

MINUTES November 13, 2024

Stillwater Building 3rd Floor Commissioner's Conference Room & Virtual 9:00 am – 09:40 am

APPROVAL OF MINUTES as distributed [1st: Bob Lough with YARES; 2nd: Troy Charbonneau with Laurel EMS]

AGENDA – DISCUSSION:

Quarterly Financial Report: NEXT REPORT IN DECEMBER

Member Presentation(s):

Living independently For Today & Tomorrow (LIFTT) PPT moved to 2025.

Brandon Gatlin with MSU-Billings Police

- 4,200 students between main campus and City College campus & 600 staff/faculty
- Billings PD and MSUB Police have a MOU providing MSUB Police with citywide jurisdiction (because MSUB Police travel between split campus)
 - This provides backup and assistance to the BPD as needed.
- 8 officers currently on staff with MSUB Police
- Provide 24/7 coverage
- MSU-Billings has its own Incident Management Team (IMT)
 - Chaired by Gatlin
 - Conducted a risk and vulnerability assessment 1 year ago to better prepare, practice, and mitigate their identified risks.
 - Life safety is the priority for responses.
 - Campus mass notification system is RAVE.
 - Goes out over a variety of channels (email, text, phone call, social media, etc.)
 - MSU-Billings campus can benefit the community through allocation of space for sheltering or resource staging due to numerous structures and large parking lots.
- **Question: Are dorms occupied year-round?**
 - **YES. After the spring semester ends in May the dorms are rented out (kind of like a hotel).**

Subcommittee Schedule & Chair Contact:

- Right-to-Know (RTK)
 - VACANT
- Public Education & Information
 - CCC/CAER
 - Pam Sanderson
 - psanderson406@gmail.com
 - 4th Tuesday every month; 09:30-10:30 @ United Way or virtual
 - Crisis Communications
 - Dan Carter
 - dcarter@parpacific.com
 - Quarterly; 11:45-1315 @ Windmill; Contact Dan for more details
- Hazardous Materials Facilities Liaison
 - VACANT
- Emergency Response and Resources
 - Exercise Design
 - Paul Totton (Email Chrissy Brese with questions)
 - volcoord@uwyellowstone.org
 - 4th Tuesday every month; 10:30-11:30 @ United Way or virtual
 - Planning
 - Annemarie Overcast
 - aovercast@yellowstonecountymt.gov
 - Every other Friday; 08:30-09:30 @ St. Vincent's Mansfield Center/virtual
- Grants
 - Dianne Lehm
 - dianne@bigskyeda.org
 - Meets as needed. Contact Dianne for more details.
- Training
 - ytlepc@gmail.com
 - Email all training opportunities to LEPC Gmail.

Subcommittee Reports:

- ***Right-to-Know (RTK) & Hazardous Materials Facilities Liaison***
 - Still needs a chair (possible chair interest)
 - Tier 2 reports go through E-Plan Platform.
 - So far it looks like the most common/known entities are reporting through E-Plan.
 - This group needs to expand to see if there are any parties not currently reporting that need to be.

- **Public Education & Information**
 - Encourage and promote giving preparedness items as gifts for the upcoming holidays (page 7).
 - Reaching out to the three Wal-Marts in Yellowstone County to encourage them to promote preparedness gifts during the holiday season.
 - CCC is meeting between the November and December LEPC meetings to identify and plan out their 2025 priorities.
- **Emergency Response & Resources**
 - Exercise Design met and discussed the recent hospital exercise in September.
 - Planning did not meet, but will follow-up with the group members for feedback about currently reviewed plans (Crisis Comms)
 - HAZMAT Plan is up for review/revision in 2025.
- **Grants**
 - SHSP Grants have been awarded.
 - Congratulations to Joe Halligan & Billings Public Schools and City of Billings on their awarded grants.
 - Start thinking about possible upcoming grant projects for SHSP 2025 Notice of Funding Opportunity (NOFO) in January 2025.
 -
- **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)
 - 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) 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.**

End subcommittee reports

Continuing Discussion/Old Business:

