

**MINUTES**  
**September 11, 2024**

**Stillwater Building**  
**3<sup>rd</sup> Floor Commissioner’s Conference Room & Virtual**  
**9:04 am – 10:15 am**

APPROVAL OF MINUTES as distributed [1<sup>st</sup>: Bob Lough with YARES; 2<sup>nd</sup>: Bobby Westbrook with Par Montana Refinery]

**AGENDA – DISCUSSION:**

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

Ending Balance: \$30,574.18

- No revenues or expenses to report

**Member Presentation(s):**

**Jeff Ewelt with ZooMontana**

- Roughly 150,000 visitors come through annually – Their record year was during COVID with 178,000.
- They house 100 animals of 56 species on 70 acres.
  - They are a rescue focused operation.
- Current budget is \$2.3 million.
- They fall under the regulatory purview of 3 agencies:
  - USDA (APHIS)
  - MT Fish, Wildlife, & Parks (FWP)
  - Association of Zoos & Aquariums (AZA) – ZooMontana is AZA accredited.
    - Of the 3500+ zoos/animal facilities in the US, less than 10% are AZA accredited.
    - Required to run 4 drills annually to maintain AZA accreditation.
- Their largest single event is Boo at the Zoo which brings in roughly 6000+ visitors.
- Primary goals:
  - Safe people
  - Safe Animals
  - Safe Events
- Staff plan, train, and exercise for a variety of emergencies from natural disasters to events that require evacuation or shelter in place to an animal escape or person in an animal enclosure.
  - Coordinate and train their Zoo Emergency Response Team (ZERT) for Code Yellows and Code Reds.

**Member Presentation(s) (continued):**

**Jeff Ewelt with ZooMontana**

- Staff work with animals to train them to make basic medical procedures easier and to train them should evacuation be needed.
  - Example: Tigers are trained to stick their tails through the fence so staff can quickly, easily, and safely draw blood without having to tranquilize them. As a reward, they get a mouthful of whipped cream.
  - Zoo now has crates for every animal on their grounds should evacuation become necessary.
    - They also help with transfers with the most common reason for transfer being:
      - Rescue
      - Medical
      - Between Institutions
- ZooMontana also houses the Science and Conservation Center which is the leading authority on darting both nationally and internationally.
  - Government agencies come to the Zoo to train and practice with darting
- While staff are trained to tranquilize animals in the event of an escape, adrenaline can often override the tranquilizer drugs. As such, the Zoo has staff that are weapons qualified should lethal force (last resort) be required. They also work closely with the Billings Police Department (often when running live action drills).
  - BPD operates as back-up to Zoo staff when an animal is out, but still on Zoo grounds. When an animal is no longer on Zoo grounds, then BPD becomes the primary response entity.
- **Question: What role does ZooMontana play when animal transfers come through Yellowstone County?**
  - ZooMontana is the facility on standby or alert or is listed as the emergency contact when animals pass through Yellowstone County.
    - Other AZA accredited facilities should contact ZooMontana when animals are passing through.
    - However, most private owners don't so it is important for law enforcement and other response agencies need to keep ZooMontana in mind should we have an incident (such as zebras loose on the interstate).
- **Question: What communications systems are in place to let people know about issues on grounds?**
  - Their current system is radios only. They are currently looking into a zoo-wide PA system or a geofenced mass notification solution. They have specific staff members whose sole job during codes are to get on the golf carts and notify, shelter, and/or corral visitors of the issue.
- **Question: Do large carnivores receive medical treatment on site?**
  - Yes. Vet services are contracted out to come to the zoo.

**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***
  - These subcommittees were added to be in compliance with federal requirements (has to do with Tier 2 reporting requirements).
  - Jen Staton & Brady Drescher met with BFD leadership.
    - BFD will work on getting Tier 2 Reports from organizations that need to be reporting and will create a mechanism to request Tier 2 Reports.
    - Jason Lyon reviewed all of the paper Tier 2 Reports filed with BFD/DES and found that we have 150 organizations in Yellowstone County are reporting through E-Plan.
      - Discuss a possibility of passing a resolution that all Tier 2 Reports in Yellowstone County must be filed through the E-Plan system...?
  - We still need to identify who is going to chair this committee.
  - Jason Lyon is currently fulfilling the role of the Information Coordinator (has been appointed as interim). Information Coordinator position needs to stay with BFD.
  - Still need a process for records requests – “Call Kathy” is not a process.
- ***Public Education & Information***
  - Priority is getting the public signed up for EverBridge/Yellowstone County Informed.
    - UnitedWay rally on Thursday (9/12) will continue promoting YCI through partner organization tables (UnitedWay, HRDC, etc.).
    - Group is working on sending out YCI information and promotional materials through area newsletters.
    - Ran a closest circle campaign among group members.
      - Had a lot of materials left over from the fair that are available for members to take and place on their entry desks/front counters.
  - Still working on the business seminar.
  - **Question: Have we considered/looked into a county-wide marketing campaign?**
    - Current challenges are awareness versus follow-through. May be a good idea to go out to senior communities and help them sign up while there.
    - Email the LEPC gmail if you want digital copies of the marketing material.
    - When promoting YCI, especially for the app, people need to search “Billings” or “Yellowstone County”.
      - Note: “Yellowstone” will only show Gallatin County’s systems as it is tied to Yellowstone National Park.
    - Would PSA options be a lower or no cost option over a paid marketing campaign?
- ***Emergency Response & Resources***
  - Emergency Operations Plan (EOP) Base Plan = complete, just need signatures.
  - Crisis Communications Plan is currently being reviewed by the group.
  - Currently working with Billings Public Schools on their improvement plan items, as well as finalizing the Hospital MCI Exercise.

