

## MINUTES February 14, 2024

### Stillwater Building 3<sup>rd</sup> Floor Commissioner's Conference Room & Virtual 9:00 am – 10:22 am

APPROVAL OF MINUTES as distributed [1<sup>st</sup>: KC Williams with YC-DES; 2<sup>nd</sup>: Bob Lough with YARES]

#### **AGENDA – DISCUSSION:**

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

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

#### **Gunnar Hansen with Phillips 66 Pipeline**

- There are three pipelines:
  - Yellowstone Pipeline
  - Seminoe Pipeline
  - Glacier Pipeline
- Company headquarters are based in Houston, TX and employ roughly 14,000 people.
- They help support midstream assets.
  - Seminoe and Yellowstone Pipelines transport refined products, mainly diesel, gasoline, and jet fuel.
- Seminoe Pipeline is 340 miles long and starts in St. Claire, WY
- Billings/Yellowstone Pipeline terminates in Moses Lake, WA
- Glacier Pipeline brings crude oil into the refinery from up north.
- There is a single contingency plan between the refinery and the pipeline (using The Response Group [TRG] Software)
- Local employees are trained in spills, fire, rescue, etc.
- There is also an Incident Management Team that can be deployed as needed.
- They are a part of the MLGPA (MT Liquid Gas Pipeline Association)
- The Phillips 66 Citizen's Advisory Council (CAC) started in 1990 for southside residents.
- The company has several small dollar grants they award each year (sub \$2000)
  - Large dollar awards for local projects are also available.
    - Recent project made the Rimrock Center Playground ADA accessible.
- **Question: Who can attend/participate in the CAC?**
  - Anybody can go and participate and become more aware of their surroundings (open to everyone). Member seats for all groups – public can attend as they wish, and guests are always welcome. Also open to college students as a pathway into the industry.

**Member Presentation(s) continued:**

**KC Williams with YC-DES about Maui EMAC Deployment**

- Was asked as a member of the Western Montana All-Hazards Incident Management Team (WMAHIMT) to deploy for EMAC to go help the Lahaina location on the Maui Island.
  - Very short timeline from request to deployment.
  - BOCC responded quickly with their approval.
- The WMAHIMT supported the Maui Emergency Operation Center (EOC) with EOC functionality, processes, and procedures.
  - After the fires almost all of the Emergency Management employees quit.
- The Maui/Lahaina fires is a multi-BILLION-dollar disaster.
  - Improper or lack of documentation and record keeping will result in the island not getting tens of millions of dollars of available funding.
- While there, they found \$4.5 million of COVID money they hadn't yet received.
- Currently approximately 7,000 people are homeless, with over 5,000 people in shelters.
- Maui County is 727.2 sq. miles with about 165,000 people (pop. density: 227 people/sq. mile)
  - For comparison:
    - Yellowstone County
      - 2,649 sq. miles & approx. 167,000
      - Population density: 63 people/sq. mile
    - City of Billings
      - 45.39 sq. miles & approx. 117,500
      - Population density: 2,589 people/sq. mile
- Most of the homes and businesses burned down, and debris management is ongoing.
  - Every piece of property has to have 6" of their topsoil removed due to HAZMAT toxins that leached into the soil from the fires. They have to go down 12" if tests still say there are toxins present.
  - As the ancient Hawaiians buried their loved ones all over the island, an archaeologist must be present during the topsoil removal in case artifacts/bones are discovered. If artifacts are found during the above process, then it becomes a historical dig site, and the owners cannot rebuild until this process is completed (likely many years).
  - The average home price is: \$1.5 million
  - Average rent is: \$4000-\$5000/month
- Poor record keeping during the response and early recovery phases is slowing down the ability to go in and clean up areas.
  - As such, Maui County has had to fund 100% of their projects resulting in them being cash poor/broke. **ALMOST ALL OF THIS IS DUE TO POOR OR NO RECORD KEEPING DURING THE ACTUAL EVENT.**
- KC will have a full report for the LEPC in March. Though he has seen a variety of disaster damages (flood, hurricane, tornadoes, etc), he has never seen anything this big/bad.

