

**MINUTES**  
**August 14, 2024**

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**Stillwater Building**  
**3<sup>rd</sup> Floor Commissioner’s Conference Room & Virtual**  
**9:00 am – 10:00 am**

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APPROVAL OF MINUTES as distributed [1<sup>st</sup>: Dianne Lehm with Big Sky EDA; 2<sup>nd</sup>: Troy Charbonneau with Laurel EMS]

**AGENDA – DISCUSSION:**

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

**Member Presentation(s):**

**SGT Shane Gibbs with Yellowstone County Sheriff’s Office**

- Sgt. Gibbs oversees the programming of new department radios, troubleshoots electrical problems in vehicles, and oversees the Narcan program.
- The Sheriff’s Office covers roughly 2600 square miles in Yellowstone County.
  - 68 sworn-in officers
  - 18 civilian staff
  - 4 civil process servers
  - 2 helicopters
  - 1 command vehicle (posted at MTFair)
  - 1 BEAR/SWAT vehicle – this is a regional support asset with other counties (primarily in the Eastern Region)
  - TRT/SWAT integration with the Billings Police.
  - Drone and robot resources
  - There is a coroner assigned to each YCSO team.
  - Currently have 3 detectives as part of the City/County Investigative Unit (drug task force)
  - Currently have 1 detective assigned to the US Marshals’ Violent Offenders Task Force
  - 6 reserve deputies
  - 10 Search-and-Rescue (SAR) volunteers (mainly river/water rescue)
  - Jail/Detention Facility has roughly 80 staff.
- Coordinate resource requests through YCSO or DES.

**Member Presentation(s) continued:**

**Joe Halligan with Billings Public Schools (School District 2)**

- Joe Halligan is the School Safety/Emergency Management Coordinator for Billings Public Schools (School District 2).
  - 21 Elementary Schools
  - 6 Middle Schools
  - 4 High Schools
  - 1 High School Innovation Center (formerly Washington Elementary School)
    - Students can attend for 4 years and leave with a high school diploma and an associate's degree.
  - There is a desire from BPS for law enforcement officers to become more aware/familiar with their preschool learning center.
  - Largest AA school district in Montana (by a lot), with roughly 16,500 students.
- BPS can now coordinate with responders and dispatch and can patch in with responder radios to BPS radios.
- BPS schools can be a partner with responders for shelters, evacuation points, hosting trainings, etc.
- Top priorities for school safety as the bond failed to pass:
  - Good comms in facilities
  - Train staff with the ability and authority to lockdown a facility
  - While cameras are nice, they require additional staff to monitor in order to be proactive (not currently feasible), as such, they remain as a reactive/investigative tool.

**CONTACT JEN STATON TO GET ADDED TO THE MEMBERSHIP PPT SCHEDULE**

**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
  - [dyeager@yellowstonecountymt.gov](mailto:dyeager@yellowstonecountymt.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
  - Annemarie Overcast
  - [aovercast@yellowstonecountymt.gov](mailto:aovercast@yellowstonecountymt.gov)
  - Every other Friday; 08:30-09:30 @ St. Vincent's Mansfield Center or virtual
- 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***
  - Jason Lyon not present to provide report out.
- ***Public Education & Information***
  - Pam Sanderson (not present) and Dan Carter (traveling)
  - Priority is getting the public signed up for EverBridge/Yellowstone County Informed.
  - MTFair booth did not yield results. Poor location = not a lot of traction.
- ***Emergency Response & Resources***
  - Emergency Operations Plan (EOP) has completed group review and feedback.
    - Will go out to the LEPC for final review and comment before going to leadership for signature and acceptance.
  - Crisis Communications Plan is currently being reviewed by the group.
    - Will go out to the LEPC for final review and comment before going to leadership for signature and acceptance.
  - September 26 is the Mass Casualty Incident Exercise for both hospitals.
    - Working with Metra about facility/space usage for part of the exercise.
    - United Way is recruiting and coordinating volunteers for victims (prefer high school and/or college students to make the exercise more realistic)
  - **Improvement Plans are important following exercises to identify gaps and come up with solutions to fix those gaps.**
- ***Communications***
  - Did not meet – Derek on Vacation.
- ***Conference***
  - Did not meet.
- ***Grants***
  - Page on grant resources with links to programs:
    - <https://www.dhs.gov/science-and-technology/frg-grants>
  - Nonprofit security grant program:
    - <https://www.fema.gov/grants/preparedness/nonprofit-security>
  - First Responder grants:
    - <https://firstrespondergrants.com/policegrants/>
  - Motorola Solutions - Body Cameras Grant Assistance Program
    - <https://www.policegrantshelp.com/motorola-body-cameras-grant-assistance/>
- ***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
  - Betsy Ross is the state training coordinator at MTDES ([betsy.ross@mt.gov](mailto:betsy.ross@mt.gov))

## LOCAL EMERGENCY PLANNING COMMITTEE

STILLWATER BUILDING – BILLINGS, MT 59101

JEN STATON, CHAIR

- 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.**
- RiverStone Health is looking into conducting a Psychological First Aid (PFA) training. Training summary: Seeks to provide resources for victims or survivors of traumatic events with resources or counselling). Reach out to Ray Ezell or RiverStone Health for more details or how to get involved/participate.

End subcommittee reports

### **Continuing Discussion/Old Business:**

- Subcommittee Updates:
  - Keep working with committees on new goals and structure.
- **Hazardous Release Report**
  - DEQ sent out a couple cleanup close out letter.
  - All other calls were small spills, flaring, etc.