- Nominations for LEPC Officers
 - Per the By-Laws:
 - Voting slate presented at November Meeting
 - VOTE at December Meeting
 - **THANK YOU** to the Nominations Committee:
 - Pam Sanderson
 - Dianne Lehm
 - Victoria Hill
 - Joe Halligan
 - Bob Lough
 - Dillon Lytsell
 - Joe Marcotte
 - Short term commitment of the Ad Hoc Nominations Committee worked well. THANK YOU to the nominations committee members for your participation and commitment to the nominations process.
 - Nomination committee minutes/notes attached. (page 8)

- **NOMINATIONS SLATE:**
 - Chair = Jen Staton (incumbent)
 - Vice-Chair = Brady Drescher (incumbent)
 - Secretary = Annemarie Overcast (incumbent)
 - Treasurer = Derek Yeager (not a voted position – appointed per by-laws)
 - Information Coordinator = leaving VACANT at this time
 - Executive Committee can appoint to fill this position.
 - Nominations Committee recommended leaving Information Coordinator position VACANT

- **CALL FOR ADDITIONAL NOMINATIONS**
 - Must write a letter to nominations committee by November 27.
 - Must have a nominator and someone to second
 - MUST be from different organizations
 - **Question: Is an email sufficient?**
 - **Coordinate with Pam Sanderson.**
 - **If you have a last minute nomination, be prepared to defend your nomination 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
- Brenntag
- CHS Pipeline
- CISA
- HOPE K9 Dogs
- HRDC
- Just Serve
- Laurel EMS
- Par Montana Pipeline
- Par Montana Refinery
- 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

○ **Are we meeting the minimum requirements for LEPC?**

- Not really, we need to refocus the scope of work to better meet the minimum requirements.

- Assessment tool has not been sent out to membership yet due to not wanting to overwhelm participants.

- Will likely send out with December Meeting Minutes for discussion at the January Meeting.
 - Group agrees.
- **What would constitute as ‘conducting a HAZMAT exercise’ for the LEPC?**
 - Refineries conduct several exercises annually and can help meet this requirement.
 - Need an AAR to submit to MTDES/SERC.
 - Bobby Westbrook with Par Montana to help coordinate this effort.
- **Hazardous Release Report**
 - Roughly 500 gallons of crude oil spilled but was contained to the railyard.
 - All other calls were small spills, flaring, etc.

PUBLIC COMMENT: No public comments given during this time.

TOPICS OF NOTE/SITUATIONAL AWARENESS:

- January 2025 LEPC Meeting = 100% virtual OR at alternate venue
 - Probation and Parole Office & MSU-Billings both offered conference room/alternate location for January Meeting.
 - MSU-Billings has agreed to host the January Meeting – information on parking and room details to follow with December Meeting Minutes.
- BNSF – Peter Killman
 - Here to put names to faces
 - Open to helping setup trainings for HAZMAT with the railroads.
 - BNSF/LEPC train exercise in 2025?

There being no further business, the meeting was adjourned @ 09:40 am. [1st: Bob Lough with YARES; 2nd: Troy Charbonneau with Laurel EMS]

Next Meeting:

- **DECEMBER 11, 2024 @ 09:00am**
 - **PLEASE ATTEND IN PERSON – ESPECIALLY IF A VOTING ORGANIZATION**
 - **We will be VOTING at this meeting.**

GIVE THE GIFT OF EMERGENCY PREPAREDNESS THIS HOLIDAY SEASON



Emergency and disaster preparedness items make unique holiday gifts and are a wonderful way of saying “I want you to be safe.” Share this information with others or remember to consider gifts of preparedness when you are doing your gift-buying for family, friends, or employees. Some ideas are:

- Portable, battery-powered radio with NOAA Weather Radio channels, and extra batteries
- Hand-crank radio and/or flashlight
- Appropriate fire extinguishers (kitchen, garage, car)
- Solar powered cell phone charger
- Smoke and carbon monoxide detectors
- Flashlights
- Battery powered lantern
- Fire blankets
- Disaster kits or disaster kit items for home, offices, autos and pets (first aid kits; food, water and medications for 72 hours, eyeglasses, extra clothing, blankets, spare batteries, heavy-duty work gloves, flashlights, etc.)
- Car disaster kits (emergency flares, shovels, ice scrapers, flashlights, and fluorescent distress flags)
- Pet disaster kits (food, water, leashes, dishes, carrying case or crates)
- Emergency generator
- Emergency escape ladders for second-story exit in a fire
- Camp stove with extra fuel (do not use in doors)



