

## MINUTES October 9, 2024

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### Stillwater Building 3<sup>rd</sup> Floor Commissioner's Conference Room & Virtual 9:00 am – 10:04 am

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APPROVAL OF MINUTES as distributed [1<sup>st</sup>: Bob Lough with YARES; 2<sup>nd</sup>: Dan Carter with Par Montana Refinery]

#### **AGENDA – DISCUSSION:**

**Quarterly Financial Report: NEXT REPORT IN DECEMBER**

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

**No Member Presentations this Month**

#### **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
  - [dyeager@yellowstonecountymt.gov](mailto:dyeager@yellowstonecountymt.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
  - Paul Totton (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
  - Annemarie Overcast
  - [aovercast@yellowstonecountymt.gov](mailto:aovercast@yellowstonecountymt.gov)
  - Every other Friday; 08:30-09:30 @ St. Vincent's Mansfield Center or virtual
- Training
  - [yclepc@gmail.com](mailto:yclepc@gmail.com)
  - Email all training opportunities to LEPC Gmail.

**Subcommittee Reports:**

- ***Right-to-Know (RTK) & Hazardous Materials Facilities Liaison***
  - Still needs a chair
  - LEPC received one request from Terracon through DES.
    - Looking for a lot of information, most of which was outside of the LEPC jurisdiction, so they were directed to the DEQ.
- ***Public Education & Information***
  - Priority is getting the public signed up for EverBridge/Yellowstone County Informed.
    - YCI currently has approximately 15,000 contacts. Need to elevate awareness.
  - Need to determine the future of ReadyYellowstone.
    - Decided the website would remain active as a portal to the DES Website.
  - Not going to have an annual conference for LEPC for 2024.
  - Working to encourage participation of multiple VOAD groups
  - Working towards developing a public facing Tier 2 request platform (working in tandem with the RTK committee) – will be a heavy lift by the RTK which is in the works.
  - Next information group meeting is in November.
  - Formalize the Crisis Communications Plan
- ***Emergency Response & Resources***
  - MEMA Conference took place last week in Butte, MT.
    - Went well – topics were focused on recovery and providing responders with resources and best practices they could use to aid in their recovery process.
    - Planning has not met.
    - Exercise Design met; however, it was to focus on finalizing exercise details for the hospitals, airport, ambulance, and fire.
- ***Communications***
  - Did not meet.

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

- **Conference**
  - Did not meet.
  - No conference for 2024.
    - Consider attending the annual MEMA Conference (typically held in October) or the virtual SafetyFest (1/14-1/16).
- **Grants**
  - Notice of award for the SHSP was sent to the State – Notices of awards of local projects should be coming soon (next few weeks).
- **Training**
  - As there is no chair, there are no meetings.
  - All training opportunities should be emailed to 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
  - Betsy Ross is the state training coordinator at MTDES ([betsy.ross@mt.gov](mailto:betsy.ross@mt.gov))
    - New training opportunities are **BOLDED**.
  - CISA does numerous FREE online trainings/webinars.
  - 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](#)
  - **IF DEPARTMENTS OR AGENCIES NEED ADDITIONAL CLASSES (higher level ICS) – CONTACT DES.**
  - RiverStone Health is looking into conducting a Psychological First Aid (PFA) training. Training summary: Seeks to provide resources for victims or survivors of traumatic events with resources or counselling). Reach out to Ray Ezell or RiverStone Health for more details or how to get involved/participate.

End subcommittee reports

**Continuing Discussion/Old Business:**

- Nominations for Officers
  - Need to appoint a nominations committee
    - Pam Sanderson & Dianne Lehm have agreed to chair the ad hoc nominations committee
  - Please coordinate officer nominations with Pam and Dianne
  - They will present a slate for officer elections at the November Meeting.
  - Voting will take place at the December Meeting.
  - **Below is the list of eligible voting member organizations:**
    - Ag Worker Health & Services
    - Alternatives, Inc.
    - AMR
    - Big Sky EDA
    - Billings PIO
    - Billings Clinic
    - Billings Fire
    - Billings NWS
    - Billings School District 2
    - CHS Pipeline
    - HOPE K9 Dogs
    - HRDC
    - Just Serve
    - Par Montana Pipeline
    - Phillips 66 Refinery
    - Red Cross
    - Rehabilitation Hospital of Montana
    - RiverStone Health
    - Salvation Army
    - St. John's United
    - St. Vincent's Hospital
    - Team Rubicon
    - United Way
    - Vitalant
    - YARES
    - Yellowstone County BOCC
    - Yellowstone County DES
    - Yellowstone County GIS
    - Yellowstone County LDS Church
    - Yellowstone County Sheriff's Office