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

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

- HOPE K9 Dogs was successfully activated and deployed following the July 4<sup>th</sup> shooting in Yellowstone National Park.
  - Practice is CRITICAL to success.
- Billings Public Schools:
  - Lessons learned from Family Reunification Exercise from 7/31.
    - Roughly 80 people RSVP'd to participate in the exercise – 37 actually showed up.
    - Kids were dropped off at West High School at 11:15 where they were checked in (noted minor's name, name(s) of parent(s), photo waivers, etc).
    - They utilized 1 MET Transit bus and 1 First Student bus and sent mass notification messaging out via ParentSquare.
    - Upon arrival at the reunification site the following was noted:

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- It is CRITICAL to have good communication with the bus drivers so busses transport to the correct location, use the proper entrance, etc.
- They tested having a Spanish speaking only parent (played by Dr. Garcia) to test their procedures for non-English speaking interactions = went well.
- All minors were reunified with their parent or guardian within 45 minutes.
- Gaps were identified and are working on implementing solutions to close them.
- Good participation from area agencies.
- The Rescue Task Force (RTF) Training (separate) also went very well. Last time tested was 1999.
- Good coordination and management of parents is CRITICAL to getting them to go to the correct location (reunification site).
  - Parents did not listen. BPS needs to coordinate with the hospitals about how to handle parents that do not listen. Need to discuss and coordinate communications for multiple reunification sites (school reunification, and both hospitals having reunification areas).
- Is there a city policy with MET on how to free up buses (possibly pulling them from their regular routes)? Is there a plan?
  - In the event of a community emergency, the community will likely shut down normal operations. Drivers will likely be pulled from their routes. It will be important to communicate with the community about bussing delays, etc. (think mini-9/11).
- Yellowstone County DES:
  - Derek Yeager is the new DES Director for Yellowstone County as of August 1, 2024.
- Billings Fire:
  - Kathy Gibson has retired from the BFD. **LEPC Board is seeking interested persons to fill the Information Coordinator position.**
- City of Laurel/Laurel EMS:
  - Laurel's EMS Mill Levy passed last fall. This provides the funding for Laurel to have a 24/7 EMS service. They are in the process of filling positions to have 6 paramedics and 4 EMTs and possibly sourcing a second ambulance.

There being no further business, the meeting was adjourned @ 10:00am. [1<sup>st</sup>: Troy Charbonneau with Laurel EMS; 2<sup>nd</sup>: Dianne Lehm with Big Sky EDA]

### **Next Meeting:**

- **SEPTEMBER 11, 2024 @ 09:00am**

**LOCAL EMERGENCY PLANNING COMMITTEE**

STILLWATER BUILDING – BILLINGS, MT 59101

JEN STATON, CHAIR

**ATTENDANCE RECORD – AUGUST 14, 2024**

<b>#</b>	<b>Agency</b>	<b>First Name</b>	<b>Last Name</b>	<b>Federally Funded?</b>
1	Ag Worker's Health & Services	Claudia	Stephens	
2	AMR	Brady	Drescher	
3	Big Sky EDA	Dianne	Lehm	
4	Billings Clinic	Joe	Marcotte	
5	Billings Admin	Bill	Cole	
6	Billings Fire Department	Cameron	McCameley	
7	Billings Police	Shawn	Mayo	
8	Billings School District 2	Joe	Halligan	
9	CHS Pipelines & Terminals	Cody	Yerger	
10	CHS Pipelines & Terminals	Ken	Ganzeveld	
11	Hawkins Water Treatment Plant	Ross	Lehner	
12	HOPE K9 Dogs	Harry	Schlitz	
13	HRDC7	Taylor	Slabaugh	
14	Just Serve	Lynnadele	Nielsen	
15	Laurel EMS	Troy	Charbonneau	
16	Laurel Police	Jarred	Anglin	
17	Member of the Public	Paul	Totton	
18	MSU-Billings Police	Brandon	Gatlin	
19	National Weather Service	Jon	Wetenkamp	
20	Phillips 66 Pipeline	Eric	Ouzts	
21	Phillips 66 Refinery	Kyle	Wilson	
22	Red Cross	Austin	Ragsdale	
23	Rehabilitation Hospital of Montana	David	Ude	
24	RiverStone Health	Dillon	Lytsell	
25	RiverStone Health	Ray	Ezell	
26	Rocky Vista University	Bret	Jensen	
27	Salvation Army	Keith	Bjotten	
28	St. Vincent's Hospital	Jennifer	Staton	
29	Team Rubicon	Rod	Boettcher	
30	United Way	Elizabeth	Chapell	
31	Vitalant	Scott	Rainey	
32	YARES	Jerry	Jacobs	
33	YARES	Paul	Miller	
34	Yellowstone County Commissioner	Don	Jones	
35	Yellowstone County Commissioner	John	Ostlund	
36	Yellowstone County GIS	Alyssa	Quiroz	
37	Yellowstone County GIS	Mike	Powell	
38	Yellowstone County LDS Church	Carey	Smith	
<b>39</b>	<b>Yellowstone County DES</b>	<b>Annemarie</b>	<b>Overcast</b>	<b>YES</b>
40	Yellowstone County Sheriff's Office	Shane	Gibbs	
<b>TOTAL ATTENDANCE:</b>				<b>40</b>