

MINUTES
May 8, 2024

Stillwater Building
3rd Floor Commissioner’s Conference Room & Virtual
9:02 am – 10:06 am

APPROVAL OF MINUTES as distributed [1st: KC Williams with YC DES; 2nd: Jacob Haan with CHS Refinery]

AGENDA – DISCUSSION:

Quarterly Financial Report: NEXT REPORT IN JUNE

Member Presentation(s):

David Ude & Lynn Benson with Rehabilitation Hospital of Montana

- They are a **REHABILITATION** hospital only.
 - There are no acute care capabilities.
- Most patients average 10-12 days in the facility.
- This is a state-of-the-art facility that focuses on strength building, cooking, balance, etc.
- Most of their patients are victims of stroke or spinal cord damage/injuries.
- The facility does have a 400KWH generator that they currently only use 20% of, though it is not portable.

Clark Snyder with RiverStone Health – Environmental Health Services (County Sanitarian)

- 12 staff:
 - 8 Sanitarians
 - 2 Managers
 - 2 Administrative Assistants
- They serve 1100 food establishments currently licensed in Yellowstone County.
- Montana Department of Environmental Quality (DEQ) contracts with this department to oversee and inspect septic permitting.
- There are DEQ air quality monitoring sites at the RSH building. These monitor particulate matter from fires, refinery outputs, etc.
- In 2023, RSH-EHS:
 - Conducted over 3000 inspections of licensed facilities and septic permits.
 - Investigated over 300 complaints
- RSH-EHS also reviews plans for new businesses (especially for food)

Member Presentation(s) continued:

Clark Snyder with RSH-EHS (County Sanitarian) (continued)

- **Question: Do you have actual places where emergency shelters can be set up or simply help with setup and layout?**
 - RiverStone Health does not have the facilities/access to locations, but YC DES has shelter location MOUs in place or has pre-identified several locations for temporary emergency sheltering. Red Cross can support with volunteers and shelter supplies and shelter setup.
 - MetraPark has been used previously for sheltering needs as needs arise.
 - MSUB was previously used for a large sheltering operation during the Lame Deer Fires.
 - Coordinate with Taylor Slabaugh at HRDC for sheltering and childcare support.

Subcommittee Schedule & Chair Contact:

- CCC/CAER
 - Pam Sanderson
 - psanderson406@gmail.com
 - 4th Tuesday every month; 09:30-10:30 @ United Way or virtual
- Communications
 - Derek Yeager
 - yeagerd@billingsmt.gov
 - Contact Derek for more details.
- Conference
 - Jennifer Staton
 - jennifer.staton@imail.com
 - Meets as needed.
- Crisis Communications
 - Dan Carter
 - dcarter@parpacific.com
 - Quarterly; 11:45-1315 @ Windmill; Contact Dan for more details
- Exercise Design
 - VACANT (Email Chrissy Brese with questions)
 - volcoord@uwyellowstone.org
 - 4th Tuesday every month; 10:30-11:30 @ United Way or virtual
- Grants
 - Dianne Lehm
 - dianne@bigskyeda.org
 - Meets as needed. Contact Dianne for more details.
- Planning
 - KC Williams
 - kwilliams@yellowstonecountymt.gov
 - Every other Friday; 08:30-09:30 @ St. Vincent's Mansfield Center or virtual
- Training
 - VACANT
 - ytlepc@gmail.com
 - Email all training opportunities to LEPC Gmail.

Subcommittee Reports:

- ***Citizen Corps Council (CCC) / (CAER)***
 - Meets the 4th Tuesday of every month @ 0900 at United Way.
 - Current effort is to get more information on emergency preparedness to families through their kids.
 - Billings Public Schools (BPS) is partnering with Billings Fire to pilot at eight elementary schools this year to expand to more schools next year
 - CCC is shifting efforts to reduce duplication of effort
 - Also working with Red Cross and their Ready Rating for businesses and working on promotional material for HAZMAT in the home awareness efforts.
- ***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).
 - Old Business:
 - Improvement plans that result from exercises and actual events.
 - We have not had much real-world application to see if and how the improvements have been implemented.
 - Hospital notifications need to have a follow-up exercise to test the notifications process and ensure that hospitals are actually notified through the lamResponding (IAR) system.
 - Mass fatality protocols in new CAD system will trigger automatic notification through IAR to hospitals.
 - Dispatch ran a test run through IAR and was successful in notifying the correct people. However we have not had a real incident since to further test the process.
 - Hospital family reunification process/plans need to work with the airport/airlines to align the process and meet federal requirements.
 - By-laws review is on hold until new subcommittees are finalized.
 - BPS to carry out a 3-day training exercise with the Rescue Task Force (RTF) and Billings Fire at West High School on July 31 from 0800-1800.
 - They are working to get 50-75 parent and student volunteers to run a family reunification exercise. Using the I Love You Guys reunification model (from 1200-1400).
 - It will be an armed intruder scenario and they are looking for additional volunteers.
 - Currently working to encourage staff members to participate in the exercise.

