

MINUTES

January 8, 2025

New City Hall (formerly the Stillwater Building) 5th Floor Emergency Operations Center (EOC) & Virtual 9:10 am – 10:07 am

APPROVAL OF MINUTES as distributed [1st: Bob Lough with YARES; 2nd: Tyler Wattles with Par Montana Pipeline]

AGENDA – DISCUSSION:

Quarterly Financial Report: NEXT REPORT IN MARCH

Member Presentation(s):

Yellowstone Amateur Radio Emergency Services (YARES)

- YARES provides communications support during disasters. This also includes EOC communications support.
 - Including but not limited to:
 - National Weather Service (NWS)
 - US Geological Survey (USGS)
 - US Military
 - YC DES
- YARES recently ran an exercise with InterMountain Health (St. Vincent's Hospital), providing radio for short-range and long-range communications testing.
 - They helped coordinate patient movement across county and state lines with other IMH facilities.
- YARES can help increase in-field communications
- Anyone can get their Ham Radio license. There are 3 levels of users:
 - Technician
 - General
 - Extra
- To transmit on amateur radio frequencies, you must:
 - Have a Ham Radio license
 - Be with someone who has a Ham Radio license
 - The only 2 exceptions where a Ham Radio license is not required for use:
 - Citizen's Band (CB) Radios
 - General Mobile Radio Service (GMRS) Radios
 - Does require an FCC issued license.
- YARES is also an option for back-up communications.

LOCAL EMERGENCY PLANNING COMMITTEE

NEW CITY HALL – BILLINGS, MT 59101

JEN STATON, CHAIR

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
 - yclepc@gmail.com
 - Email all training opportunities to LEPC Gmail.

Subcommittee Reports:

- **Right-to-Know (RTK) & Hazardous Materials Facilities Liaison**
 - Both committees still need a chair
 - Will dive into the work for these committees in the new year as we start the HAZMAT Plan review.
- **Public Education & Information**
 - CCC submitted their annual report to the chair.
 - First meeting of 2025 is January 28th
 - New members welcome
 - Primary objectives are personal preparedness and volunteer opportunities.
 - Meeting to review goals for 2025.
- **Emergency Response & Resources**
 - Planning
 - HAZMAT plan review in 2025.
 - Upon completed review and revision, HAZMAT plan will go before leadership for signatures.
 - Additions for EOP after reviewing the MERF.
 - Signature in CY Q1 2025.
 - Exercise Design
 - Group did not meet in December.
 - Traffic Plan for hospitals tabled due to too many variables.
 - Improvement Plan has additions from fall bus exercise.
 - Reunification – Hospitals have elected to have separate reunification centers and plans.
 - Joe Marcotte to follow up with FEMA and TEEEX on exercise design specific training.
 - Functional exercise for airport planned for May 2025
 - Airshow set to return to Billings in 2026.
 - The hospitals will be holding a functional exercise focused around the evacuation of the hospital and will focus on the logistics of evacuation and transportation of evacuated persons to alternate facilities on February 13th.
 - If interested in observing, reach out to Jen Staton or Joe Marcotte.
- **Grants**
 - FY25 Homeland Security Grant opens January 22nd.
 - If applying, please coordinate your application efforts with the YC-DES Office.
- **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.

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- 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:

- The current HAZMAT Plan is coming to the end of its life and needs to be updated (required).
 - Last update was in September 2020 and was a basic/low-level refresh (update/review contact phone numbers and names).
- Plan outlines the response levels and expectations not for small events such as fuel spills and crude oil spills during loading, but more for larger atypical releases such as chlorine, hydrofluoric acid, etc. due to an accident.
- The plan also details the roles and responsibilities of public and private entities.
- Page 38 of the HAZMAT Plan details LEPC participation and requirements/expectations.
 - Is there a plan?
 - Does everyone who needs to know the plan know the plan?
 - Do they have a copy of the plan?
- The HAZMAT Plan supplements the YC Emergency Operations Plan (EOP).
- The content and procedural review planned for 2025 is critical due to updates in thresholds and regulations.
- **Question: Are there instructions in this plan on how to approach or handle a spill? What're the differences in response for 'stumbled upon' the event versus called out to respond to the event?**
 - Should this occur as a casual encounter where you 'stumble upon' a HAZMAT event, CALL 9-1-1. 911 has their instructions on what to do and who to notify when something like that happens.
 - Activation/Called out to respond: LEPC members would likely end up in the Emergency Operations Center (EOC) and would not be at the scene/ground zero

of the incident. Roles for the EOC are detailed in the HAZMAT Plan, the EOP, and the EOC Activation Plan.

