



Billings Refinery

December 1, 2014

Dear Council Member:

Please find attached the minutes from our November 11, 2014 CAC meeting. The next CAC meeting will be on **TUESDAY, DECEMBER 9, 2014** at the Phillips 66 Learning Center. Dinner will be served from 5:00 to 5:30 and the meeting will run from 5:30 to 7:30 p.m.

Sincerely,

Ann L. Clancy, Ph.D.
Meeting Facilitator

**Meeting Location: Phillips 66 Learning Center
415 South 24th Street**

**PHILLIPS 66 BILLINGS REFINERY
CITIZENS ADVISORY COUNCIL
November 11, 2014**

MEETING MINUTES

Present: Council members: Ken Ard, Bob Carr, Paul Dextras, Ralph Hanser, Bruce MacIntyre, Eileen Morris, Melissa Patton, John Pulasky, Emily Shaffer, Michelle Zahn, Stella Ziegler
Phillips 66 management: Ray Rigdon, Colin Franks, Randall Richert, Mark Hilbert

Absent: Keith Beartusk, Ann Clancy, Lance Johnson, Joshua Juarez, Shirley McDermott, Mark Pagano, Jim Ronquillo, Melanie Schwarz, Andrew Sullivan, Mike Yakawich

Guests: MSU-B student: Robert Ross

AGENDA

- Welcome/Introductions/Agenda
- Billings Phillips 66 Refinery & Community ER & Disaster Planning Processes
 - Regional Haz-Mat Team Concept & Billings Fire Dept. Capabilities
 - Community ER & Disaster Planning Process
 - Billings P66 Refinery ER & Disaster Planning process
- Next Meeting: December 9
 - Refinery Leadership Team Panel
 - Update on Refinery Workforce & Diversity Efforts
 - Subteam Report: Connecting with other CACs
 - Subteam Report: Ag-Energy Industry Link
 - Preparation for 2015 January Retreat Session
 - Refinery & Transportation Updates

WELCOME/INTRODUCTIONS/AGENDA

Colin Franks recognized CAC member Eileen Morris for being awarded the Rocky Mountain College Jeanette Rankin Peace Award this fall.

**BILLINGS REFINERY & COMMUNITY ER & DISASTER
PLANNING PROCESSES**

Regional Haz-Mat Team Concept/Billings Fire Department Capabilities

Fire Chief Paul Dextras discussed the history of the development of the HazMat response teams and their coordinated regional approach. In the early 1990s, a Hazardous Materials Response Plan was drafted to include the teams of Billings, Bozeman, Flathead, Great Falls and Missoula. A major stumbling block prevented the finalization of the plan at that time which was a funding mechanism for response, team liability and the differing operational levels of

response from each team. It was not until 2001 that funding for Weapons of Mass Destruction was used to purchase response equipment for each of the five HazMat teams. In 2002, Helena became the sixth team in the state. Homeland Security funding in 2003 was used to purchase HazMat response trailers and equipment for all the teams. In 2004, the Governor signed the Hazardous Materials Response Plan and each of the teams signed a Memorandum of Understanding to participate as a State HazMat Team. Homeland Security funding has allowed Montana to have an advance HazMat response capability within the State. For the past three years, the teams have met regularly to establish a basic statewide response level including policies and procedures, standard operating guidelines, equipment requirements, certification of training and exercising together to further coordinate and enhance the response.

Paul handed out a flyer on the Montana State Hazardous Material Incident Response Teams (MT SHMIRT). Billings has the eastern part of the state and receives federal funding through the state. Response Teams meet every other month and conduct periodic drills for response preparation. The Fire Dept. has knowledge of the Incident Command structure. All the teams are staffed with certified hazardous material technicians who are available by phone 24/7, 365 days a year for technical assistance. Each team is required to conduct outreach programs (e.g., Sidney training for the Billings team).

Paul distributed a handout on the 83rd Civil Support Team located at Fort Harrison near Helena. It is a 22-person team comprised of full time HazMat technicians trained in CBRNE Command (CBRNE—Chemical, Biological, Radiological, Nuclear and Explosives) response. Such teams were established nationally as a result of Presidential Directives in response to the threat of terrorism in the U.S. and to assist with disaster response. The 83rd Civil Support Team conducts hazard plume modeling, vulnerability analyses, liaison with local officials, and incident command training. It also is responsible for integration of responses at all levels, medical analyses and advice, analytical detection equipment, surveying and sampling, decontamination and communication capabilities. It has air mobile capability as well. The team comes to Billings periodically to train others

CAC member Ralph Hanser, owner of Hanser's Automotive described the beginning of his company's HazMat response experience. The company is Hazwoper (Hazardous Waste Operator and Emergency Responder) trained and has specialized HazMat emergency response units, such as trailers, vacuum trucks, a track hoe, a rotator wrecker, and a variety of pumps and hoses. They work with the MT-WY Pipeline Association for responses. While they can assist Fire Departments, most Fire Departments can and do respond more quickly than Hanser's. They also work with the MT Propane Association for response training. There is a HazMat station at Fire Station #4 on 24th St., north of King.

Community ER & Disaster Planning Process

Duane Winslow, Disaster and Emergency Services Director, described the role of his organization in the ExxonMobil pipeline release on July 1, 2011, the Friday before the Fourth of July. Yellowstone River was near flood stage. They used refinery mutual aid and implemented a successful coordinated approach in the response. Disaster and Emergency Services (DES) or Emergency Management is an integrated effort to prevent or minimize the seriousness of emergencies and disasters and to plan and coordinate the community's response to them should they occur. It requires establishing partnerships among professional emergency management personnel to prevent, respond to and recover from disasters. Coordination is a key factor in establishing an emergency management program and continual improvement is what saves lives and reduces losses from disasters.