LOCAL EMERGENCY PLANNING COMMITTEE
OF YELLOWSTONE COUNTY

**NOMINATING COMMITTEE REPORT
LEPC MEETING / NOVEMBER 13, 2024**

From: Nominating Committee

Chairs: Pam Sanderson, Dianne Lehm

Members: Joe Halligan, Victoria Hill, Bob Lough, Dillon Lytsell, Joe Marcotte

Re: Single slate of 2025 & 2026 officers for December election

The Nominating Committee submits to the LEPC membership the following persons for the positions named:

Chair: Jen Staton (St. Vincent Regional Hospital)

Vice Chair: Brady Drescher (AMR, Billings Operations, Northwest Region)

Secretary: Annemarie Overcast (Yellowstone County DES)

Treasurer: Derek Yeger (YC Director of Emergency Services) (by Bylaws)

Information

Coordinator: Leave vacant at this time

Rationale:

These officers currently in positions are willing to stand for election to another two-year term. Because of their dedication and work spent in leading and guiding the transition to new bylaws and heightened focus on hazmat responsibilities it was agreed their continued leadership at this time was very important to maintain and sustain continuing progress. Great appreciation and gratefulness was expressed for their work to date and their willingness to continue to build on that.

Information Coordinator:

The position of Information Coordinator is currently vacant as Kathy Gibson who held that position is no longer with the Billings Fire Department. The Bylaws allow for the Executive Committee to fill the vacancy by appointing another officer. There has not been anyone located or confirmed to hold that position at this time.

It is the recommendation of the Nominating Committee that the position remain vacant for now and no candidate be slated. The method of collecting and disseminating Tier II information has changed from the file cabinet and hard copy days and it is not often requested. An efficient and effective way to manage the duties of this position should be given consideration before filling the office.

LOCAL EMERGENCY PLANNING COMMITTEE

STILLWATER BUILDING – BILLINGS, MT 59101

JEN STATON, CHAIR

ATTENDANCE RECORD – NOVEMBER 13, 2024

#	Agency	First Name	Last Name	Federally Funded?
1	Ag Worker's Health & Services	Claudia	Stephens	
2	Alternatives, Inc.	Rick	Deady	
3	AMR	Brady	Drescher	
4	Big Sky EDA	Dianne	Lehm	
5	Billings Clinic	Joe	Marcotte	
6	Billings Fire	Cameron	McCameley	
7	Billings PIO	Victoria	Hill	
8	Billings School District 2	Joe	Halligan	
9	Billings School District 2	Lindsay	Gran	
10	BNSF	Peter	Killman	
11	CISA	Albert	Mendoza	YES
12	Dept of Corrections – Probation & Parole	Micky	Eckart	
13	Dept of Corrections – Probation & Parole	Courtney	Rogers	
14	HOPE K9 Dogs	Harry	Schlitz	
15	Laurel EMS	Troy	Charbonneau	
16	Laurel Police	Jarred	Anglin	
17	Member of the Public	Pam	Sanderson	
18	MSU-Billings Police	Brandon	Gatlin	
19	National Weather Service	Jon	Wetenkamp	
20	Par Montana Refinery	Bobby	Westbrook	
21	Phillips 66 Refinery	Steve	Blood	
22	Rehabilitation Hospital of Montana	David	Ude	
23	RiverStone Health	Dillon	Lytsell	
24	RiverStone Health	Ray	Ezell	
25	Salvation Army	Keith	Bjotten	
26	St. Vincent's Hospital	Jennifer	Staton	
27	Team Rubicon	Rod	Boettcher	
28	Vitalant	Scott	Rainey	
29	YARES	Bob	Lough	
30	YARES	Jerry	Jacobs	
31	YARES	Paul	Miller	
32	Yellowstone County BOCC	John	Ostlund	
33	Yellowstone County GIS	Alyssa	Quiroz	
34	Yellowstone County GIS	Mike	Powell	
35	Yellowstone County LDS Church	Carey	Smith	
36	Yellowstone County DES	Annemarie	Overcast	YES
37	Yellowstone County DES	Derek	Yeager	YES
TOTAL ATTENDANCE:				37