

## MINUTES January 10, 2024

### Stillwater Building 3<sup>rd</sup> Floor Commissioner's Conference Room & Virtual 9:05 am – 10:34 am

APPROVAL OF MINUTES as distributed [1<sup>st</sup>: KC Williams with YC-DES; 2<sup>nd</sup>: Dillon with RiverStone Health]

#### **AGENDA – DISCUSSION:**

#### **Quarterly Financial Report: NEXT REPORT IN MARCH**

#### **Member Presentation(s):**

#### **Scott Rainey & Sherri Houston with Vitalant Blood Services**

- Primary Function: Collect and distribute blood to local hospitals.
- When a call goes out for blood, it is typically for a large trauma.
- During trauma events, hospitals need blood on the shelf.
- They currently ask people to donate every 56 days to help decrease shortages.
- Vitalant has mobile operations that come to the donor, static locations open every day of the week, and promote the option for organizations to host their own blood drives to help increase supply.
  - This is critical as there currently is no substitute/alternative for human blood (no synthetic option).
- It is better to have a surplus than constantly need blood.
- When severe weather shuts down access, hospitals have a difficult time maintaining supply levels (staying in the green).
- Vitalant is constantly moving blood and plasma around to ensure supply doesn't expire (blood expires at 40 days)
- **Question: What's the difference between plasma and blood?**
  - Blood taken during donation is 'whole blood' which can be split into red blood cells and plasma.
  - Lots of plasma is used for research purposes (especially if you are paid for it)
    - Plasma donated to Vitalant goes to patients/humans; paid plasma is used for research purposes.
  - Vitalant CANNOT pay donors for transfusable material.
    - The concern is this: people donate out of the goodness of their hearts, if people were paid for their blood, there is the potential that they may lie on documents to get paid.
- Whole blood donation typically takes about an hour (snacks, movie, blankets, etc.)

**Member Presentation(s) continued:**

**Eric Gilbert with Montana Highway Patrol**

- There are 7 MHP districts in Montana with district offices in the following locations:
  - Billings
  - Bozeman
  - Butte
  - Glendive
  - Great Falls
  - Kalispell
  - Missoula
  - Headquarters are in Boulder.
- Each district is supervised by a Captain and each District has on average 4 detachments which are supervised by Sergeants.
- Counties in MHP District #4:
  - Big Horn
  - Carbon
  - Musselshell
  - Stillwater
  - Yellowstone
- There are 4 detachments in District #4:
  - Three are in Billings.
    - 3 Sergeants
    - 20 Troopers
  - The other D4 detachment is stationed in Columbus.
    - 1 Sergeant
    - 5 Troopers
- MHP handles traffic on interstates and highways and supports local area law enforcement as required.
  - They also occasionally do emergency blood transport runs between cities.

**Subcommittee Schedule & Chair Contact:**

- CCC/CAER
  - Pam Sanderson
  - [psanderson406@gmail.com](mailto:psanderson406@gmail.com)
  - 4<sup>th</sup> Tuesday every month; 09:30-10:30 @ United Way or virtual
- Communications
  - Derek Yeager
  - [yeagerd@billingsmt.gov](mailto:yeagerd@billingsmt.gov)
  - Contact Derek for more details.
- Conference
  - Jennifer Staton
  - [jennifer.staton@imail.com](mailto:jennifer.staton@imail.com)
  - Meets as needed.
- Crisis Communications
  - Dan Carter
  - [dcarter@parpacific.com](mailto:dcarter@parpacific.com)
  - Quarterly; 11:45-1315 @ Windmill; Contact Dan for more details
- Exercise Design
  - VACANT (Email Chrissy Brese with questions)
  - [volcoord@uwyellowstone.org](mailto:volcoord@uwyellowstone.org)
  - 4<sup>th</sup> Tuesday every month; 10:30-11:30 @ United Way or virtual
- Grants
  - Dianne Lehm
  - [dianne@bigskyeda.org](mailto:dianne@bigskyeda.org)
  - Meets as needed. Contact Dianne for more details.
- Planning
  - KC Williams
  - [kwilliams@yellowstonecountymt.gov](mailto:kwilliams@yellowstonecountymt.gov)
  - Every other Friday; 08:30-09:30 @ St. Vincent's Mansfield Center or virtual
- Training
  - VACANT
  - [gibsonk@billingsmt.gov](mailto:gibsonk@billingsmt.gov)
  - Email all training opportunities to Kathy Gibson.

