MINUTES
JULY 13, 2023

INTRODUCTIONS
MINUTES APPROVED as distributed [approved as distributed]

QUARTERLY FINANCIAL REPORT - – [KC Williams, Treasurer – Yellowstone County DES Director]
Reported quarterly: March, June, September, and December.

	OPENING BALANCE 10/01/2022	DEBITS	CREDITS	ENDING BALANCE 12/31/2022	ACTIONS / NOTES A COPY OF THE REPORT IS ATTACHED
	$31,247.40	$1,800.00	$549.30	$29,996.70	

MOTION: TO ACCEPT THE $2500.00 DONATION FROM PAR MONTANA FOR THE PURCHASE OF LAP TOP COMPUTER.

COMMITTEE REPORTS

EXERCISE DESIGN: PAUL TOTTON – tottonp@billingsmt.gov

See attached	Meeting dates and time will remain as they are: **4th Tuesday of each month at 10:30 pm**

GRANTS: DIANNE LEHM - dianne@bigskyeda.org

Waiting for the Homeland Securities grant. Fish, Wildlife – Urban interface	dianne@bigskyeda.org Contact Dianne if you are interested in joining the Grants Sub-Committee.

CAER / CITIZENS CORP: PAM SANDERSON – psanderson@uwyellowstone.org

Next meeting July 25th

HMAG: JOHN FELTON – JOHN.FELTON@RIVERSTONEHEALTH.ORG

Next meeting – July 21st.

CONFERENCE: JEN STATON – Jennifer.staton@sclhealth.org

Met and the Conference is set for October 19th. Almost set on the Agenda.

CRISIS COMMUNICATIONS: DAN CARTER – dan.l.carter@exxonmobil.com

No Report.

COMMUNICATIONS: DEREK YEAGER – yeagerd@billingsmt.gov

No Report

TRAINING: gibsonk@billingsmt.gov

ICS 100, 200, 700 courses can be done online. When finished, please send your Certs to KC at DES. If you have a training opportunity that you think would benefit the LEPC agencies, email the information to KEG. gibsonk@billingsmt.gov

PLANNING: KC WILLIAMS – kwilliams@yellowstonecountymt.gov

	Still struggling with family unification / County wide / each hospital / all airlines / schools have individual plan. Ongoing with multi-mitigation plan coming along. Every 5-year – requires public input. Code Red, e-Dispatch, IAM Responding or Everbridge are the alerting system that each Agency uses. Code Red could be used for notifications of all agencies of the LEPC during an emergency, however it requires buy in from the Executive Leadership teams. The next meeting is Friday July 21st 8:30 a.m. @ St. Vincent Mansfield Center – there is an online option.	
OLD BUSINESS		
	LEPC meeting date & time change. Wednesday is better for the Elected Official.	
NEW BUSINESS		
Police	The Billings Police Department is made up of 140 sworn police officers. The officers serve a population over 105,000 people. The officers patrol within the city limits which is approximately 41 square miles (urban with some rural). The Billings Police Department utilizes a central dispatch for police, fire, sheriff, and ambulance. Within the police department are several divisions, both civilian and sworn. These include Administration/Command, Patrol, Animal Control, Specialized Units, Support Services and Investigations. Administration/Command includes the Office of Professional Standards, the Public Information Officer and the training division. The Patrol Division has numerous specialty units, including K9, School Resource Officers, Downtown Business Alliance Officers, STEP (traffic enforcement), Parks/Recreation Officer, Billings Clinic Officers and Bike Patrol. SWAT, Hostage Negotiators and the Bomb Squad are some of the specialized police units. Civilians in the records and front desk areas comprise the Support Services Division. Investigation encompasses numerous units, including as Detectives, Crime Analysis, Street Crimes, Evidence, CCSIU/HIDTA and specialized assignments, such as DEA, ATF, US Marshals, DVI and ICAC. The Billings Police Department is a progressive, community-oriented police department that seeks motivated, career-minded individuals to join our team for both civilian and sworn officer positions. Applications are accepted on a continual basis. For sworn positions, Billings PD hires both P.O.S.T. Certified and non-certified Probationary Police Officers. Successful applicants will be placed in a hiring pool to be drawn based upon the need of the department. The police department has numerous civilian positions throughout different divisions within the department, including Support Services, Evidence, Professional Standards and Crime Analysis.	
Fire	We are... The Billings Fire Department (BFD) was first organized in 1883. BFD has 124 personnel, including firefighters, paramedics, EMTs, administrative personnel, and fire inspectors. BFD also oversees the City/County 911 Communications Center which has 37 employees. We proudly serve... all residents, businesses, and organizations within our response area which includes the Billings Urban Fire Service Area (BUFSA). Administration Department oversight with a Fire Chief, two Assistant Chiefs, and two Administrative Support staff.	