Duane is the second director of Yellowstone County Disaster and Emergency Services (DES) following Jim Kraft, the founding director. DES began as part of the Civil Defense program in the 1980s. Duane noted how the 1984 Bhopal chemical release tragedy (a gas leak incident in India still considered the world's worst industrial disaster) influenced the evolution of the DES in Billings. The Bhopal gas tragedy exposed over 500,000 people living in shanty towns located near the plant to toxic gas and chemical substances.

The DES shifted to incorporate terrorism response planning after 2001, as well as continuing with chemical and fire response. The DES focus is on coordinating resources, overseeing the County Emergency Operations Plan document, and having Emergency Response Plans from the local refineries and other industrial plants as well as daycare evacuation plans. State Statute Title X requires that counties have a plan for emergency response. The DES Director coordinates resources to be tailored to specific incidents, such as the Father's Day tornado response. The Emergency Operations Center is in Fire Station #1. The DES also works with the state on hazard mitigation plans; is involved with Fuel Mitigation Grants for the removal of brush and other wildfire fuel in high risk/high exposure areas; monitors the on-line burn permit program; and is involved with the county siren system, of which there are 24 sirens in Yellowstone County. In Yellowstone County, 95% of the population can hear the sirens when they are activated. There is a simultaneous emergency alert system broadcast. Reverse 911 can also be used to contact specific areas to communicate an evacuation or shelter-in-place. The DES has a Facebook page. The DES director is also the Yellowstone County Fire Warden and works with the 10 fire departments in Yellowstone County. There are approximately 200 volunteer fire fighters in Yellowstone County.

Duane concluded with a discussion of the Community Emergency Response Team (CERT) training program which educates people about disaster preparedness for hazards that may impact their area and trains them in basic disaster response skills, such as fire safety, light search and rescue, team organization, and disaster medical operations. These trainings are available at MSU-Billings and Rocky Mountain College.

Billings P66 Refinery ER & Disaster Planning Process

Colin Franks provided a Power Point presentation of Phillips 66 Incident Management Principles for the Billings Refinery.

Response Principle #1:

There are three priorities to consider in any emergency or disaster situation:

1. Protect life safely
2. Minimize the environmental impact
3. Minimize impacts to hard assets

Response Principle #2:

This principle states there are three levels of incident response operations within the crisis management plan:

- Tier 3: Crisis management team & crisis management support team
- Tier 2: Regional response teams (IMATs)
- Tier 1: Site plans & facility/business response teams

These three levels of incident response operations are categorized according to onsite and offsite operations;

Onsite / Emergency Response	
Field response (tactical & strategic)	Actions taken by tactical responders at an incident scene to directly attack the problem and its consequences
Incident management team (strategic)	Actions taken at and/or away from the incident scene to support tactical response operations, facilitate planning, and address the concerns of the public and government agencies.
Offsite / Crisis Management	
Crisis management team (strategic)	Actions taken by management personnel in Houston to support emergency response operations, and to address the implications of the problem and its potential on the Company's viability, operability, and credibility.

Response Principle #3: Over Respond with Resources

This principle focuses on ensuring an over-response with resources to whatever the crisis situation is.

Response Principle #4: Incident Command System

Colin presented an Incident Command System organizational chart whose management structure includes an incident commander with officers of safety, liaison, information and legal specialties reporting directly to the commander. There are further section chiefs of: operations, business interruption, planning, logistics and finance/administration. In turn, there are layers of unit leaders and directors who report to the section chiefs. The operation section chief has a staging area manager and is focused on air, land and water crisis situations. Colin then presented the organizational chart of the Billings Refinery Incident Management Organization that included the names of refinery leadership as well as operations and support employees. As refinery manager, Ray Rigdon is the incident commander.

Response Principle #5: Incident Command System

This principle outlines the Planning Cycle "Quick Guide" which includes what happens during the operational period of the cycle including both reactive and proactive phases. The planning cycle includes preparation for planning meetings, planning meetings, operations briefings, executing plans and assessing progress, setting objectives, having command and general staff meetings and tactics meetings. He noted the difference between the reactive and proactive phases of the planning cycle.

Reactive: Initial Response (Emergency OPS phase – first 6-24 hours)	Proactive: Next Operational Period (Planning Phase)
Updated incident briefing ICS-201	Incident action plan – incident ongoing
Incident occurs Initial assessment Order resources Implement tactics Monitor progress	Develop objectives Develop strategies Develop tactics Develop plans – IAP (work assignments) Order/assign resources
	Implement plan (monitor progress)

Response Principle #6: Win the Communication Battle

With this principle, the focus is on communicating accurately both internally and externally.

Response Principle #7: Protect the Company and the Community

Colin showed all the different impacts that need to be taken into account when an event occurs in terms of protecting the company and the community:

<ul style="list-style-type: none">• New regulation(s)• Security• Claims• Lawsuits• Stock market price• Image• Reputation• Lost permits• Fines• Rumor• investigations	<ul style="list-style-type: none">• Tourism cost• Clean-up expectations• Civil unrest• Community impact• Local business impact• Ethics• Politics• Media• Wildlife• Public outrage
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Levels of Response

Colin described the levels of response in the following order:

- Business incident commander
- Emergency response team onsite, tactical & strategic, providing mutual aid
- Incident management team onsite & strategic, adding incident management assist team (IMAT)
- Crisis management support team (offsite/strategic)

NEXT MEETING: December 9

- Welcome/Introductions/Agenda
- Refinery Leadership Team Panel: Functions & Accountabilities
- Update on Refinery Workforce & Diversity Efforts
- Report by Connecting with other CACs Subteam
- Debrief of Ag-Energy Industry Panel Discussion
- Refinery & Transportation Updates
- Next Meeting: January 2015 Retreat