

Township of Colts Neck
Local Emergency Planning Committee
Meeting Minutes

July 6, 2009

I. Call to order

The Chairman called to order meeting of the **Local Emergency Planning Committee** at **7:05pm** on **July 6, 2009** in **Colts Neck Municipal Court House**. The Chairman read the following statement: “As Chairman and Presiding Officer of this meeting of the Local Emergency Planning Committee, I hereby declare that the notice requirements of the law have been satisfied by prominently posting on the Township bulletin board a notice of this meeting, and that there has been transmitted by regular mail a notice to the Asbury Park Press and that a copy is on file in the office of the Township Clerk. I further order that this public announcement be placed in the minutes of this meeting.”

The Chairman called for a salute to the flag and a moment of silence.

II. Roll call

Rae Behrens conducted a roll call. The following persons were present: Charles Karcher, Michael Burke, Frank Valentino, Frank Leccese, Committeemen Jim Schatzle, Deputy Chief Michael Romano, Chief Kevin Sauter, Captain Mike Spinella, and Secretary Rae Behrens.

Absent: Deputy E.M. Coordinator Phil Maida and Fire Chief Chris Quincannon.

III. Approval of minutes from last meeting

The minutes from the January 24, 2008 meeting were approved, with the following changes, Captain Mike Spinella was not at the last meeting and it is Chief Quincannon not Captain.

IV. Old Business

- a) Table top Exercise. Several different scenarios were discussed for the table top exercise. Will set up a date to conduct this exercise.

V. New business

- a) Chairman introduced the new Committee Appointments:
Mike Burke
Frank Valentino
Frank Leccese
- b) Meeting dates for the remainder of 2009 were discussed. **Monday September 14** and **Monday November 9** are scheduled to be the next two meeting dates. Notices will be sent out.
- c) Charles Karcher asked if the committee could help formulate a plan for the Colts Neck Fair Committee to deal with emergency closing of the fair due to weather conditions. There have been situations in the past on when the appropriate time to close due to severe weather was and how to get everyone off the fairgrounds safely. Chief Sauter mentioned that they can always contact the Officer in charge if they are unsure and he would make the decision.
- d) Charles Karcher also mentioned that he was looking into possibly setting up a television channel for Colts Neck. He was wondering if the Emergency Services could use it to help educated residents to help keep them safe. Several ideas were discussed. Mr. Karcher will keep the committee informed on the status of the set up the channel.

VI. Round Table

Office of Emergency Management:

No Report

Fire Department:

No Report

First Aid Squad:

No Report

Police Department:

There has been a reorganization at the Police Department, promotion of 3 new sergeants. Chief Sauter commended Captain Spinella on the emergency services round table meetings, it has been very successful.

Township Committee:

Committeeman Schatzle said we still have a vacancy on Emergency Planning committee if anyone has any names please let him know. He also feels that we need to get more civilian involvement and we need to find avenues to get information to the residents. He is looking a service called Nixle, it is a free service that utilizes cell phones and email to communicate with residents. Several areas have use it successfully he will give a report at next meeting.

VII. Adjournment

Chief Kevin Sauter asked for motion to adjourn. Mike Spinella made a motion and it was seconded by Charles Karcher the meeting was adjourned at 7:55 pm.

Minutes submitted by: Rae Behrens

Minutes approved by: **[Name]**