- LEPC Gap Analysis Review
  - Leadership found an assessment tool for LEPCs.
  - Yellowstone County LEPC needs to refocus on meeting the minimum federal requirements. We're currently at a 37% to meet the letter of the law requirements for LEPC minimum requirements.
    - Action items of new subcommittees will help fulfill a lot of what is lacking.
      - These new committees are critical to addressing these shortfalls.
    - Also, a lot of the content is focused on public safety issues. As such, the chair or chairs for the RTK and HMFL committees need to come from the public safety agencies such as fire and/or law enforcement agencies.
      - Leaders and Subject Matter Experts (SME) would have to be involved in those critical groups, in order for a non-SME to chair the committee.
    - Currently missing key players' participation in the LEPC meetings and action items.
  - **Do we need to stop all of the extra work of the LEPC until we are back on track with the minimum requirements?**
    - **Continue an all-hazards approach or put all-hazards on hold until HAZMAT requirements are met?**
    - It makes sense to make progress on this issue. We need to prioritize the top 5 or 10 items from the assessment tool for the next year.
      - Executive group has already identified the priorities through the bullet points.
      - We need chairs for those 2 critical (RTK & HMFL) committees, as well as participation from critical public safety agencies (BFD/BPD).
- **Hazardous Release Report**
  - Roughly 1,000 gallons of asphalt spilled while loading into a rail car.
  - All other calls were small spills, flaring, etc.

**PUBLIC COMMENT:** No public comments given during this time.

**TOPICS OF NOTE/SITUATIONAL AWARENESS:**

- NWS Weather Briefing
  - Elevated smoke from Idaho and Oregon fires, as well as the Elk Fire in Wyoming.
    - Bad smoke today, should start letting up tomorrow.
    - More smoke likely if the winds come from the West or the South.
    - Dry cold fronts incoming (with little to no rain likely) for the next week.
    - Temperatures predicted to be above normal and precipitation is projected as near normal.

- Hospital exercise report out:
  - Well-rounded agency participation.
  - Last-minute venue hiccup – Venue required signed contract for use of space.
    - In the past, these contracts were signed by DES on behalf of the LEPC. LEPC Leadership needs to follow-up with new DES Leadership about expectations.
  - Review routing to hospitals.
  - Pre-planned dispatch being able to notify hospitals about MCI. This worked well but is not realistic.
    - The process needs to be streamlined as it is not as automated as initially assumed.
    - Is there a way to automate or streamline the process?
  - On-scene (at the accident): BFD Battalion Chief sorted out the chaos.
  - BPS – Med-careers and EMS students will be using the AAR/debrief to supplement their class content.
    - Dispatch worked their magic to be able to tie in the BPS radios with responder radios to test their plan and keep BPS staff informed.
  - St. V's – A lot of staff are still working remote (currently due to construction)
    - What are the expectations for reporting to the EOC
  - AAR is currently a work in progress.
  - Continue discussing process update for future exercises.

There being no further business, the meeting was adjourned @ 10:04 am. [1<sup>st</sup>: Bob Lough with YARES; 2<sup>nd</sup>: Paul Totton Member of the Public]

**Next Meeting:**

- **NOVEMBER 13, 2024 @ 09:00am**

**LOCAL EMERGENCY PLANNING COMMITTEE**

STILLWATER BUILDING – BILLINGS, MT 59101

JEN STATON, CHAIR

**ATTENDANCE RECORD – OCTOBER 9, 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 School District 2	Joe	Halligan	
7	Brenntag	Logan	Halsey	
8	CHS Pipelines & Terminals	Ken	Ganzeveld	
9	Laurel EMS	Troy	Charbonneau	
10	Member of the Public	Lynelle	Amen	
11	Member of the Public	Pam	Sanderson	
12	Member of the Public	Paul	Totton	
13	National Weather Service	Julie	Arthur	
14	Par Montana Refinery	Dan	Carter	
15	Red Cross	Austin	Ragsdale	
16	Rehabilitation Hospital of Montana	David	Ude	
17	RiverStone Health	Dillon	Lytsell	
18	RiverStone Health	Ray	Ezell	
19	Rocky Vista University	Bret	Jensen	
20	St. John's United	Rob	Wilkerson	
21	St. Vincent's Hospital	Jennifer	Staton	
22	Team Rubicon	Rod	Boettcher	
23	Vitalant	Scott	Rainey	
24	YARES	Bob	Lough	
25	YARES	Jerry	Jacobs	
26	YARES	Paul	Miller	
27	Yellowstone County LDS Church	Carey	Smith	
28	Yellowstone County LDS Church	Susan	Smith	
29	Yellowstone County Sheriff's Office	Robert	Lester	
30	Yellowstone County Sheriff's Office	Shane	Gibbs	
<b>31</b>	<b>Yellowstone County DES</b>	<b>Annemarie</b>	<b>Overcast</b>	<b>YES</b>
<b>32</b>	<b>Yellowstone County DES</b>	<b>Derek</b>	<b>Yeager</b>	<b>YES</b>
<b>TOTAL ATTENDANCE:</b>				<b>32</b>