

## MINUTES

March 12, 2025

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**New City Hall**  
**5<sup>th</sup> Floor Emergency Operations Center (EOC) & Virtual**  
**9:00 am – 10:23 am**

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APPROVAL OF MINUTES as distributed [1<sup>st</sup>: Bob Lough with YARES; 2<sup>nd</sup>: Dianne Lehm with Big Sky EDA]

**AGENDA – DISCUSSION:**

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

Ending Balance: \$30,574.18

- No revenues or expenses to report

**Member Presentation(s):**

**No member presentation(s) this month**

**Subcommittee Schedule & Chair Contact:**

- Right-to-Know (RTK)
  - VACANT
- Public Education & Information
  - 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
  - Crisis Communications
    - Dan Carter
    - <ENTER NEW EMAIL ADDRESS>
    - 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](mailto:volcoord@uwyellowstone.org)
    - 4<sup>th</sup> Tuesday every month; 10:30-11:30 @ United Way or virtual

## LOCAL EMERGENCY PLANNING COMMITTEE

NEW CITY HALL – BILLINGS, MT 59101

JEN STATON, CHAIR

- Planning
  - Annemarie Overcast
  - [aovercast@yellowstonecountymt.gov](mailto:aovercast@yellowstonecountymt.gov)
  - Every other Friday; 08:30-09:30 @ St. Vincent's Mansfield Center/virtual
- Grants
  - Dianne Lehm
  - [dianne@bigskyeda.org](mailto:dianne@bigskyeda.org)
  - Meets as needed. Contact Dianne for more details.
- 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***
  - Both committees still need a chair
- ***Public Education & Information***
  - Question they are focusing on for 2025 is: **What would be the most helpful for this community in terms of citizen preparedness?**
    - Group feedback was: Can Yellowstone County Informed be used to educate the public about what to do BEFORE something happens, as opposed to solely using it to let people know THAT something is happening.
  - Group is also down to a few members due to organizational cuts.
  - No word from Dan Carter in his new position with MSU-Billings.
- ***Emergency Response & Resources***
  - Planning
    - Tier 2 Reports are coming in. E-Plan platform is working well.
    - HAZMAT Plan
      - DES met with the Rural Fire Council to review.
      - Waiting on comment from Billings Fire as they are the Local Emergency Response Authority (LERA).
      - So far minimal changes are needed beyond basic information updates.
      - Aiming for the end of March 2025.
  - Exercise Design
    - Medical response and surge exercise with the hospitals is in the works.
    - RiverStone Health is running a highly infectious diseases TTX on 3/19.
- ***Grants***
  - Homeland Security Grant Applications DUE April 9<sup>th</sup>.
  - Grants subcommittee received 3 applications.
    - Subcommittee members: Pam Sanderson, Jen Staton, Brady Drescher, Joe Marcotte, and Dianne Lehm.

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- Applications were evaluated based off of the state guidelines.
    - Extra 10 points if applicant is an active LEPC member.
    - Maximum ranking allowance of 3 proposals.
    - 1.5 hours of discussion and assessment
  - Final Rankings:
    - (1) Billings Police \$495,000 (ROOK)
    - (2) MSU-Billings \$193,600 (camera upgrade & expand)
    - (3) Laurel Police \$68,000 (new ruggedized laptops & docking stations for vehicles/officers)
  - **MOTION TO APPROVE** – [1<sup>st</sup>: Bob Lough with YARES; 2<sup>nd</sup>: Joe Halligan with Billings Public Schools]
    - **NO OPPOSED.**
  - Priority Ranking letters to go out shortly.
  - Next Steps: Applications are then ranked by MTDES, assessed and recommended funding order by the SAC, then FEMA, then awarded based on allotted funding.
- **Training**
    - UPCOMING TRAINING:
      - May 16-17 BNSF TRANCAER HAZMAT training will take place at the Laurel Railyard. Day 1 is focused on emergency management, Day 2 is Fire Department focused.
      - Laurel Fire Department is hosting a BNSF PPT on 3/12 @ 1900.
    - 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.**

End subcommittee reports

**Continuing Discussion/Old Business:**

- LEPC Gap Analysis (attached to the end of the minutes)
  - Which points are we going to tackle in 2025?
    - (1) We have organized subcommittees, but we are struggling with getting people to volunteer their time to chair the committees and do the work (half point)
    - (2) Active subcommittees have been filing annual reports, missing accident reports.
    - (3) Room to improve to separate the LEPC from YC-DES.
    - (4) Improve Emergency response and mitigation (on-going)
    - (5) Set progress objectives (partial point) really struggling to complete due to lack of support.
  - **Group Feedback:** Leadership is being too hard on themselves – we are meeting more than we give ourselves credit for.
  - Goal for a public facing platform for Tier 2 has not been completed.
  - If/when a bad day happens, if we are able to show that we are trying, would that stand-up in court?? (we are not the only LEPC struggling to meet these goals).
  - We need to review the by-laws to see if they are hindering forward progress on these goals.
  - Identifying hazards:
    - Per Jason Lyon with Billings Fire, roughly 150 facilities in Yellowstone County are submitting through the E-Plan Platform.
      - Possibility to increase community awareness after we map where all of our Tier 2 facilities are located (work with YC-GIS).
  - YC-DES is working on updating the HAZMAT Plan.
    - Spotty attendance from some response agencies.
    - Evaluate severity of release (Level 0-3 in hazmat plan)
      - It's not that there is no framework, it's just that the framework hasn't been utilized.
      - Basic conversation loosely follows existing framework, but doesn't use explicit verbiage (level 2 spill) etc.
      - Per BFD - some HAZMAT pre-planning.
        - Fire Department identifies facilities (within Billings city limits) with reportable quantities. Not 100%, but most of them.
  - ID potential shelters and evacuation routes. Metra, MSUB, Red Cross contracts?
  - YC-DES has an Emergency Response Information Guide for critical contacts. This can be used to contact organizations and they can handle sourcing the of the resources within their purview.
  - Need to consider establishing plans for shelter in place/evacuations