- Reach out to Joe Halligan if you want to observe, participate, be a role player, etc.
 - Currently working with school administrative staff to clarify expectations and reality.
- Hospital Traffic Corridor Plan for construction is tabled until the next meeting so stakeholders have an opportunity to meet.
- BBWA Ditch Breach Preparedness has been tabled. The County does have a breach pre-plan that was completed in 2023. BBWA received several grants to update and mitigate concerns.
 - There is currently no need to exercise this plan as we've had 2 real events in the past five years and the area is being actively monitored.
 - Once new infrastructure pieces are in place (waiting for grant funding to be approved and projects completed) we should review the plan and test to see how these new pieces play into the equation.
- RiverStone Health is conducting an internal Measles TTX on May 14.
- FAA mandated airport TTX on May 23.
- New Business:
 - How to get information about the LEPC out to the public?
 - New public education committee
 - Cyberattack exercise at MSUB took place 2 months ago and was run by CISA.
- City and County leadership requested a continuity of operations plan following the G0402 class in October 2023.
 - DES partnered with EPA and TetraTech to develop the exercise.
 - Final planning meeting was on May 7th.
 - TTX on June 5th for elected officials and responders.
- **Grants**
 - Hazard Mitigation Grant Program (open to local governments) to address future losses/future mitigation is now available.
 - Volunteer Fire Capacity (VFC) Grant has closed. YC-DES on behalf of the Rural Fire Council submitted an application with a total funding request of \$57,847.35.
 - The Assistance to Firefighters grant application period has closed.
- **Planning**
 - Currently working on the Emergency Operations Plan (EOP).
 - The structure and outline for the Base Plan is done and was sent out to the Planning Subcommittee for review.
 - Decided content is good, final formatting in progress.
 - The Crisis Communications Plan is slated for review and updates in June.
 - The Multi-Hazard Mitigation Plan (MHMP) has been sent into the state and FEMA. Awaiting feedback/response.
 - Also working on a small traffic control plan for MetraPark for large events to help clear the parking lots faster/more efficiently.
 - Work on the MetraPark Evacuation Plan is also underway.

- **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)
 - 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:

- Meeting of the new subcommittee chairs is set for the end of May. New chairs will be provided with subcommittee chair guidebooks on what needs to be done as a chair and how to capitalize on the soft match potential.
 - Subcommittee report outs will start to look a little different starting in June/July.
 - More HAZMAT content will be reported out.
- ***Hazardous Release Report***
 - DEQ sent out a few letters of completed work and approved mediation.
 - 2 letters sent to agencies that need work.
 - All other calls were small spills, flaring, etc.

PUBLIC COMMENT:

- KC Williams – Yellowstone County DES:
 - I will be leaving for vacation starting this afternoon (5/8) through 5/20.
- Nick Vertz – National Weather Service (NWS):
 - NWS does spot weather forecasts for wildfires, floods, prescribed fires, etc.

- New request website set to go public end of June/beginning of July.
- More details to follow.
- Don Jones – Yellowstone County Commissioner:
 - Discussing temporary morgues given the morgue shortage during COVID.
 - Do we have enough capacity?
 - The State has a portable morgue with 25 additional capacity.
 - The one that Harry Schlitz with HOPE K9 Dogs saw at the South Dakota conference took about 30 minutes to setup and could hold up to 12 additional capacity.

TOPICS OF NOTE/SITUATIONAL AWARENESS:

- YC-DES:
 - DHS/CISA continue to send out notifications of civil unrest threats and hazards directed at government facilities, school, colleges, etc.
 - Smaller places like Billings are just as susceptible as the ‘big’ cities.
- HOPE K9:
 - Team attended the Mass Casualty Conference in South Dakota last week. Interesting content (emergency shelters, temporary morgues, etc.).
- Billings Airport:
 - Ron Smith is the new head of ARFF (the new Paul)
 - Paul Totton’s new role at the airport is to support and create compliance documentation and requirements as per federal requirements.
 - He is currently acting as a temporary employee/consultant until permanent compliance officer is hired.

