

## MINUTES January 14, 2026

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### New City Hall 5<sup>th</sup> Floor Emergency Operations Center (EOC) & Virtual 9:03 am – 9:55 am

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MINUTES – Last official minutes were from June 11, 2025. To be approved at next meeting.

#### **AGENDA – DISCUSSION:**

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

##### **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
    - VACANT
- 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
- Grants
  - Dianne Lehm
  - [dianne@bigskyeda.org](mailto:dianne@bigskyeda.org)
  - Meets as needed. Contact Dianne for more details.
- Training
  - [yaclepc@gmail.com](mailto:yaclepc@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***
  - Meets the 4<sup>th</sup> Tuesday of every month.
  - CCC was originally put under the LEPC because it needed the same people to participate in both groups so as not to create two meetings with the same people on similar issues.
    - How does CCC fit with the ops plan/big picture?
    - How do general citizens become helpful instead of becoming a nuisance during disaster response?
      - Coordinate with Phillips 66 Refinery Citizen Advisory Council?
      - Coordinate with Neighborhood Group Facebook Pages?
      - Coordinate with Neighborhood Taskforces?
- ***Emergency Response & Resources***
  - Exercise Design
    - Lower exercise activity in the last few months due to holidays.
    - First meeting of the new year is the end of January.
      - Currently working on triage and casualty cards for the hospital exercise to help create a consistent template.
      - Working to make the victim cards more realistic for exercises.
        - Previously aiming for early Fall 2026 – Consider moving up to being ready in May 2026 so it can be done in tandem with the full-scale airport exercise
    - May 2026 is the mandatory annual FAA exercise. 2026 is the full-scale exercise for the airport – Dates TBD.
    - Rocky Vista University is also required to do a full-scale MCI exercise for their internal requirements in April 2026.
  - Planning
    - Multi-Hazard Mitigation Plan (MHMP)
      - Yellowstone County is part of the Eastern Region
      - FEMA requires an annual review of the plan to update mitigation actions, new areas or development, risks, etc.
        - Need to get as many stakeholders as possible
        - Annual review process is January 21, 2026 in the Billings EOC at 10:00.
          - MTDES will provide lunch
      - This plan is a great resource for grant applications. Even though the base plan is regionally driven, the Yellowstone County specific annex is roughly 60 pages.
- ***Grants***
  - Current SHSP and EMPG grant funding have yet to be fully awarded/released. Projects on hold/unable to move forward until funding is released.

- **Training**
  - **Emergency Management Institute (EMI) in Maryland is currently paused/closed. Unknown if this is a temporary or permanent decision.**
  - 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.
    - [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:**

- Currently working on updating the Emergency Operations Plan (EOP) from 2019.
  - Due to the age/agency understanding/stipulation of the current plan, this will be a significant overhaul, review, and update.
  - Currently on hold while various legal entities review the Memorandum of Understanding (MOU) that will form the foundation of the new plan by clearly outlining the legal requirements, expectations, and responsibilities put forth in Montana Code Annotated.
    - Acceptance of the MOU (or not) will direct future actions.
      - If accepted, then the LEPC will shift focus to updating the HAZMAT Plan and the EOP Plan
        - Both are statutorily required – what’s written down and adopted is legally binding.
  - This is not, and cannot be, an update solely carried by DES.
    - 2026 Goals: This is a group effort.
  - The group (and stakeholders) need to understand the ESFs and individual agency responsibilities. There are currently 18 ESFs.
  - The 2026 plan for the LEPC is to have the group dive into 1 to 2 ESFs each month for the next 12-18 months to identify the relevant agencies, responsible parties, who needs to be involved, what their involvement looks like, etc.

## LOCAL EMERGENCY PLANNING COMMITTEE

NEW CITY HALL – BILLINGS, MT 59101

JEN STATON, CHAIR

- Subcommittee groups will continue in their current directions. This will provide the basis for the majority of discussion time during LEPC Meetings.
  - Group Discussion: Keep Member Presentations paused or address as they come up? Or save that time for more agency specific roles-based discussion for individual ESF category discussions?
    - Group Consensus: Only focus on ESF discussion and have agency specific details come up as they are discussed in their specific ESF category.
      - Possibility of a ‘micro-conference’ to allow for 2-hour ESF specific presentations.
      - Also consider grouping similar ESFs together in the same meeting.
        - ESF 6 & 8, ESF 9 & 13, etc
- Will follow-up in February as we hope to have a “yes” or “no” from area leadership regarding the MOU.
- **Hazardous Release Report**
  - Standard releases/flaring events and small spills.
  - No activations of the EOC or DES Personnel requested.