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- Implement:
  - Facilities (private or public) need to employ someone to coordinate/notify (beyond calling 911). This is not necessarily known, organized, or formalized in policy.
- We are limited in available resources.
- Alert and Warning = YCI.
  - PSAP having access [to YCI to manage notifications/alerts] - when the bad day happens, 911 is going to be swamped enough handling calls to worry about handling mass notification.
- We need to identify and map hazards and prioritize response.
- MHMP - for Eastern Region and Annex K (Yellowstone County) has been adopted by Yellowstone County and City of Laurel. Plan has been sent to City of Billings - no response received and it is currently unknown if the plan has been or if/when it is going to be adopted.
- Training & Exercise
  - LEPC is required to test our HAZMAT Plan. (for the county - unclear if this is happening at a county/collective level)
  - We are working with the refineries for HAZMAT components.
- Community Right to Know (public facing request process of: “what is in my backyard?”)
  - Balance between public display versus available upon request
- Accident Prevention – is the responsibility of the facility??
- Analyze spill reports and prevention lessons.
- Public Awareness
  - LEPC website?
- **PICK TOP 5**
  - Multiple demands on the same resource
    - We need to identify who triages those requests to dictate priority?
    - What structure or plan exists to coordinate this?
  - There is an EOP. If there's a problem, call, otherwise silence is acceptance.
  - What is the follow-up to an “Oh No!” call?
    - You have stated Oh No!, but there needs to be a “Now What?” response.
    - When how/is the framework activated?
    - This is still a work in progress
  - What happens when the IC doesn't know who to call or how/where to locate the necessary resource, or the resource isn't going to be available for X hours?
- **Hazardous Release Report**
  - Standard releases/flaring events.

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- 1 incident from a few weeks ago. A small amount of Sodium Hydrosulfide (ingredient in tanning beds) released/spilled due to a mechanical failure. Two employees were injured which resulted in fairly severe chemical burns. The incident was contained within the facility.
- No activations of the EOC or DES Personnel requested.

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

### **TOPICS OF NOTE/SITUATIONAL AWARENESS:**

- MTDES
  - State just purchased a new incident/resource management system (3/11) to replace WebEOC.

There being no further business, the meeting was adjourned @ 10:23 am. [1<sup>st</sup>: Bob Lough with YARES; 2<sup>nd</sup>: Keith Bjotten with Salvation Army]

### **Next Meeting:**

- **APRIL 9, 2025 @ 09:00am**
  - **WE WILL BE IN THE 5<sup>TH</sup> FLOOR EMERGENCY OPERATIONS CENTER (EOC)**

## **2024 LEPC Gap Analysis Results**

### **LEPC Structure and Organization (7/13)**

- Organize subcommittees and establish clear membership roles (.5).
- Produce annual report covering trends in accidents, hazards, enforcement, drills, risk reduction, etc.
- Work towards reducing vulnerability zones and accident potentials.
- Maintain own identity independent from host agency.
- Improve emergency response and mitigation.
- Set progress objectives (funding, participation, communication, etc.) and annually evaluate progress towards achieving these goals (.5)

### **Identification of Hazards (1/4)**

- Identify facilities with extremely hazardous substances (EHS).
- Identify facilities with other hazardous chemicals.
- Identify facilities contributing to or subject to risk near facilities with EHSs and hazardous chemicals.

### **LEPC Emergency Response Planning (5/18)**

- Annually review and update the hazmat plan.
- Coordination exists between EHS facilities and fire departments and other organizations (police, hospitals, etc.).
- Establish a means to determine the severity of a chemical release.
- Identify potential shelters and evacuation routes.
- Include emergency response information on those facilities identified in local emergency plan.
- Maintain an inventory of emergency response resources.
- Establish plans for shelter-in-place or evacuation.
- Establish early warning systems (.5).
- Provide education on protective actions (evacuation/shelter-in-place) to the public and first responders.
- Evaluate the protective capacity of shelter-in-place structures.
- Conduct a hazards analysis.
- Ensure hazard analysis is incorporated into plan.
- Ensure procedures are in place by which facility emergency response coordinators will notify first responders of a hazardous chemical emergency (.5).
- Include emergency response measures used by medical personnel in local emergency plan (.5).