**Subcommittee Reports:**

- ***Citizen Corps Council (CCC) / (CAER)***
  - Meets the 4<sup>th</sup> Tuesday of every month @ 0900 at United Way.
  - Next meeting will be focusing on realigning the committee with new committee requirements as per the new bylaws and the feasibility of meeting all currently outlined goals.
  - They will likely be continuing to focus on preparedness and supporting local businesses. A secondary focus of the group is business/family preparedness which was previously tackled through the education of children on preparedness.
- ***Communications***
  - No new update.
  - Derek and KC are still working on the new procedures and more detailed call coding for CAD, as well as continuing the transition to the new statewide radio trunking system.
- ***Conference***
  - Has not met since October 2023 Conference.
  - Received good feedback from the feedback forms/ideas for next conference.
  - New members are always welcome.
  - We need to solidify a date. If it shifts back to April, then the next conference won't happen until April 2025.
    - Need to be aware of other conferences, such as the Montana Emergency Managers Association or MEMA – which happens in October.
- ***Crisis Communications***
  - Did not meet – No report.
- ***Exercise Design***
  - Next meeting: Tuesday, January 23 @ 1015 (United Way or Virtual).

**Subcommittee Reports (cont.):**

• **Grants**

- Emergency Management Performance Grant (EMPG) opened January 3, 2024.
  - DES already submitted their application requesting the maximum \$130,000 available to Yellowstone County.
- The State Homeland Security Program (SHSP) opened January 3, 2024.
  - Grant application period CLOSSES March 15, 2024.
    - City of Billings is seeking funding for cybersecurity.
    - Yellowstone County DES is seeking funding for updating the Emergency Operations Plan (EOP).
    - Billings School District 2 is seeking funding for security measures.
  - The County as a whole can only submit a maximum of 3 applications to the state.
    - **All applications must be ranked by priority by the LEPC.**
      - Complete applications as soon as possible to coordinate with the LEPC prior to the deadline.
      - Applications **CANNOT** be submitted to the state **UNTIL** the LEPC has ranked the application. If you skip this step, then your application is automatically disqualified.
    - **The Grants Committee needs a brief summary/narrative of the application project and requested amount by early February to in order to rank them.**
- *Yellowstone County just received approval of our Environmental and Historic Preservation (EHP) application for \$250,000 to upgrade and expand the camera system in the Yellowstone County Courthouse and Elections Department on January 9, 2024.*
- *Phillips 66 has donated \$4,000 to Yellowstone County DES to purchase 1 year of The Response Group's (TRG) Incident Action Plan (IAP) software to streamline and improve IAPs and plan development for incidents and planned events.*

• **Planning**

- Regrouping in 2024 to assess previous plans for review and rewrite.
- Comprehensive EOP is due to be rewritten in 2025 to maintain compliance.
  - Starting EOP rewrite this year (pursuing SHSP grant funding).
    - If funding is not approved, then it will be written in-house which will require more time locally.
  - Beginning to review all of the appendices (smaller support plans) to round out the EOP.
- Multi-Hazard Mitigation Plan (MHMP), both regional and local plans, are still a work in progress. Upon release of final draft, DES will push out to LEPC for review and feedback.
  - Community Wildfire Protection Plan (CWPP) update received \$75,000 funding from DNRC. Likely going with DNRC recommended group (DJ&A) to update plan. Last update was in 2006. **First Meeting is March 5, 2024.**