Operations /EMTs
110 line personnel including firefighters and EMTs of all levels who respond to a wide variety of fire, rescue, and medical emergencies.

Prevention Bureau
1 Fire Marshal, 1 Asst. Fire Marshal, 3 Deputy Fire Marshals, 1 temporary assignment from suppression, and 1 Administrative Support staff dedicated to education, fire and life safety code enforcement, fire investigation, and community risk reduction programs.

Maintenance
All fleet maintenance is done by the City of Billings Fleet Maintenance Department.

Training
1 Training Chief and 2 Assistant Training Chiefs who ensure that personnel at all levels have the knowledge, skills, and abilities to respond to emergency calls.

Communications Center Staff
27 full-time employees and three 9-1-1 supervisors receive, coordinate, and process emergency and non-emergency radio and telephone traffic 24 hours a day.

Employees receive over 1700 hours of training to hone their skills at multitasking, decision making and prioritization. They are also required to achieve qualification at each of the three radio positions in the Center (police, sheriff, and fire / EMS dispatch positions).

The Billings City / County 9-1-1 Center provides the critical link between the community and public safety resources.

User agencies include:
   The City of Billings Police Department
   The Yellowstone County Sheriff's Office
   The Billings Fire Department
   15 rural fire departments
   Four ambulance services
   The Crash / Fire / Rescue Team at Logan International Airport
   Various State and Federal agencies that have occasional communication with local agencies

OTHER BUSINESS	
LESSONS LEARNED + OTHER UPDATES:	
HAZMAT CHEMICAL RELEASE REPORTS: KC WILLIAMS	

There being no further business, the meeting was adjourned @ 3:10 p.m.

The next meeting: August 10, 2023 @ 1:30 p.m.

LEPC-Exercise Design Sub-Committee Meeting Minutes

June 27, 2023   10:30 am

United Way of Yellowstone County & Virtual

    I.   Attendees:

Paul Totton	Billings Airport	Jen Staton	St. V.
Pam Sanderson	United Way	Becky Anglin	Rocky Vista
Eric Allen	Red Cross	Ray Ezell	Riverstone
Brian Hansen	AMR		