**Member Presentation(s) continued:**

**KC Williams with YC-DES about Maui EMAC Deployment (continued)**

- This disaster is a significant risk to Yellowstone County as faced by Hawaii.
  - Wildland Urban Interface (WUI) + high winds = HIGH potential for a very bad day.
- **DOCUMENTATION IS CRITICAL!!!!**
- It is amazing how many MILLIONS of dollars Maui is unable to be reimbursed for due to poor paperwork/documentation.
- Document the following information:
  - WHO is WHERE, doing WHAT with WHAT for HOW LONG
    - FEMA **REQUIRES** answers to these questions.
      - After the fact is TOO LATE.
- Yellowstone County IS just 1 windy, bad fire day away from recreating Hawaii's fire disaster.
- The WMAHIMT spent 21 days in the Maui EOC because they were people poor.
- **Question: Why did all of the people quit?**
  - This was touchy subject down there. The director left due to scrutiny about not sounding siren system. They had taught people that the sirens were ONLY for tsunamis (hear siren, leave beach, and seek higher ground). They didn't want to sound the sirens as people ran to the beaches to escape the fire, because if they then heard the sirens they would have turned around thinking a tsunami was now also coming.
  - There was also **A LOT** of social and political pressure.
    - There was poor interfacing with other agencies PRIOR to the bad day as their department was simply a checkbox.
      - People in response agencies didn't know who the director was, nor where the county EOC was (or that there was a county EOC).
      - Radio tech and administrative secretary were the only positions that stayed.
      - Additional factors that complicated response/support efforts from other islands was a hurricane (part of what made the fires/winds so bad) and volcano activity.
- **Question: Has another team gone in since your team left?**
  - Maui asked for another team, which was pushed out across EMAC nationwide.
    - 1 person from Montana said yes, however status of other requested positions is unknown.
  - KC's team was supposed to be the last team, but they have been unable to hire permanent people, so they needed an additional team.
  - The focus of their team was to help with plans and logistics.

**Member Presentation(s) continued:**

**KC Williams with YC-DES about Maui EMAC Deployment (continued)**

- **Question: How does funding work?**
  - State that sends out the EMAC is responsible for funding the teams that come in response to the EMAC request.
    - Hawaii asks for help through EMAC.
    - Montana responds and provides a quote for what it will cost for Montana's Team to answer the call.
    - Hawaii says yes or no.
  - EMAC costs are fronted by the county and then reimbursed from the state in MONTANA. It is federal law that the requesting state MUST pay the bill of the responding people.
    - For 7 people for 21 days = costs well over \$100,000.
      - Gallatin County agreed to comp/front the money for the hotels (\$11K-12K/person)
  
- **DON'T UNDERSELL WHEN A BOCC ANYWHERE SAYS YES TO PEOPLE COMING IN OR GOING OUT TO HELP IN A DISASTER.**

**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
  - [ytlepc@gmail.com](mailto:ytlepc@gmail.com)
  - Email all training opportunities to LEPC Gmail.

**Subcommittee Reports:** With the changes to the bylaws, there will be changes coming for the new subcommittee structure.

- **Citizen Corps Council (CCC) / (CAER)**
  - Meets the 4<sup>th</sup> Tuesday of every month @ 0900 at United Way.
  - Planning to work with businesses for continuity planning, as well as encouraging family preparation through child education.
- **Communications**
  - Did not meet – No report.
- **Conference**
  - Did not meet – No report.
- **Crisis Communications**
  - Next meeting is in March.
  - Shoutout to Victoria and Annemarie on pulling together and putting details out about the Phillips 66 Fire.
  - Area for improvement from Maui was the importance of the Public Information Officer (PIO) – **Maui did not have one. (Yellowstone County does not have one).**
    - Maui did not have a good PIO to get in front of the stories /actions/projects of the government.
    - Maui = a **GREAT** example of **WHY** PIOs are critically important.
  - **FACTS TRAVEL BY HORSEBACK, RUMORS TRAVEL AT THE SPEED OF LIGHT.**
- **Exercise Design**
  - Next meeting: Tuesday, January 27 @ 1030 (United Way or Virtual).
  - Looked at the intentions of exercises for the coming year.
  - Group identified continuing issues of hospital notifications for MCIs, family reunification for schools (high interest from the school district – to help them test plans and identify gaps), also looked at hospital reunification plans (on hold).
    - Note from LEPC Chair: St. Vincent's Hospital is setup to receive alerts from dispatch about MCIs. This point can be crossed off the to do list.
      - Achieved using lamResponding (through DES) – Derek, KC, and Jen to help determine thresholds for automatic alerts.
      - This system is also used by SWAT and EOD.
  - Schools are the priority due to the need to move and track students that need to be relocated.
  - Traffic control plan for hospitals is under review and will be looking at maps on previous plan.
  - Final discussion on the BBWA Ditch preparedness plan (to discuss with DES).
    - Group wants to run a functional exercise or tabletop discussion.

