

Minutes Neighborhood Council District 3 (NC3)

Thursday, January 2, 2014

Gibson Room, Civic Center

7:00 p.m.

Call to Order: Patty Cadwell, Neighborhood and Youth Council Coordinator, called the meeting to order at 7:00 p.m. Those present were: Council members Cyndi Baker, Richard Calsetta, Kathleen Gessaman, Percy “Steve” Malicott, and Terry Thompson (a quorum was present); City representative Patty Cadwell, Neighborhood and Youth Council Coordinator; Steve Hester, Great Falls Assistant Fire Chief; Dave Houtz, Great Falls Public Schools representative; Kristal Kuhn, City of Great Falls Emergency Planner; Dexter Busby and Hadley Bedbury representing Calumet Montana Refining; and four members of the public.

Election of Officers: Patty Cadwell asked if there were any nominations for Chair for NC3. Terry Thompson nominated Steve Malicott; Richard Calsetta nominated Kathleen Gessaman. Patty called for discussion. Terry asked the nominees to explain why they would like to be Chairman. Steve spoke first followed by Kathleen. **Steve M. moved to close the discussion for Chair, Terry T. seconded. Patty called for a vote and the motion passed unanimously.** Kathleen supplied paper slips for written ballots as specified in the NC3 Bylaws. Patty read out the votes; Kathleen had 3 votes, and Steve had 2 votes. Steve congratulated Kathleen.

Kathleen took over as Chair of the meeting and called for nominations for Vice Chair. Kathleen nominated Richard Calsetta; Steve nominated Cyndi Baker. **Steve M. moved to close nominations, Richard C. seconded, and the motion passed unanimously.** Kathleen read out the ballot votes. Cyndi received 3 votes and Richard 2 votes.

Kathleen called for nominations for Secretary. Richard nominated Terry Thompson, and Terry respectfully declined. Steve nominated Richard Calsetta, and he respectfully declined. Steve Malicott declined too. Patty said NC3 must have a Secretary before business could go forward. **Richard C. moved to rotate the Secretary position among the Council members throughout the year with each member serving two times and some three, Steve M. seconded.** Kathleen called for discussion. **The motion passed unanimously.** Kathleen volunteered to record the minutes for the January meeting, Cyndi for February, Terry for March, Steve for April, and Richard for May. Steve volunteered for June too. The Council agreed to re-evaluate the Secretary situation in May. Patty reminded the Council that NC3 usually doesn't meet when Riverview School is closed for the summer break. The Council agreed to re-evaluate, in May, continuing NC3 meetings over the summer months at a different location as well as discussing the Secretary rotation.

Kathleen asked for nominations for the Council's Official Delegate or if anyone was interested in the position. Richard said he was interested, and Steve M. nominated Richard Calsetta for Official Delegate. Richard was approved for Official Delegate. Patty asked if the Council wanted to elect a separate individual for the Police Advisory Board. Richard said he attended the Police Advisory Board meetings when he served as the NC3 Official Delegate in the past, and he was willing to attend all the Boards and Commission meetings that were listed in the NC3 Bylaws and those that pertained to NC3 interests. Steve suggested the NC3 Chair attend the Councils of Councils as the official representative. Kathleen said she planned to attend the Council of Councils meeting; Richard said he would attend as well.

With the election of officers being completed, Kathleen stated the Chair would entertain a motion to suspend the usual order of business so the invited speakers could present and leave, if necessary. **Cyndi B. moved to suspend the usual order of business to allow the guest speakers to give their presentation next.** Kathleen called for discussion. **Richard C. seconded, and the motion passed unanimously.**

New Business:

• **Community Emergency Planning:** Kathleen invited Steve Hester, Great Falls Assistant Fire Chief; Dave Houtz, Great Falls Public Schools representative; Kristal Kuhn, City of Great Falls Emergency Planner; and Hadley Bedbury, Calumet Montana Refinery representative to join the Council members at the center table in the Gibson Room. Kathleen said the Council wanted to discuss emergency planning because of the Calumet refinery expansion, which may include increased rail car activity, and because of recent rail disasters, including the 12-30-2013 train collision and explosion near Casselton, ND. The previous NC3 Council wanted to know what disaster plans were in place so the Council could inform neighbors about current disaster planning. Kristal said the City's emergency management group works closely with the Refinery, the Great Falls Fire Department, the School District, the Police Dept., etc., and noted the groups collaborate and conduct practice-training exercises. Kristal said emergency management looks to the community to help in any disaster by being prepared and knowing what to do in case of an event and how to do it. Kristal said she would let the experts from the Refinery, Fire Dept. and the School District talk about their plans.