Call to order at 10:30 am

2.   Old Business
- a.   Roster and introductions
- b.   Minutes approved
- c.   Airport Exercise Improvements
  - i.   Active discussion on Improvement Plan Matrix items
    - a.   See attached Matrix
    - b.   Dates inserted into the Matrix are arbitrary and in effect place-holders
      - a.   Individual sub-committees would be responsible for identifying a Target Date for resolution
        - i.   This date can be adjusted as time goes by
          - 1.   The target date for hospital notification for example, clearly cannot be met and the Communications sub-committee should assign a reasonable date
    - c.   The proposed sub-committee assignments were accepted as shown
    - d.   The descriptions are paraphrased and condensed from a variety of comments
    - e.   Discussion on how to distribute the sub-committee assignment recommendations
      - a.   Conclusion: LEPC will provide the Matrix to the sub-committees at next meting
      - b.   Exercise Design Sub-committee will only be responsible for managing the Matrix and maintaining relevance over time
      - c.   LEPC will incorporate reminders into the regular schedule of LEPC meetings
      - d.   Accountability for pursuing the improvements will be held with the LEPC
    - f.   There was significant conversation on ensuring the hospitals receive timely notification of a possible or actual mass casualty incident.
      - a.   How this would occur is a continuing topic of concern
      - b.   This led to actively pursuing the Communications sub-committee and recruiting, if not assigning individuals to that group
        - i.   Representatives from Dispatch, law enforcement, fire, hospitals and AMR should be on the committee or at least formally advising
        - ii.   There was a question regarding by-laws goal statement for the Communications sub-committee and how instances of this nature fall into their purview.
          - 1.   This will be researched and discussed at the August meeting
    - g.   Victim transport management also generated a lot of conversation
      - a.   How to manage the distribution of victims between the two hospitals
        - i.   It should be noted that an Airport event will pose different challenges from an incident in other community situations.
      - b.   It was concluded that
        - i.   Discussions with relevant agencies take place to come up with a workable plan
          - 1.   One suggestion was that Riverstone Health has access to hospital systems that might allow them to manage this function.
        - ii.   In the spring time frame a tabletop exercise to test the viability of the plan
    - h.   Other elements of the conversation were:
      - a.   Related to victim evaluation comments collected by United Way
        - i.   Important suggestions for future planning
          - 1.   A formal pre-exercise briefing of the victims to prepare them for the realities of the exercise day
          - 2.   Keeping the victims and responders separate in order for the responders to not "pre-condition" their response

3. Evaluators should receive a formal briefing, again spate from other instances, to describe expectations for the exercise and what their position should be assessing
4. More time allotted for moulaging of victims
   ii. There were significant additional suggestions that were collected from both victims and evaluators that should be considered and included in future full-scale exercises

   d. Summer/Fall suggestions
      i. Discussion
         a. Billings Flying Service
            a. Due to the level of activity already this fire season (i.e., Canada), they will be unable to host a discussion exercise
         b. Hospital reunification discussion exercise in September or October
            a. Hospitals to organize
         c. A discussion exercise should be developed for winter 2024 for a response to a BBWA ditch breech
            a. This should be considered an eminent threat
      ii. Functional
         a. Airshow preparation continues and accounted for as both a discussion and functional exercise in planning
         b. Hospital traffic corridor exercise to push off until spring 2024
            a. Post initial St. V construction start
         c. A victim management tabletop exercise will be planned for spring 2024 as well
   e. Exercise Design sub-committee, email composition & core group
      i. Minutes and email invites will continue to go out to a core group with a cc: to other interested individuals/agencies
         a. A final determination of the core group composition will be on the agenda for next the meeting
   f. Training
      i. The NTSB is conducting a class of the mandated family assistance requirements at their Fairfax, VA facility
         a. September 12 through 14
            a. Eric Allen is intending to apply
               i. There is limited space
            b. The NTSB has delegated the Red Cross to manage the mandated family assistance response

3. New Business
   i. Airshow After Action review planned for August meeting
   ii. Results of LEPC meeting re: sub-committee improvement plan assignments

4. Next Meeting:
   a. The fourth Tuesday of the month, July 25, 2023 @ 10:30 am

5. Adjournment at 11:55 pm

After Action Improvement Plan Tracking Matrix

Improvement Categories
1. EMS-Transport
2. EMS-Hospital
3. EMS-Scene
4. Fire
5. Rescue
6. ICS
7. LE-Traffic
8. LE-Investigation
9. Communications
10. EOC
11. Administration/Policy Body
12. Logistics/Finance
13. Public Information
14. Training
15. Mutual Aid
16. Communications
17. Exercise Planning

LEPC Sub-Committees
- Exercise Dsign
- Grants
- Caer/Citizens Corp Council
- Health & Medical Advisory Group (HMAG)
- Conference
- Crisis Communications
- Communications
- Training
- Planning
- *Response Agency*