**Subcommittee Reports (cont.):**

• **Grants**

- The Assistance to Firefighters Grant is open.
- Grants Committee met February 7, 2024 to assess two State Homeland Security Program (SHSP) applications:
  - City of Billings is seeking funding for cybersecurity (\$90,000).
  - Billings School District 2 is seeking funding for exterior physical safety enhancements and interior secondary door measures and increased signage (\$143,000).
    - **All applications were graded and ranked by grading score.**
      - #1 = Billings School District 2
      - #2 = City of Billings
    - **VOTE TO ACCEPT RANKINGS: KC Williams with YC-DES motioned to accept. Bob Lough with YARES seconded.**
      - **ALL IN FAVOR – None opposed.**
  - *Phillips 66 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 (members to rank top 5 plans for focus/priority).
- Comprehensive EOP is due to be rewritten in 2025 to maintain compliance.
  - DES was planning on seeking SHSP funding for the EOP rewrite. However, we chose not to due to cost. KC's deployment to Maui allowed him to work on a lot of the necessary content (saving 100-150k).
  - Starting EOP rewrite this year. KC to bring notes on EOP work he did in Maui to next meeting.
  - Beginning to review all of the appendices (smaller support plans) to round out the EOP.
  - We will be referencing Gallatin County's EOP to help supplement our EOP update process.
- 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.**

• **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.
- KC Williams asked by MTDES to teach G0402 at the MACo Mid-Winter Conference at the end of February.

- 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.
- 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.
- **IF DEPARTMENTS OR AGENCIES NEED ADDITIONAL CLASSES (higher level ICS) – CONTACT DES.**

End subcommittee reports

**Continuing Discussion/Old Business:**

- LEPC Leadership has met and discussed the four standing subcommittees.
  - 1. Right-to-Know Committee
    - Pipeline or Refinery Person to chair?
    - Does this committee already exist outside LEPC?
    - BFD currently houses the Tier 2 Reports
      - They receive digital reports, put on a flash drive, and the Battalion Chief has a copy.
    - Requests process needs to be firmed up and formalized. Process needs to be written down for reference.
      - Jason Lyon to help with this process.
    - Per EPCRA – Tier 2 requests should probably come through the LEPC.
    - This will help increase transparency with the public so they know what they can ask for. Historically have not had a lot of requests.
    - Tasks may include:
      - Establish a process for receiving tier 2 requests from the public and ensuring a timely response to all requests.
      - Identify a tier 2 record keeping process and determine how long we need to keep tier 2 records.
      - Establish a process for release reporting.
      - Establish trade secret protection procedures (may already have something in place).



- 2. Public Education and Information Committee
  - Have a PIO continue to chair? Possibly create a co-chairship.
  - Tasks may include:
    - Support the Everbridge campaign in Yellowstone County.
    - Sunset ReadyYellowstone and consider alternatives.
    - Plan and execute the LEPC Annual Conference.
    - Develop the public facing interface for tier 2 requests (work with RTK Committee)
    - Encourage participation from local VOAD agencies.
    - Formalized crisis communications plan-make it operational.
- 3. Hazardous Materials Facilities Liaison Committee
  - Jason Lyon to possibly chair?
  - Tasks may include:
    - Inventory the jurisdiction's facilities who should be submitting Tier 2 reports.
    - Draft a letter that can be sent to non-compliant Tier 2 reporting facilities.
    - Work with the city/county to hardwire a mechanism for collecting an inventory of Tier 2 facilities—consider things like business license applications, etc.
    - Ensure the identified Tier 2 facilities are represented at the LEPC; recruit facilities who are not in attendance.
- 4. Emergency Response and Resources Committee
  - Possibly chaired by Public Safety Agency? Co-chairship?
  - Tasks may include:
    - Develop and maintain the jurisdiction's emergency response plans by engaging the appropriate stakeholders in the plan review process. See below for a list of plans.
    - Regularly test emergency response plans to ensure compliance with rules and regulations.
    - Create ad-hoc committees as needed in order to maintain plans. If a plan needs a complete rewrite or a new plan is proposed, then an ad hoc subcommittee should be considered to support the work.
    - Maintain awareness of the jurisdiction's emergency response resources by virtue of plan maintenance.