Steve H., Operations Chief for Fire and Rescue, said his group plans and trains for many events. Steve H. noted many recent incidents have been related to transportation. The U.S. Dept. of Transportation is aware of the problems in transporting hazardous materials and keeps the local Fire Departments informed. Steve H. said the Fire Service's first concern is to protect people in any incident like a spill, release or a fire, and then they try to stabilize and contain the incident to keep it from harming the public, property, and the environment. Steve H. said in the case of an incident at the Refinery, the Fire Dept. would let Calumet handle the onsite problem and work to evacuate the area and block off a perimeter to contain the incident and keep the public safe from smoke or other hazards. The Fire Dept. would work with the Police, the hospitals, the School District, and other entities like Public Works to accomplish this. The Fire Dept. has computer models to help them decide to shelter in place (block off windows, air circulation, etc.) or evacuate.

Steve M. asked what NC3 could do to help prepare the public and help disaster personnel do their job. Steve H. said it would help if the public knew what items they needed so they could shelter in place (and know what that means) or know what to do if they need to evacuate. Steve M. said he thought the Council could help educate the neighborhood before a disaster and asked if Steve H. had any recommendations on how to prepare people. Steve H. said if the Councils could organize enough people to attend an emergency planning meeting, he thought the different emergency experts would help educate the public on preparing for a disaster.

Terry T. asked if the schools prepared for a refinery incident. Dave H. said the schools practice 8 different drills during the school year and some of those are evacuations, sheltering, and lock-down drills. Kristal said the school handbooks tell parents what to do and who to contact if there is an emergency. Terry asked if there is a good communications system in place to notify the public if there is an emergency that threatens the schools. Dave H. said the schools can flash email or phone information quickly to parents and guardians of students and North and CMR have SRO (police officers) in the schools to help oversee a disaster and stay in contact with emergency personnel. Terry asked about major stores like WalMart or Kmar. Steve H. said the Fire Dept. would be in charge of any evacuation and would work with store employees to protect the public.

Steve H. said if people register with Nixle, they could stay informed in an emergency. Kristal passed out a handout about Nixle and the free service they offer. Go to www.nixle.com to register.

Richard C. asked what Calumet considered their perimeter of concern, blast zone, or "red zone." Hadley B. said the blast zone (based on a 1 psi blast definition) extended about 150 feet beyond the refinery boundaries – going east about halfway through their gas racks and north about halfway to the WalMart building based on the BELV (boiling expanding liquid vapor) studies on the LPG (liquid petroleum gas) storage tanks. Richard asked what was the next zone of concern. Hadley said the next zone of concern was toxic chemical exposure and that depended on the chemical released and its toxicity. Richard asked if Calumet would fund a public

disaster preparation information meeting that could be held in the Four Seasons Arena and include all the representatives present to help educate the public before an incident occurred. Richard said the meeting could be advertised on the TV and radio stations. Cyndi B. said including a flyer in the water bill might reach more of the public – Terry said there was a fee to include information in the envelope with the gas or water bills. Patty said the Neighborhood Councils do not have a budget or any funding; someone suggested WalMart and other businesses might help fund the meeting or sending a flyer.

Barry Dardis (220 29th Ave NE) asked if there was a mutual aid agreement between Malmstrom AFB, MANG, Black Eagle Fire Dept., and the Refinery and could the public get a copy. Barry passed out copies of the *Autumn 2012 Signature Montana* with his article on “Reducing the Impact” to all attendees. Steve H. said there were mutual aid agreements between the groups as well as a Montana State mutual aid agreement. Kristal said the City and the County completed a consolidated emergency plan but it was not online; she offered to put it on a CD for anyone wanting a copy. Kristal noted she could get free disaster preparedness pamphlets from FEMA; she passed out some examples. Kristal (located at Fire Station 1) said she was working with Hadley to come up with an informational handout for people in the areas around the refinery.

The group discussed ways NC3 could contact people to pass out information. Kristal said Nixle is a good way to communicate during an emergency. Patty said she uses the Great Falls Tribune, the local TV and radio stations, press releases, and the City web site. Cyndi said NC3 could host an ice cream social to get the news out. The group agreed that unless we can communicate the information to most of the neighbors it would be non productive to have a meeting for only a handful of people. Steve M. suggested NC3 discuss improving communications with our neighbors at a future meeting.

Ron Gessaman (1006 36th Ave NE) suggested the public have access to a general disaster plan on a City or County website that is geared for the public to use. The group decided to concentrate first on figuring out how to tell the public where information can be found in an emergency. The next step would be to explain some of the basics, like what it means when the area must be evacuated or what it means to shelter in place, and what supplies every business, home, and school should have on hand to shelter in place.

• **ADF Update:** Mr. Rooney from ADF was not present at the meeting. Terry volunteered to check with Mr. Rooney and invite him again to the February NC3 meeting. Terry said ADF is going to try to power up their operations at the end of January, and they are continuing to hire.