### **Implementing the LEPC Emergency Response Plan (0/3)**

- Establish notification procedures by which facility coordinators will notify first responders or other system in the event of an EHS or hazardous chemical emergency.
- Describe the incident command system to be used in responding to hazardous chemical emergencies.
- Establish alert and warning systems to notify the public (.5).

### **Community Hazard Analysis (0/9)**

- Develop easily understood community maps showing EHS facilities, vulnerable zones, transportation, etc.
- Conduct commodity flow study to identify chemicals and volumes moving through community.
- Identify potential hazards from natural events such as flood, tornado, earthquake, drought, winter storm, etc.
- Identify critical facilities, vulnerable environments, and potentially exposed populations (e.g., schools, nursing homes, residential areas, workers onsite) (.5).
- Prepare or obtain worst-case and lesser release scenarios at each EHS facility and those in transportation.
- Assess potential risks and develop a prioritized plan.
- Establish process to determine whether EHSs or other hazardous chemicals have been involved in past accidents.
- Establish a process to determine the level of risk if EHSs or other hazardous chemicals are involved in an accident.
- Establish a process to determine the areas and populations that will be affected in the event EHSs or other hazardous chemicals are released (.5).

### **LEPC Training and Exercises (1/5)**

- Develop emergency response drills and exercises to evaluate the effectiveness of the local emergency response plan.
- Establish a schedule to regularly conduct drills and emergency response exercises.
- Sponsor training for fire, medical, police, hazmat teams, hospitals, and other response personnel.
- Hold seminars for the public on hazards within their community and how they can protect life and property.



**Community Right-To-Know (2/10)**

- Publicize availability of right-to-know information.
- Establish a convenient information request process.
- Publicize community hazard maps with vulnerability zones through printed or electronic media.
- Discuss or publicize options for reducing vulnerability zones (i.e., safer technologies).
- Regularly contact each reporting facility to promote better understanding of EPCRA requirements by the facility owner or operator.
- Outreach to new facilities on EPCRA requirements.
- Ensure all required facilities are submitting their Tier II forms (.5).
- Actively seek to increase number of facilities in the community annually reporting EHSs or hazardous chemicals.

**Accident Prevention (0/5)**

- Promote exploration of inherently safer technologies (safer chemicals, lower pressure or temperatures, less storage, fewer shipments).
- Promote other facility safety improvements (secondary containment, automatic shutoffs, alarms, etc.).
- Provide the hazard analysis to planning commissions, zoning boards, public works, citizen advisory councils, and other local entities.
- Analyze spill reports for response and prevention lessons (.5).
- Give recognition for hazard reduction efforts (e.g., awards).

**Public Awareness (0/4)**

- Maintain an LEPC website for public access (.5).
- Print an annual EPCRA notice for local new releases or display to EPCRA public notice on your website.
- Provide public service announcements concerning all-hazard preparedness to local radio and tv stations.
- Conduct activities in the community to heighten the public's awareness of hazards in the community (.5).

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**ATTENDANCE RECORD – MARCH 12, 2025**

<b>#</b>	<b>Agency</b>	<b>First Name</b>	<b>Last Name</b>	<b>Federally Funded?</b>
1	AMR	Brady	Drescher	
2	Big Sky EDA	Dianne	Lehm	
3	Billings Fire Dept	Cameron	McCamely	
4	Billings Police Dept	Brandon	Wooley	
5	Billings Police Dept	Travis	Fjetland	
6	Billings School District 2	Joe	Halligan	
7	BNSF	Peter	Killman	
8	HOPE K9 Dogs	Harry	Schlitz	
9	Just Serve	Lynnadele	Nielsen	
10	Laurel EMS	Troy	Charbonneau	
11	Laurel Police	Jarred	Anglin	
12	Member of the Public	Pam	Sanderson	
13	MSU-Billings Police	Brandon	Gatlin	
14	<b>MT DES</b>	<b>Jeff</b>	<b>Gates</b>	<b>YES</b>
15	National Weather Service	Bob	Setzenfand	
16	Phillips 66 Pipeline	Gunnar	Hansen	
17	Phillips 66 Refinery	Steve	Blood	
18	Rehabilitation Hospital of Montana	David	Ude	
19	Salvation Army	Keith	Bjotten	
20	St. John's United	Rob	Wilkerson	
21	St. Vincent's Hospital	Jennifer	Staton	
22	Team Rubicon	Rod	Boettcher	
23	YARES	Bob	Lough	
24	YARES	Jerry	Jones	
25	YARES	Paul	Miller	
26	Yellowstone County GIS	Alyssa	Quiroz	
27	Yellowstone County GIS	Mike	Powell	
28	Yellowstone County Sheriff's Office	Shane	Gibbs	
29	<b>Yellowstone County DES</b>	<b>Annemarie</b>	<b>Overcast</b>	<b>YES</b>
30	<b>Yellowstone County DES</b>	<b>Derek</b>	<b>Yeager</b>	<b>YES</b>
TOTAL ATTENDANCE:				30