- EOC Activation is up to the Principal Executive Officer (PEO) of the affected jurisdiction.
 - Yellowstone County PEO
 - Chairman of the BOCC (Mark Morse)
 - City of Billings PEO
 - City Administrator (Chris Kukulski)
 - City of Laurel PEO
 - Mayor (Dan Waggoner)
 - City Administrator (Kurt Markegard)
 - Town of Broadview PEO
 - Mayor (Roger Swartz)
 - NIMS/ICS are both detailed/referenced in the response portions of the YC plans.
- **Question: Will this update be handled by an outside contractor?**
 - A contractor was hired previously through grant funding to conduct the last major update. The current update process should not be as significant and thus can be handled in-house. As the last major update was 5 years ago, the next major update requiring a contractor should not need to happen for another 5 years. The 2025 update will be a 'light' update.
 - Major events would likely alter this schedule.
 - Case in point: the EOP needed a large-scale overhaul due to the previous plan referencing old policies, practices, and procedures.
- Hazardous Release Report
 - Low number of reported events
 - MTDES process for sending out reports was disrupted for standard HAZMAT reporting.
 - No activations of the EOC or DES Personnel requested.

PUBLIC COMMENT: No public comments given during this time.

TOPICS OF NOTE/SITUATIONAL AWARENESS:

- MTDES & YC-DES are putting on an ICS 300 and ICS 400 class January 21-22 and 23-24 respectively at the Lockwood Fire Station. Classes are capped at 25 people each.
 - If interested in attending, contact Derek Yeager (406) 256-2776.
- Regarding the terrorist attack in New Orleans, Louisiana:
 - Montana/Billings has a similar issue of missing bollards around significant events downtown as identified in New Orleans.
 - Billings, especially downtown, likely needs more bollards – following a drunk driver incident. High traffic venues/events include: Alberta Bair Theater &

downtown street events such as Alive After 5, Farmer's Market, and the Women's Run.

- A better solution is needed over the current easy set-up/tear down wooden roadblocks.
- If there was an identified threat, Billings has large Public Works trucks that could be used as road barriers.
- **Question: What about setting up concrete jersey barriers around events?**
 - Those are difficult to move should emergency vehicle access become necessary.
 - The Fire Department conducts risk assessments when reviewing an event's plan, space, and permit.
- MSU-Billings – Chief Brandon Gatlin
 - 1/9 is a TTX at MSUB
 - Communications is always a problem, especially with communications to the public.
 - Looking on testing/practicing how to handle public inquiries about emergency events.
 - Looking to test/practice creating a single message and having all internal phones automatically forwarding calls to the message as opposed to having/needling physical people to field calls.
 - Will provide an update at February Meeting.
 - Aiming for a functional exercise and/or TTX 1-2 times every year.
- **Question: How will the EOC expand in the event of needing more space for a long-term incident?**
 - DES has a meeting with Billings Facilities Director, John Caterino, on 1/14 to clarify details of using the EOC.

There being no further business, the meeting was adjourned @ 10:07 am. [1st: Shane Gibbs with YCSO; 2nd: Bob Lough with YARES]

Next Meeting:

- **FEBRUARY 12, 2025 @ 09:00am**
 - **WE WILL BE IN THE 5TH FLOOR EMERGENCY OPERATIONS CENTER (EOC)**

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NEW CITY HALL – BILLINGS, MT 59101

JEN STATON, CHAIR

ATTENDANCE RECORD – JANUARY 8, 2025

#	Agency	First Name	Last Name	Federally Funded?
1	Alternatives, Inc.	Rick	Deady	
2	AMR	Brady	Drescher	
3	AMR	Brian	Hansen	
4	Billings Admin	Bill	Cole	
5	Billings Fire	Jason	Lyon	
6	Billings School District 2	Joe	Halligan	
7	Dept of Corrections – Probation & Parole	Courtney	Rogers	
8	HOPE K9 Dogs	Harry	Schlitz	
9	Just Serve	Lynnadele	Nielsen	
10	Laurel EMS	Troy	Charbonneau	
11	Laurel Fire	Munib	Judas	
12	Laurel Police	Jarred	Anglin	
13	Lockwood Fire	Branden	Stevens	
14	Member of the Public	Pam	Sanderson	
15	Member of the Public	Paul	Totton	
16	MSU-Billings Police	Brandon	Gatlin	
17	National Weather Service	Nick	Vertz	
18	Par Montana Pipeline	Tyler	Wattles	
19	Par Montana Refinery	Bobby	Westbrook	
20	Phillips 66 Refinery	Kyle	Wilson	
21	Red Cross	Austin	Ragsdale	
22	Rehabilitation Hospital of Montana	David	Ude	
23	RiverStone Health	Ray	Ezell	
24	Rocky Vista University	Bret	Jensen	
25	Salvation Army	Keith	Bjotten	
26	St. Vincent's Hospital	Jennifer	Staton	
27	Team Rubicon	Rod	Boettcher	
28	United Way	Chrissy	Brese	
29	United Way	Elizabeth	Chappell	
30	YARES	Bob	Lough	
31	YARES	Jerry	Jacobs	
32	YARES	Paul	Miller	
33	Yellowstone County GIS	Alyssa	Quiroz	
34	Yellowstone County GIS	Mike	Powell	
35	Yellowstone County LDS Church	Carey	Smith	
36	Yellowstone County Sheriff's Office	Shane	Gibbs	
37	Yellowstone County DES	Annemarie	Overcast	YES
38	Yellowstone County DES	Derek	Yeager	YES
TOTAL ATTENDANCE:				38