PRESENTATIONS		
JANUARY, 2021	BIG HORN COUNTY DES	LIVING INDEPENDENT	
FEBRUARY, 2021	DIAMOND B TECHNOLOGY	LOVELAND PRODUCTS	
MARCH, 2021	EXXONMOBIL	MSU-B POLICE	
APRIL, 2021	FBI	MSU FIRE TRAINING SCHOOL	
MAY, 2021	HAWKINS, INC.	MT DES – DISTRICT V	
JUNE, 2021	HOPE DOGS	MT DAKOTA UTILITIES	
JULY, 2021	LATTER DAY SAINTS CHARITIES	MT HIGHWAY PATROL	
AUGUST, 2021	CITY OF LAUREL	MT RAIL LINK	
SEPTEMBER, 2021	LAUREL POLICE	MT PRESCRIBED BURN	
OCTOBER, 2021	LAUREL FIRE	MT WOMEN'S PRISON	
NOVEMBER, 2021	LEGACY HEALTHCARE	Mt SULPHUR	
DECEMBER, 2021	BUSINESS MEETING – No PRESENTATIONS		
JANUARY, 2022	LOCKWOOD FIRE	US MARSHAL'S	
FEBRUARY, 2022	MUSSELSHELL DES	US EPA – REGION 8	
MARCH, 2022	NATIONAL WEATHER SERVICE	US POSTAL SERVICE	
APRIL, 2022	NORTHWESTERN ENERGY	UNITED WAY VOLUNTEERS	
MAY, 2022	PHILLIPS 66	VITALANT	
JUNE, 2022	REHAB HOSPITAL	YARES	
JULY, 2022	RIMROCK FOUNDATION	AG WORKERS HEALTH SERVICE	
AUGUST, 2022	RIVERSTONE HEALTH	ALPHA OMEGA DISASTER	
SEPTEMBER, 2022	RED CROSS	YELLOWSTONE ART MUSEUM	
OCTOBER, 2022	ST. JOHN'S UNITED	YELLOWSTONE CO. DES	
NOVEMBER, 2022	ST. VINCENT HEALTHCARE	YELLOWSTONE CO. SHERIFF	
DECEMBER, 2022	BUSINESS MEETING – No PRESENTATIONS		
JANUARY, 2023	SALVATION ARMY	YELLOWSTONE CO. GIS	
FEBRUARY, 2023	SYSCO	CITY/COUNTY PLANNING	
MARCH, 2023	FUEGO FIRE DEPT	JOINT CITY/COUNTY 9-1-1 CENTER	
APRIL, 2023			
MAY, 2023			
JUNE, 2023			

## ATTENDANCE RECORD – MARCH 12, 2020

Company	Present	Name	Federally Funded Yes / No	Miles Travelled One-way
		Ellis, Erin	No	5
373 Consulting		Mahoney, Jason		5
Advanced Care Hospital	X	Copeman, Chuck	No	15
Ag Worker Health / Services		Stephens, Claudia	No	2
Alpha Omega Disaster Restoration	X	Johnson, Willy		
	X	Scheetz, Sonya		
Alternatives, Inc.	X	Deady, Rick Alan	No	2
American Medical Response	X	Hansen, Brian	No	5
		Collins, Amber	No	5
American Red Cross		Firman, Abbra	No	1
		Hamilton, Sherrilyn	No	1
Big Horn County DES	X	Mischel, Brian	No	120
Big Sky EDA – Project Impact		Lehm, Dianne	No	5
		Maclean, Thom	No	1
Billings, City of – Airport				2
		Smith, Colter		2
Billings, City of – Airport Fire	X	Totton, Paul	No	1
Billings, City of – Fire		Biggins, Sean	No	1
		Francis, Bryan	No	1
	X	Gibson, Kathy	No	1
	X	Hoppel, Matt	no	1
	X	Lyon, Jason	No	2
		Rash, William	No	1
	X	Valdez, Pepper	No	1
Billings, City of – Police				
		Korell, Brian		5
Billings, City of – Public Safety/Radio Tech		Kristjanson, Jon		1
Billings, City of – Public Works		Krizek, Boris		3
Billings, City Public Works – Water			No	3
Billings, City/County Planning		Friday, Wyeth	Yes	5
Billings Clinic	X	Marcotte, Joe		5
Billings Public Schools		Pearce, Cyndi	Yes	3
Brenntag Pacific, Inc.		Gold, Nick	No	15
BusinessWatch Montana		Cox, Meridith	No	
BSNF Police		Douglas, Justin	No	5