	Incident/Exercise	Event Date	Brief Improvement Description	Improvement Category	Sub-Committee(s) Delegated to:	Initial Action	Target Date for Resolution
1	Airport Full-Scale Exercise	5/18/23	Hospital notifications of impending or immediate mass casualty potential	9	Communications		7/15/23
2	Airport Full-Scale Exercise	5/18/23	Firefighting tactical review and training	4	*Response Agency*		9/1/23
3	Airport Full-Scale Exercise	5/18/23	EMS transport units use of assigned radio channels/frequencies to advise hospitals	9	HMAG		7/31/23
4	Airport Full-Scale Exercise	5/18/23	Scene victim care in inclement weather	3	HMAG	Contingency plan for bus or other sheltered capability	9/15/23
5	Airport Full-Scale Exercise	5/18/23	Scene-to-hospital transport capabilities	3	HMAG	Resource dispatch priority list for medical units; contingency for bus transport	10/15/23
6	Airport Full-Scale Exercise	5/18/23	Hospital overloading of victims due to a variety of conditions-divert distribution	2	HMAG		12/15/23
7	Airport Full-Scale Exercise	5/18/23	Evaluator Briefing prior to exercise	17	Exercise Design		1/15/24
8	Airport Full-Scale Exercise	5/18/23	Victim orientation to days activity and expectations-time elements	17	Exercise Design		1/15/24
9	Airport Full-Scale Exercise	5/18/23	First on-scene evacuation of minor/non-injured to a safe area	4	HMAG		1/15/24
10	Airport Full-Scale Exercise	5/18/23	Better and formal initiation of triage officer-triage management	3	HMAG		1/15/24
11	Airport Full-Scale Exercise	5/18/23	Intra-hospital patient tracking with little or no patient information	2	HMAG		1/15/24
12	Airport Full-Scale Exercise	5/18/23	Formal process for incorporating YARES into a backup communications capability	9	Communications		10/30/23

ATTENDANCE RECORD – JULY 13, 2023

Agency	First Name	Last Name	Federally Funded?
Alternatives	Rick	Deady	
AMR	Brady	Drescher	
AMR	Brian	Hansen	
Big Sky EDA	Dianne	Lehm	
Billings Admin	Bill	Cole	
Billings ARFF	Paul	Totton	
Billings Fire	Cameron	McCamley	
Billings Fire	Kathy	Gibson	
Billings NWS	Nicholas	Vertz	
Billings NWS	Tessa	Stetzer	
Billings PIO	Victoria	Hill	
Billings Police	Shawn	Mayo	
Billings Water Dept	Brendan	Binns	
Brenntag	Logan	Halsey	
CHS	Jacob	Haan	
CHS	Tina	Beach	
CISA	Travis	Light	
Community Member	Erin	Ellis	
Hawkins Water Treatment Group	Ross	Lehner	
HRDC7	Julie	Ludwig	
HRDC7	Taylor	Slabaugh	
Just Serve	Lynnadele	Nielsen	
Laurel EMS	Troy	Charbonneau	
Laurel Police	Jarred	Anglin	
Montana Prescribed Fire	Chuck	Bushey	
Par America Refinery (used to be Exxon)	William	Westbrook	
Phillips 66	Eric	Ouzts	
Phillips 66	Kyle	Wilson	
Plains All American Pipeline	Enden	Nelson	
Rehabilitation Hospital of Montana	David	Ude	
RiverStone Health	Dillon	Lytsell	
RiverStone Health	Ray	Ezell	
Salvation Army	Keith	Bottjen	
St. Vincent's Healthcare	Eric	Fisher	
St. Vincent's Healthcare	Jennifer	Staton	
United Way	Pamela	Sanderson	
YARES	Jerry	Jacobs	
YARES	Paul	Miller	
Yellowstone County DES	**Annemarie**	**Overcast**	**YES**

Yellowstone County DES	KC	Williams	YES
Yellowstone County LDS Church	Cary	Smith	
Yellowstone County LDS Church	Susan	Smith	
Yellowstone County Sheriff's Office	Shane	Gibbs	
		TOTAL ATTENDANCE:	42