- **Hazardous Release Report**

- Two significant HAZMAT issues – the Phillips 66 Refinery Fire & BNSF oil spill.
  - Phillips 66 Refinery is under control. They are currently working with the EPA, DNRC, etc. This was an in-house issue that the refinery handled with in-house units; Billings Fire was on-scene in support. Per Duncan Crosbie (General Manager for Billings Phillips 66 Refinery): The Coke unit that dumps every 11 hours somehow got LP in it and ignited when it hit air. The fire was out in under an hour, but rekindled after dark, but refinery staff got it back under control. The unit is currently shut down while under investigation.  
Billings Fire Battalion Chief notified DES when enroute to Phillips 66. Victoria Hill and Annemarie Overcast coordinated messaging to the public, and DES coordinated with Red Cross and MET Transit just in case of evacuation and informed all necessary parties.
  - BNSF spilled oil from a locomotive and was handled in-house. DES was notified by dispatch.
- Several small spills, flaring, etc.
- There was a Q2 News story and social media reports about flashing lights and loud booms over the sky (explosions and flashing lights). Nobody knew what it was, and it was not social media induced. This happened about 24 hours before the large power outage and thus was attributed to a possible transformer outage that NorthWestern Energy didn't know about until the outage the next day.

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

There being no further business, the meeting was adjourned @ 10:22am. [1<sup>st</sup>: Bob Lough with YARES; 2<sup>nd</sup>: Tyler Wattles with Par Montana]

**Next Meeting:**

- **MARCH 13, 2023 @ 09:00am**

**LOCAL EMERGENCY PLANNING COMMITTEE**

STILLWATER BUILDING – BILLINGS, MT 59101

JEN STATON, CHAIR

**ATTENDANCE RECORD – FEBRUARY 14, 2024**

<b>#</b>	<b>Agency</b>	<b>First Name</b>	<b>Last Name</b>	<b>Federally Funded?</b>
1	Ag Worker Health & Services	Claudia	Stephens	
2	AMR	Brady	Drescher	
3	AMR	Brian	Hansen	
4	Big Sky EDA	Dianne	Lehm	
5	Billings Clinic	Joe	Marcotte	
6	Billings Fire	Jason	Lyon	
7	Billings Fire	Matt	Hoppel	
8	Billings PIO	Victoria	Hill	
9	Billings Police	Shawn	Mayo	
10	Billings School District 2	Joe	Halligan	
11	Brenntag	Logan	Halsey	
12	CHS Pipelines & Terminals	Loren	Graf	
13	Coventry Ren	Paul	Totton	
14	<b>DHS/CISA</b>	<b>Albert</b>	<b>Mendoza</b>	<b>YES</b>
15	HOPE K9 Dogs	Harry	Schlitz	
16	Just Serve	Lynnadele	Nielsen	
17	Laurel EMS	Troy	Charbonneau	
18	Member of the Public	Pam	Sanderson	
19	Montana Women's Prison	Michael	Moorman	
20	MSU-Billings Police	Brandon	Gatlin	
21	National Weather Service	Luke	Arends	
22	Par Montana Pipeline	Tyler	Wattles	
23	Par Montana Refinery	Dan	Carter	
24	Phillips 66 Pipeline	Gunnar	Hansen	
25	Phillips 66 Pipeline	Ryan	Franz	
26	Red Cross	Eric	Allen	
27	Red Cross	Rosemary	Callahan	
28	RiverStone Health	Ray	Ezell	
29	Salvation Army	Keith	Bottjen	
30	St. John's United	Rob	Wilkerson	
31	St. Vincent's Hospital	Jennifer	Staton	
32	Team Rubicon	Emily	Caudill	
33	Team Rubicon	Rod	Boettcher	
34	United Way	Chrissy	Brese	
35	United Way	Elizabeth	Chapell	
36	Vitalant	Scott	Rainey	
37	YARES	Bob	Lough	
38	YARES	Jerry	Jacobs	

**LOCAL EMERGENCY PLANNING COMMITTEE**

STILLWATER BUILDING – BILLINGS, MT 59101

JEN STATON, CHAIR

<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	Mark	Morse	
41	Yellowstone County GIS	Alyssa	Quiroz	
42	Yellowstone County GIS	Mike	Powell	
43	Yellowstone County LDS Church	Carey	Smith	
<b>44</b>	<b>Yellowstone County DES</b>	<b>Annemarie</b>	<b>Overcast</b>	<b>YES</b>
<b>45</b>	<b>Yellowstone County DES</b>	<b>KC</b>	<b>Williams</b>	<b>YES</b>
46	Yellowstone County Sheriff's Office	Sam	Bofto	
TOTAL ATTENDANCE:				46