There being no further business, the meeting was adjourned @ 10:13am. [1st: Bob Lough with YARES; 2nd: Paul Miller with YARES]

Next Meeting:

- **JUNE 12, 2024 @ 09:00am**

<u>Name of Plan</u>	<u>Required Y/N</u>	<u>Date Implemented</u>	<u>Date Reviewed</u>	<u>Date Expired</u>	<u>Scheduled Review</u>
Emergency Sheltering & Evacuation Plan	y	We do not have one			4/1/2024
Yellowstone County Emergency Operations Plan	y	9/1/2019	in-progress	9/1/2024	5/1/2024
Medical Countermeasures Plan	y	5/3/2021		5/3/2025	5/1/2024
Debris Management Plan	y	9/1/2019		9/1/2024	5/1/2024
Mass Fatality Management Plan	y	9/1/2019		9/1/2024	5/1/2024
Point of Distribution Plan	y	6/30/2022		6/30/2024	6/1/2024
Communications Plan	y	pending			6/1/2024
Multi-Hazard Mitigation Plan	y	9/11/2019	in-progress	9/11/2024	7/1/2024
Emergency Alerting System Plan	y	7/1/2019	To be updated in 2024	7/1/2022	7/1/2024
Volunteer Management Plan	y	We do not have one			8/1/2024
Donation Management Plan	y	We do not have one			8/1/2024
Threat Hazard Identification and Risk Assessment	y	10/30/2023		10/30/2024	9/1/2024
Stakeholder Preparedness Review	y	10/30/2023		10/30/2024	9/1/2024
Training and Exercise Plan	y	In progress			10/1/2024
All-Hazards Incident Resource Management Plan	n	In progress	in-progress		11/1/2024
Source Water Protection Plan	y	12/31/2019		12/31/2024	12/1/2024
County Wildland Fire Protection Plan	y	2/28/2006	Update planned n 2024	2/28/2011	12/1/2024
Disaster Medical Health Plan	y	9/1/2010		?	1/1/2025
National Qualification System Objectives	y	Stage 1-2	in-progress		2/1/2025
Yellowstone County Hazmat Plan	y	9/1/2020		9/1/2025	3/1/2025
Agricultural Security Plan	n	Started in 2020 but delayed by COVID	in-progress		8/1/2025

LOCAL EMERGENCY PLANNING COMMITTEE

STILLWATER BUILDING – BILLINGS, MT 59101

JEN STATON, CHAIR

ATTENDANCE RECORD – MAY 8, 2024

#	Agency	First Name	Last Name	Federally Funded?
1	AMR	Brady	Drescher	
2	Big Sky EDA	Dianne	Lehm	
3	Billings Clinic	Joe	Marcotte	
4	Billings Fire Dept	Cameron	McCarmley	
5	Billings PIO	Victoria	Hill	
6	Billings Police Dept	Nathan	West	
7	Billings School District 2	Joe	Halligan	
8	Billings School District 2	Lindsay	Gran	
9	Brenntag	Logan	Halsey	
10	CHS Pipelines & Terminals	Ken	Ganzeveld	
11	CHS Refinery	Jacob	Haan	
12	HOPE K9 Dogs	Harry	Schlitz	
13	HRDC7	Julie	Ludwig	
14	HRDC7	Taylor	Slabaugh	
15	Just Serve	Lynnadele	Nielsen	
16	Laurel EMS	Troy	Charbonneau	
17	Member of the Public	Pam	Sanderson	
18	Member of the Public	Paul	Totton	
19	National Weather Service	Nick	Vertz	
20	Par Montana Pipeline	Tyler	Wattles	
21	Phillips 66 Pipeline	Eric	Ouzts	
22	Phillips 66 Refinery	Kyle	Wilson	
23	Phillips 66 Refinery	Sean	Gallogly	
24	Phillips 66 Refinery	Steve	Blood	
25	Red Cross	Austin	Ragsdale	
26	Rehabilitation Hospital of Montana	David	Ude	
27	Rehabilitation Hospital of Montana	Lynn	Benson	
28	RiverStone Health	Clark	Snyder	
29	RiverStone Health	Ray	Ezell	
30	Rocky Vista University	Bret	Jensen	
31	Shepherd Volunteer Fire Department	Phil	Ehlers	
32	St. John's United	Rob	Wilkerson	
33	St. Vincent's Hospital	Jennifer	Staton	
34	Team Rubicon	Rod	Boetcher	
35	United Way	Chrissy	Brese	
36	United Way	Elizabeth	Chapell	
37	YARES	Bob	Lough	
38	YARES	Jerry	Jacobs	

LOCAL EMERGENCY PLANNING COMMITTEE

STILLWATER BUILDING – BILLINGS, MT 59101

JEN STATON, CHAIR

#	Agency	First Name	Last Name	Federally Funded?
39	YARES	Paul	Miller	
40	Yellowstone County Commissioner	Don	Jones	
41	Yellowstone County Commissioner	John	Ostlund	
42	Yellowstone County Commissioner	Mark	Morse	
43	Yellowstone County GIS	Alyssa	Quiroz	
44	Yellowstone County GIS	Mike	Powell	
45	Yellowstone County LDS Church	Carey	Smith	
46	Yellowstone County Sheriff's Office	Shane	Gibbs	
47	Yellowstone County DES	KC	Williams	YES
48	Yellowstone County DES	Annemarie	Overcast	YES
TOTAL ATTENDANCE:				48