**LOCAL EMERGENCY PLANNING COMMITTEE**  
**STILLWATER BUILDING – BILLINGS, MT 59101**  
**JEN STATON, CHAIR**

- **Training**

- As there is no chair, there are no meetings.
- All training opportunities should be emailed to Kathy Gibson or LEPC Leadership, so they can forward them to the rest of the LEPC members.
- Training opportunities can be found at:
  - MTDES
  - DNRC/NWCG fire classes
  - CERT Training at RiverStone Health (coming up in May)
- Betsy Ross is the new state training coordinator at MTDES ([betsy.ross@mt.gov](mailto:betsy.ross@mt.gov))
- CISA does numerous FREE online trainings/webinars.
  - Active Shooter Preparedness Webinar – January 23, 2024 | 1-3pm MST
    - [CISA Region 8 Active Shooter Preparedness Webinar](#)
  - Securing Public Gatherings Webinar – February 6, 2024 | 1-3pm MST
    - [Region 8 Securing Public Gatherings Webinar](#)
- MLGPA Meeting coming up March 7, 2024.
- Continue pursuing NIMS/ICS training. ICS 100, 200, 700, and 800 are free and can be completed 100% online. Email your certificates to Annemarie ([aovercast@yellowstonecountymt.gov](mailto:aovercast@yellowstonecountymt.gov)) for the county records.
  - [ICS 700.B – An Introduction to the National Incident Management System](#)
  - [ICS 100.C – Introduction to Incident Command System, ICS 100](#)
  - [ICS 200.C – Basic Incident Command System for Initial Response, ICS-200](#)
  - [ICS 800.D – National Response Framework, An Introduction](#)
- Secretary to work with County IT about the feasibility of embedding a Google Calendar on the LEPC Website for trainings and exercises.

End subcommittee reports

**Continuing Discussion/Old Business:**

- Draft of the OLD bylaws.
  - Splitting the positions of Information Coordinator and Secretary. Because we are mid-election, LEPC leadership voted to keep Kathy Gibson as the Information Coordinator and appointed Annemarie Overcast as the new Secretary.
  - Voting on the new bylaws was postponed until the January 2024 LEPC meeting. Voting membership roster was not provided – as such voting was open to the group.
    - KC Williams with YC-DES moved to approve as written.
    - Bob Lough with YARES seconded the motion.
    - VOTE HELD – none opposed. New bylaws accepted as written.
    - A clean copy will be distributed with the meeting minutes.
- Per EPCRA, the purpose of the LEPC is HAZMAT. The Yellowstone County LEPC will work to bring HAZMAT information to the forefront during meetings and discussions. However, we will maintain the **ALL-HAZARDS** scope of planning for emergencies in the jurisdiction.
  - New Standing Subcommittees
    - 1. Right-to-Know Committee
    - 2. Public Education and Information Committee
    - 3. Hazardous Materials Facilities Liaison Committee
    - 4. Emergency Response and Resources Committee
    - LEPC leadership will meet to determine where and how these committees will work in with the existing subcommittees. They will ensure work isn't being duplicated and that the subcommittees are completing the work they are supposed to be doing.
      - Regarding new subcommittee #3, there is currently no single identified group, but there should be. Proposed getting all of the players together and appointing a 'chair' (possibly a member of the BFD Hazmat Response Team)
        - **Matt Hoppel with BFD to report back on this at the next meeting.**
- **Hazardous Release Report**
  - December = minor flaring.
  - Since beginning of January = no significant reports – usual small spills/spills due to vehicle wrecks.
  - Nothing beyond the usual flaring and small spills.
  - **Starting in February – DES will begin bringing in all of the physical release reports for LEPC to review.**

**Other Business/Discussion:**

- Agency Lessons:
  - MetraPark is currently undergoing a policy and procedure review process. They have invested millions of dollars to upgrade their public safety systems. They are also currently having DHS/CISA conduct two levels of reviews of the safety and security of MetraPark.
    - This type of safety and security assessment has also been conducted for the Yellowstone County Courthouse, Laurel Water Treatment Plant, Stillwater Building, etc.
      - Agencies can and should look into having one done for their facility. They are FREE.
      - Albert Mendoza with DHS/CISA conducts these assessments in our area for private, local, state, houses of worship, elections, hospitals, etc.
      - These assessments help facilities identify gaps and come up with options to consider resolving these gaps.
      - Albert focuses on the physical security reviews. Cybersecurity reviews are available through a different person at CISA.
- LEPC Parking Permits – see Annemarie to get a permit for your organization.
- There is a new chief for Lockwood Fire – WELCOME Chief Stevens!