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

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

- CISA – Cybersecurity Division
  - Don’t forget about cyber risks and cybersecurity.
  - CISA does cyber and physical assessments for FREE.
    - Reach out to Joe Frohlich or Travis Light for cyber evaluations.
      - Joe Frohlich – Cybersecurity State Coordinator, Montana  
[joseph.frohlich@cisa.dhs.gov](mailto:joseph.frohlich@cisa.dhs.gov) | 406-461-2651
      - Travis Light – Cybersecurity Advisor  
[travis.light@cisa.dhs.gov](mailto:travis.light@cisa.dhs.gov) | 406-894-8374
    - Reach out to Albert Mendoza for physical evaluations.
  - They can work with you if you have ties to critical infrastructure.
- Billings National Weather Service
  - Agency is still active and available to help/support, however, if the federal government shuts down again at the end of the month, they will be unable to participate/travel to events.

There being no further business, the meeting was adjourned @ 9:55 am. [1<sup>st</sup>: Curtis Schomer with Billings Clinic; 2<sup>nd</sup>: Tyler Wattles with ParMontana Pipeline]

## LOCAL EMERGENCY PLANNING COMMITTEE

NEW CITY HALL – BILLINGS, MT 59101

JEN STATON, CHAIR

### Next Meeting:

- FEBRUARY 11, 2026 @ 09:00am
  - WE WILL BE IN THE 5<sup>TH</sup> FLOOR EMERGENCY OPERATIONS CENTER (EOC)

**ATTENDANCE RECORD – JANUARY 14, 2026**

**Agency (Federally Funded?), First & Last Name**

- |   |  |
|---|--|
| <b>1. Billings Clinic</b>                 | <b>16. RiverStone Health</b>                   |
| a. Curtis Schomer                         | a. Ray Ezell                                   |
| <b>2. Billings Fire Department</b>        | b. John Jones                                  |
| a. Cameron McCamely                       | <b>17. Salvation Army</b>                      |
| <b>3. Billings School District 2</b>      | a. Keith Bjotten                               |
| a. Joe Halligan                           | <b>18. St. John's United</b>                   |
| <b>4. CISA (yes)</b>                      | a. Rob Wilkerson                               |
| a. Albert Mendoza                         | <b>19. St. Vincent's Hospital</b>              |
| b. Joe Frohlich                           | a. Jennifer Staton                             |
| c. Travis Light                           | <b>20. Team Rubicon</b>                        |
| <b>5. Coventry Ren</b>                    | a. Rod Boettcher                               |
| a. Paul Totton                            | <b>21. United Way</b>                          |
| <b>6. HOPE K9 Dogs</b>                    | a. Chrissy Brese                               |
| a. Harry Schlitz                          | <b>22. YARES</b>                               |
| <b>7. Laurel EMS</b>                      | a. Paul Miller                                 |
| a. Troy Charbonneau                       | <b>23. Yellowstone County GIS</b>              |
| <b>8. Laurel Police</b>                   | a. Alyssa Quiroz                               |
| a. Jarred Anglin                          | <b>24. Yellowstone County Sheriff's Office</b> |
| <b>9. Member(s) of the Public</b>         | a. Shane Gibbs                                 |
| a. Pam Sanderson                          | <b>25. Yellowstone County DES (yes)</b>        |
| <b>10. Montana DES (yes)</b>              | a. Annemarie Fowler                            |
| a. Andrew Long                            | b. Derek Yeager                                |
| <b>11. MSU-Billings Police</b>            |  |
| a. Brandon Gatlin                         |  |
| <b>12. National Weather Service (yes)</b> |  |
| a. William McKeown                        |  |
| <b>13. Par Montana Pipeline</b>           |  |
| a. Tyler Wattles                          |  |
| <b>14. Par Montana Refinery</b>           |  |
| a. Bobby Westbrook                        |  |
| b. Jakes Jones                            |  |
| <b>15. Phillips 66 Refinery</b>           |  |
| a. Steve Blood                            |  |

**TOTAL ATTENDANCE: 30**