Unfinished Business:

• **Minutes:** The NC3 minutes for the December 5, 2013 NC3 meeting were accepted as corrected by Hadley Bedbury, Calumet representative. Note the corrections are in blue in the following paragraphs:

. . . Barry responded that there is a 15 minute delay in that notification system which is too long. Hadley said there is a ~~button~~ phone on the control board at the refinery that connects directly to the Great Falls Fire Department and recently Assistant Fire Chief Hester verified that it works. . . .

. . . Hadley said the Refinery had two events ~~over the past year~~ (both occurring in June) that exceeded 500 lbs of SO2 released but the current flarings are mostly SO2 free. Hadley said the new flare would be a secondary emergency flare and the current flare will be modified to include caustic scrubbing. Ron said he had been in contact with Mr. Gallagher and Mr. Alheim at the DEQ and per Air Quality Permit #2161-27 and Montana Title ~~S-V~~ Operating Permit # OP2161-06 the current flare is to be utilized for emergency use only and not used as a process flare as it currently appears to be. . . .

The NC3 minutes are posted at: <http://www.greatfallsmt.net/neighborhoodcouncils>

• **Committee Reports:** No Committee Reports were presented. The minutes of City meetings can be found at <http://www.greatfallsmt.net/meetings>.

• **Updated Coordinated Disaster Plan for Calumet's Expansion:** Kathleen asked Hadley if he had anything more to add to the discussion; Hadley replied Calumet was working with Chief Hester on a coordinated disaster plan but it was a work in progress because the EPA and OSHA keep changing the requirements so the document hasn't been finalized. Kathleen asked if the public should call the refinery if they see a non-normal incident at the refinery. Hadley suggested the public call the 911 non-emergency number instead because, as Chief Hester noted, they are a good focal point for handling calls.

• **Review of Bylaws:** Kathleen opened the review by noting that Cyndi suggested Section 4 – Meetings line C. be changed to include date or time change in addition to a change in place; the group agreed. Steve suggested in the same section line B. that the Council shall be guided instead of governed by Robert's Rule of Order; the group agreed. The group also agreed to Terry's suggestion that the date of the Bylaws revision be put under the title on the first page, and Steve suggested something like: As of January 2, 2014, these Bylaws supersede all other versions. Kathleen suggested that page numbers be added and the group agreed. Patty reminded the Council that the City Attorney had to approve all changes to the Bylaws.

Section 4 - Meetings

- A. All meetings of the Council shall be open to the public, and all records maintained by the council shall be available for public inspection.
- B. All meetings of the Council shall be ~~governed~~ **guided** by Robert's Rules of Order, current edition, unless otherwise stated.
- C. Regular Council meetings shall be held on the 1st Thursday of each month at 7:00 p. m., in the Riverview School. Any change of meeting place, **date, or time** to be designated two weeks prior to the meeting and shall be subject to the Montana Open Meeting Law.

Steve M. moved to accept the four suggested changes to the NC3 Bylaws; Cyndi seconded. Kathleen asked if there was any more discussion. **The motion passed unanimously.** Kathleen volunteered to send Patty a corrected version of the Bylaws to be forward to the City Attorney for approval of the changes.

Petitions and Communications: Kathleen asked Hadley if Calumet was going to receive three 472 ft long megaloads. Hadley responded that Calumet had all the necessary transport permits and the reported 472 ft length must be the barge length because the tallest tower was about 125 ft.

Other Business: Patty asked the Council for items for the February agenda. The Community Policing Officer plans to visit, and Lee Nellis, Deputy Director of Planning/Community Development, has asked to be put on the agenda for a 45-minute presentation but Patty suggested only 30 minutes including questions. Kathleen asked that Mr. Rooney from ADF be added to the February agenda - Terry agreed earlier to invite Mr. Rooney to the meeting. Steve asked to add ways of communications with neighbors to the agenda. Steve then advocated placing a time limit on presentations; Steve and Rich suggested 10 minutes. Kathleen suggested 15 minutes - with more time allowed if necessary. Patty reminded the Council that it only has two hours total, including leaving the building, for meetings whether at Riverview School or the Civic Center. Everyone thanked Terry for making nametags and providing a handout with the dates of NC3 meetings in 2014 and the names and contact information of the Council members.

Kathleen asked if there were any other neighborhood concerns; hearing none, she called for a motion to adjourn. **Steve M. moved to adjourn, Rich C. seconded, and the meeting adjourned at 8:30 p.m.**

The next NC3 meeting is scheduled for Thursday, February 6, 2014 at 7 p.m. at Riverview School. Cyndi Baker volunteered to be the Secretary Pro-tem for the meeting.

Respectfully submitted, Kathleen Gessaman, NC3 Secretary Pro-tem. Please note these minutes are not an exact record of what was said.

The NC3 Council would like to thank the City of Great Falls for providing a temporary meeting spot for NC3.