

**MINUTES**  
**April 10, 2024**

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**Stillwater Building**  
**3<sup>rd</sup> Floor Commissioner’s Conference Room & Virtual**  
**9:05 am – 10:06 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 JUNE**

**Member Presentation(s):**

**Bobby Westbrook with Par Montana Refinery**

- There are 320 full-time employees at the refinery.
  - There are also approximately 80-100 contractors.
- Can process up to 63,000 barrels of crude oil/day.
  - Annually produces approximately:
    - 400 million barrels of gasoline
    - 300 million barrels of diesel
- Oil Spill Response Team
  - 16 Responders and HAZMAT Technicians
  - Swift water oil spill certified
- Rescue Squad
  - 12 members are EMT, high angle, and confined space certified.
  - They have recently added industrial rescue (equipment/crush injuries)
- Mutual Aid Agreements with:
  - Billings Fire
  - Lockwood Fire
- Refinery conducts quarterly trainings and is hosting a large industrial rescue class in June 2024.
  - Will work with area partners and other refineries.
  - Dates to come later to observe and participate.
- Fire Brigade
  - 40 members on the fire brigade

**Member Presentation(s) continued:**

**Bobby Westbrook with Par Montana Refinery (continued)**

- Drone Team (NEW)
  - 7 FAA certified drone pilots
  - Can deploy to get more data and reduce responder risk and can make response more efficient.
  - Also helps to keep key partners in the loop with more details/live feed.

**Albert Mendoza with DHS-Cybersecurity & Infrastructure Security Agency (DHS-CISA)**

- Albert Mendoza oversees the physical security assessments for the Eastern portion of Montana.
  - He travels all over Eastern Montana to carry out these assessments.
    - These assessments are FREE.
  - Conducts reviews for both public and private partners.
- CISA is fairly new (only 5 years old) and has roughly 3,100 employees.
- Their goal is to foster partnerships with the government and private sector to better prepare local, state, and private sector entities.
- CISA covers/conducts reviews for critical infrastructure across all 16 sectors.
- These reviews help facilities better understand how a negative event can affect their facility and everybody else.
- Critical infrastructure is critical and plays a key role in everybody's daily lives.
- We [everybody] can no longer be 'This is Montana – it will never happen here.'  
**IT ALREADY IS HAPPENING HERE** and it's only going to become more frequent.

**Member Presentation(s) continued:**

**Albert Mendoza with DHS-CISA (continued)**

- There are two types of assessments: Infrastructure Survey Tool (IST) and Security Assessment at First Entry (SAFE) tool.
  - Infrastructure Survey Tool (IST): A vulnerability survey tool that applies weighted scores to identify infrastructure vulnerabilities and trends across sectors. Survey questions fall under the following categories:
    - Physical Security
    - Security Force
    - Security Management
    - Information Sharing
    - Protective Measures
    - Dependencies
  - Security Assessment at First Entry (SAFE): A tool designed to assess the current security posture and identify options for facility owners and operators to mitigate relevant threats.
    - Ideal for smaller facilities such as:
    - Rural county fairgrounds
    - Houses of Worship with only weekend services/smaller membership
    - Small health clinics
  
- **Cybersecurity Assessment Contacts**
  - MT State Coordinator
    - Joe Frohlich
      - (406) 461-2651
      - [Joseph.frohlich@cisa.dhs.gov](mailto:Joseph.frohlich@cisa.dhs.gov)
  - MT Advisor
    - Travis Light
      - (406) 894-8374
      - [Travis.light@cisa.dhs.gov](mailto:Travis.light@cisa.dhs.gov)
- Protective (physical) Security Assessment Contacts
  - Western MT Advisor
    - Randy Middlebrook
      - (406) 839-1165
      - [Randy.middlebrook@cisa.dhs.gov](mailto:Randy.middlebrook@cisa.dhs.gov)
  - Eastern MT Advisor
    - Albert Mendoza
      - (406) 371-3585
      - [Albert.mendoza@cisa.dhs.gov](mailto:Albert.mendoza@cisa.dhs.gov)

**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:**

- ***Citizen Corps Council (CCC) / (CAER)***
  - Meets the 4<sup>th</sup> Tuesday of every month @ 0900 at United Way.
    - March Meeting cancelled due to sickness and travel
- ***Communications***
  - Did not meet – No report.
- ***Conference***
  - Did not meet – No report.
- ***Crisis Communications***
  - Did not meet – No report.
- ***Exercise Design***
  - Meets the 4th Tuesday of every month @ 1030 (United Way or Virtual).
  - Currently focusing on improvement plans identified in the previous exercises.
  - Currently working to review past activities to see what has been done and what still needs to be done.
    - Hospitals are working with the airport to make sure everybody meets their requirements for reunification.
    - Billings Public Schools is actively working on several summer exercises.
      - July 31 – August 2 is a planned functional exercise with police and the rescue task force to practice their response/policies.
    - Hospital traffic corridor to better deal with evolving construction.
    - Work with BBWA Ditch regarding a ditch breach preparedness plan.
  - Check out Emergency Management Institute (EMI) virtual tabletop exercise (TTX) links.
  - RiverStone Health and hospitals will be doing a Measles TTX on May 14 in the afternoon.
- ***Grants***
  - Volunteer Fire Capacity (VFC) grant for FY24/25 is open (closes at the end of May).
- ***Planning***
  - The full list of plans for membership to see the proposed schedule for review and revision of plans.
    - Also alerts Subject Matter Experts (SME) to when they will/may be asked for their input on the topic area.
  - Currently working on the Emergency Operations Plan (EOP).
  - The Multi-Hazard Mitigation Plan (MHMP) has been sent into the state and FEMA. Awaiting feedback/response.