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Company		Name	Federally Funded Yes / No	Miles Travelled One-way
CHS Pipelines & Terminals– Laurel		Beach, Tina	No	30
		Fink, Chris		
		Larson, Marc		
		Martin, Jay	No	30
		Phillips, Joey	No	30
CHS Refinery – Laurel Pipelines & Terminals	X	Haan, Jacob		30
		Metzger, Keith		30
		LaCasse, Shane	No	30
County Water District of Blgs Heights	X	Nieskens, Duke	No	3
		Brookshire, Peyton	No	3
DHS		Middlebrook, Randy		
		Barone, Chris		
DPC		Rosh, Ron	No	
Diamond B Technology Solutions		Rockvam, Perry	No	2
		Ullman, Jennifer		
ExxonMobil Refinery	X	Carter, Dan	No	5
ExxonMobil Pipeline	X	Westbrook, Bobby	No	3
		Burns, Maureen	No	5
FBI		Vokral, James	No	4.5
		Gilskey, Trevor		
Fuego Fire Service		Brown, Nadine	Yes	1
		Rose, Nicolette	Yes	1
	X	Stewart, Michele	Yes	1
	X	Shirley, Kiffa	Yes	1
HAWKINS, INC.		Hurd, Robert, MD	No	3
HOPE [Animal Assisted Crisis Response] Dogs		Lehner, Ross		
Latter-Day Saints Charities		Schlitz, Harry		
	X	Nielsen, Lynnadel	No	5
Laurel, City of	X	Zaugg, Bev		
Laurel, City of		Courtney, Karen	No	30
Laurel, City of – Ambulance		Markegard, Kurt	No	30
Laurel, City of – Fire Department	X	White, Thomas	No	3
Laurel, City of - Police Department		Shomer, Jason		30
Laurel Public Schools		Langve, Stan	No	30
		Sauter, Joel	No	30
Living Independently Today/Tomorrow	X	Blonk, Tim	Yes	30
Lockwood Fire Dept	X	Jed Barton	No	2
	X	Woodard, Steve	No	2
		Staley, John	No	7

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Lockwood Water & Sewer		Woods, Woody		7
Loveland Products		Grassel, Diana		
		Frickle, Melanie		
		Berry, Jacob	No	3
Montana Dakota Utilities		Tipton, Michelle	No	2
MT Dist. V DES Rep.	X	Hanson, Charlie	Yes	5
		Gates, Jeff	Yes	
Montana Fire Service Training School		Larson, Terry		
Montana Highway Patrol	X	Edgell, Keith	No	
MSU-Billings –Police		Otterness, Denis	No	2
		Gatlin, Brandon		1
Montana Prescribed Fire Service	X	Bushey, Chuck		
Montana Rail Link		Bacino, Tom	No	357
	X	Turner, Mark		20
Montana Sulphur & Chemical		DeHart, Mark	No	
Montana Women's Prison				3
		Mooreman, Michael		3
Musselshell County DES		Harper, Andrew		110
National Weather Service	X	Frieders, Thomas		
		Setzenfand, Robert		
Northwestern		Perry, Lisa	No	
PPL-Montana		Beckman, Lee		2
		Kimmet, Ken		2
		Magnuson, Chris		1
Phillips 66		Adelman, Ben		2
		Costello, Jim	No	1
Phillips 66 Pipeline		Wahlert, Shawn	No	
Rehabilitation Hospital		Glancy, Mike		
		Roque, Brian		
Rimrock Foundation		Eckenroad, Jim	No	1
Riverstone Health	X	Neill, Greg	Yes	2
		Schneeman, Barbara	Yes	2
		Snyder, Clark		
	X	Staton, Jennifer		
SM Energy		Sutherland, Jeniffer	Yes	2
		Tengberg, Kim	No	1
			No	1

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Company		Name	Federally Funded Yes / No	Miles Travelled One-way
Salvation Army		Major Keith Bottjen	No	2
		Peterson, Colin		
St. John's United	X	Burgess, Kent		6
		Wilkerson, Rob		
St. Vincent Healthcare		Nordel, Dave	No	2
Shepherd Vol. Fire Dept		Ehlers, Phil	No	15
Stillwater Billings Clinic		Davey, Scott	Yes	100
		Grim, Jill	Yes	100
Sysco Food Service		Kelly, Chuck		4
US Marshal's Service		Ostermiller, Rod		
		Rash, Carol	Yes	2
United Way Volunteer Center	X	Sanderson, Pam	No	2
	X	Mackey, Chris		2
Vitalant [formerly United Blood Services]	X	Rainey, Scott		
YARES, Radio Club		Bikle, Chuck	No	6
	X	Lough, Bob		
		Stiles, Paul		
		Tisdale, Wayne		
Yellowstone Art Museum		Price, Kelly		1
Yellowstone County DES		Williams, KC		
	X	Oberg, Linda		
Yellowstone County GIS	X	Powell, Mike		
		Reynolds, Janet		
Yellowstone Co – Sheriff		Bofto, Sam		
		Linder, Mike		2
	X	O'Donnell, Kent		
	X	Cunningham, Kevin	No	2
Yellowstone Hotel/Motel Association				
83 <sup>rd</sup> Civil Support Team (WMD)		Anderson, Shane	Yes	243
		Steichea, Jason	Yes	
		Swan, Donnie	Yes	243
<b>Company</b>	<b>Present</b>	<b>Name</b>	<b>Federally Funded Yes / No</b>	<b>Miles Travelled</b>
<b>GUESTS:</b>				
	<b>42</b>	<b>TOTAL ATTENDANCE</b>		