**PUBLIC COMMENT:** no public comments were made during this time.

There being no further business, the meeting was adjourned @ 10:34am. [1<sup>st</sup>: Bob Lough with YARES; 2<sup>nd</sup>: KC Williams with YC-DES]

**Next Meeting:**

- **FEBRUARY 14, 2023 @ 09:00am**



**LOCAL EMERGENCY PLANNING COMMITTEE**

STILLWATER BUILDING – BILLINGS, MT 59101

JEN STATON, CHAIR

**ATTENDANCE RECORD – JANUARY 10, 2024**

<b>#</b>	<b>Agency</b>	<b>First Name</b>	<b>Last Name</b>	<b>Federally Funded?</b>
1	Alternatives, Inc.	Rick	Deady	
2	AMR	Brady	Drescher	
3	Big Sky EDA	Dianne	Lehm	
4	Billings Admin	Bill	Cole	
5	Billings Clinic	Joe	Marcotte	
6	Billings Fire	Matt	Hoppel	
7	Billings PIO	Victoria	Hill	
8	Billings Police	Shawn	Mayo	
9	Billings School District 2	Joe	Halligan	
10	Billings School District 2	Lindsay	Gran	
11	Brenntag	Logan	Halsey	
12	CHS Pipelines & Terminals	Cody	Yerger	
13	CHS Pipelines & Terminals	Ken	Ganzeveld	
14	CHS Refinery	Jacob	Haan	
<b>15</b>	<b>DHS/CISA</b>	<b>Albert</b>	<b>Mendoza</b>	<b>YES</b>
16	Hawkins Water Treatment Plant	Ross	Lehner	
17	HOPE K9 Dogs	Harry	Schlitz	
18	HRDC7	Taylor	Slabaugh	
19	Just Serve	Lynnadele	Nielsen	
20	Lockwood Fire	Branden	Stevens	
21	Member of the Public	Pam	Sanderson	
22	Montana Highway Patrol	Eric	Gilbert	
23	National Weather Service	Tessa	Stetzer	
24	Par Rocky Mountain Midstream Pipeline	Michael	McNally	
25	Phillips 66 Pipeline	Eric	Ouzts	
26	Phillips 66 Refinery	Joe	Gustafson	
27	Phillips 66 Refinery	Steve	Blood	
28	RiverStone Health	Dillon	Lytsell	
29	RiverStone Health	Ray	Ezell	
30	St. John's United	Rob	Wilkerson	
31	St. Vincent's Hospital	Jennifer	Staton	
32	Team Rubicon	Emily	Caudill	
33	Team Rubicon	Linda	Brunner	
34	Team Rubicon	Rod	Boettcher	
35	United Way	Elizabeth	Chapell	
36	Vitalant	Scott	Rainey	
37	Vitalant	Sherri	Houston	
38	YARES	Bob	Lough	

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<b>#</b>	<b>Agency</b>	<b>First Name</b>	<b>Last Name</b>	<b>Federally Funded?</b>
39	YARES	Paul	Miller	
40	Yellowstone County Commissioner	John	Ostlund	
41	Yellowstone County Commissioner	Mark	Morse	
42	Yellowstone County Commissioner's Office	Erika	Guy	
43	Yellowstone County GIS	Alyssa	Quiroz	
44	Yellowstone County GIS	Mike	Powell	
45	<b>Yellowstone County DES</b>	<b>Annemarie</b>	<b>Overcast</b>	<b>YES</b>
46	<b>Yellowstone County DES</b>	<b>KC</b>	<b>Williams</b>	<b>YES</b>
47	Yellowstone County Sheriff's Office	Sam	Bofto	
48	Yellowstone County Sheriff's Office	Shane	Gibbs	
<b>TOTAL ATTENDANCE:</b>				<b>48</b>