- **Subcommittee Reports (cont.):**
- **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
    - Department of Corrections to conduct a large TTX at the women’s prison. More information to follow.
  - 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.
  - 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:**

- Update on new subcommittees: Leadership is still building out the new subcommittee duties. Currently meeting with potential chairs.
  - May Meeting = kickoff meeting with new chairs about what to do, what is expected, etc.
  - New subcommittees to start in June 2024.
- A toolkit has been developed to include resources about subcommittee guidelines and templates for agendas and minutes (almost done).
  - Requested expense of \$400 for resources and training (lunch for new chairs)
    - Paul Totton motioned; Jacob Haan seconded.
      - **All in favor – None opposed. To report at next meeting.**
- Active LEPCs are good thing. VERY IMPORTANT.
- It is important to remember that the **federal requirements are HAZMAT only.**
  - Though the YC LEPC does above and beyond (which is fine, but we cannot ignore/drop the HAZMAT requirement).

- **Hazardous Release Report**
  - Several small spills, flaring, etc.

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

**TOPICS OF NOTE/SITUATIONAL AWARENESS:**

- YC-DES:
  - DES partnered with CHS Refinery for their recent TTX to test the new TRG IAP Software and EverBridge mass notification system.
- YC-GIS:
  - Statewide GIS Conference at the Northern in Billings (4/15-4/18)
    - MAGIP.com
- Mayor Cole:
  - Several swatting calls have been coming into local dispatch which involve Billings Police.
    - These are AI generated calls and can also be used to divert resources for a false incident call (refinery fire, train derailment, etc.).
      - These calls sound like a real person. They respond to questions and have an address.
  - Per Albert Mendoza with DHS-CISA:
    - These types of calls have been happening more frequently and it is a real issue.

There being no further business, the meeting was adjourned @ 10:06am. [1<sup>st</sup>: Bob Lough with YARES; 2<sup>nd</sup>: Bobby Westbrook with Par Montana Refinery]

**Next Meeting:**

- **MAY 8, 2024 @ 09:00am**

**LOCAL EMERGENCY PLANNING COMMITTEE**

STILLWATER BUILDING – BILLINGS, MT 59101

JEN STATON, CHAIR

**ATTENDANCE RECORD – APRIL 10, 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 Admin	Bill	Cole	
6	Billings PIO	Victoria	Hill	
7	Billings School District 2	Joe	Halligan	
8	Billings School District 2	Lindsay	Gran	
9	Brenntag	Logan	Halsey	
10	CHS Pipelines & Terminals	Cody	Yerger	
11	CHS Pipelines & Terminals	Ken	Ganzeveld	
12	CHS Refinery	Jacob	Haan	
13	HOPE K9 Dogs	Harry	Schlitz	
14	<b>CISA</b>	<b>Albert</b>	<b>Mendoza</b>	<b>YES</b>
15	<b>CISA</b>	<b>Randy</b>	<b>Middlebrook</b>	<b>YES</b>
16	HOPE K9 Dogs	Harry	Schlitz	
17	Just Serve	Lynnadele	Nielsen	
18	Member of the Public	Pam	Sanderson	
19	Member of the Public	Paul	Totton	
20	Montana Women’s Prison	Michael	Moorman	
21	National Weather Service	Nick	Vertz	
22	Par Montana Pipeline	Manuel	Vasquez	
23	Par Montana Refinery	Bobby	Westbrook	
24	Phillips 66 Refinery	Steve	Blood	
25	Rehabilitation Hospital of Montana	David	Ude	
26	RiverStone Health	Ray	Ezell	
27	Salvation Army	Keith	Bottjen	
28	St. John’s United	Rob	Wilkerson	
29	St. Vincent’s Hospital	Eric	Fisher	
30	St. Vincent’s Hospital	Jennifer	Staton	
31	United Way	Elizabeth	Chapell	
32	Vitalant	Scott	Rainey	
33	YARES	Bob	Lough	
34	YARES	Jerry	Jacobs	
35	YARES	Paul	Miller	
36	Yellowstone County Commissioner	Don	Jones	
37	Yellowstone County Commissioner	Mark	Morse	
38	Yellowstone County GIS	Alyssa	Quiroz	



**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	Yellowstone County GIS	Mike	Powell	
40	Yellowstone County LDS Church	Carey	Smith	
41	<b>Yellowstone County DES</b>	<b>Annemarie</b>	<b>Overcast</b>	<b>YES</b>
TOTAL ATTENDANCE:				41