**LOCAL EMERGENCY PLANNING COMMITTEE**  
**STILLWATER BUILDING – BILLINGS, MT 59101**  
**JEN STATON, CHAIR**

- Please complete the survey if you have exercises planned or have a need for exercises.
- **Communications**
  - Did not meet.
- **Conference**
  - Did not meet.
  - Montana Emergency Managers Association (MEMA) is having their annual conference in Butte, MT October 1-3, 2024.
- **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))
    - 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:**

- The December Business Meeting is coming up.
  - We need nominations for officers (President, Vice-President, Secretary, & Information Coordinator) are DUE by the OCTOBER Meeting.
  - Active member organizations that are eligible to vote for officers will be announced at the NOVEMBER Meeting.
  - Voting will happen through a digital survey and will take place between the NOVEMBER & DECEMBER Meetings.
  - Results will be announced at the DECEMBER Meeting.
- ***Hazardous Release Report***
  - 300 gallons of gasoline spilled at a bulk fuel storage facility in Billings (9/10) – Occurred on refinery grounds – refinery will handle clean-up.
  - Transformer spilled at a recycling facility – they will handle clean-up (8/29).
  - Vehicle found in ditch – did not appear to be leaking any fluid (8/16).
  - All other calls were small spills, flaring, etc.

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

**TOPICS OF NOTE/SITUATIONAL AWARENESS:**

- HRDC:
  - Childcare contracts previously held by HRDC have been bid out of state. Their office may no longer be in attendance – this may be their last meeting.

There being no further business, the meeting was adjourned @ 10:15 am. [1<sup>st</sup>: Bob Lough with YARES; 2<sup>nd</sup>: Tyler Wattles with Par Montana Pipeline]

**Next Meeting:**

- **OCTOBER 9, 2024 @ 09:00am**

**LOCAL EMERGENCY PLANNING COMMITTEE**

STILLWATER BUILDING – BILLINGS, MT 59101

JEN STATON, CHAIR

**ATTENDANCE RECORD – SEPTEMBER 11, 2024**

<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 Clinic	Joe	Marcotte	
4	Billings PIO	Victoria	Hill	
5	Billings School District 2	Joe	Halligan	
6	Brenntag	Logan	Halsey	
7	<b>CISA</b>	<b>Albert</b>	<b>Mendoza</b>	<b>YES</b>
8	HOPE K9 Dogs	Harry	Schlitz	
9	HRDC7	Julie	Ludwig	
10	Just Serve	Lynnadele	Nielsen	
11	Laurel Police	Jarred	Anglin	
12	Member of the Public	Pam	Sanderson	
13	Member of the Public	Paul	Totton	
14	National Weather Service	Luke	Arends	
15	Par Montana Refinery	Bobby	Westbrook	
16	Par Montana Pipeline	Tyler	Wattles	
17	Phillips 66 Refinery	Steve	Blood	
18	Rehabilitation Hospital of Montana	David	Ude	
19	RiverStone Health	Dillon	Lytsell	
20	RiverStone Health	Ray	Ezell	
21	Rocky Vista University	Bret	Jensen	
22	Salvation Army	Keith	Bjotten	
23	St. Vincent's Hospital	Jennifer	Staton	
24	Team Rubicon	Rod	Boettcher	
25	YARES	Bob	Lough	
26	YARES	Jerry	Jacobs	
27	YARES	Paul	Miller	
28	Yellowstone County GIS	Alyssa	Quiroz	
29	Yellowstone County LDS Church	Carey	Smith	
30	<b>Yellowstone County DES</b>	<b>Annemarie</b>	<b>Overcast</b>	<b>YES</b>
31	<b>Yellowstone County DES</b>	<b>Derek</b>	<b>Yeager</b>	<b>YES</b>
32	ZooMontana	Jeff	Ewelt	
<b>TOTAL ATTENDANCE:</b>				<b>32</b>