

**TOWNSHIP OF COLTS NECK LOCAL EMERGENCY
PLANNING COMMITTEE**

**Meeting Minutes
November 30, 2017**

I. Salute to the Flag

II. Call to order

James Schatzle OEM called to order the regular meeting of the Colts Neck Emergency Planning Committee at 7pm on November 30, 2017 at Colts Neck Town Hall, Colts Neck, NJ 07722. He 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 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 this that this public announcement be placed in the minutes of this meeting”

Roll call

Rae Behrens conducted a roll call. The following persons were present: OEM Coordinator Jim Schatzle, Deputy OEM Phil Maida, Mayor Macnow, First Aid Captain Michael Spinella, Frank Leccese and Sergeant Caswell.

Absent: Fire Chief Joseph Panetta, Kristin Bartolomeo, Police Chief Kevin Sauter, Charles Karcher and Laura Duddy.

Also present was Secretary Rae Behrens

III. Approval of minutes from last meeting

Rae Behrens read the minutes from the last meeting. Minutes were amended with a change; to read “fire vehicle” and remove LESO program. Phil Maida made a motion to approve the minutes as amended. Seconded by Frank Leccese. All in favor vote. The minutes were approved as amended.

IV. Business: Goals for 2018

- a) Meetings will all be at Colts Neck Town Hall starting at 7 pm. We are required to have at least four meetings a year, the tentative dates for the next year are: March 22, June 14, September 27, and November 29, 2018. Rae will follow up with Town Hall to reserve the meeting room for these dates. Jim will contact Fire, First Aid and Police to remind them if the Chief or Captain cannot attend they need to send a representative of their organization.
- b) Our Emergency Service plan is currently up to date till 2019. We will need to begin working on the update, in 2018
- c) *Sergeant Caswell reported that we have xxx residents signed up for Swift 911. Mayor Macnow was surprised the number was so high. need numbers*
- d) OEM Schatzle stated that we will need to come up with a flyer that could be given out at events encouraging people to sign up. He is assigning members specific groups to focus on, to get the flyers to residents. They are as follows: Colts Neck PTO will be handled by Laura Duddy, Colts Neck Sports Foundation will be handled by Kristen Bartolomeo, Colts Neck Senior Citizen Club will be handled by Jim Schatzle, The Grand Association will be handled by Charlie Karcher, The Town News Letter & Fire Marshall will be handled by Frank Leccese and a resident DJ Ten Hoeve will handle Realtors.
- e) Jim will draft a letter to the Township Administrator to include LEPC on planning board applications.
- f) Jim will begin posting information on Social Media specifically on the OEM's Facebook page.
- g) OEM Jim Schatzle would like to organize a township wide drill of Emergency Services. Coordinating all emergency services.
- h) Rae will coordinate dates and times for committee members to have their photo ID's done. Will try to coordinate with Detective Zarrillo to attend a meeting and do them then.

V. Round Table

- a) The Police Department has hired a new patrolman his name is Joseph Zoppi. We will be swearing in a part time special officer on December 13, 2017. His name is Dane Richards. Personal vehicles should not be coming to motor vehicle crash scenes. On the recent fatal it caused several problems. Also, be aware of open lanes of traffic, use caution and if you need a lane closed to move patients or equipment let an officer know and he will take care of it. Sergeant Todd Mayer and Patrolman Morgan Savage are our new Traffic Officers.
- b) Fire Company – No report
- c) First Aid Squad-Captain Spinella said there are still issues with the renumbering of Route 537. Recently they were dispatched to the wrong number on County Route 537, which delays patient care. Frank Leccese will speak with County dispatch to see if the old addresses can be removed from the system. First Aid officers are carrying 2 radios, hoping to go to Spillman in January which will help in situations like this.
- d) Public Works -Lou Bader said that everything is in place for winter weather. Lou was wondering if there can be a space to coordinate emergency operations where all agencies would be together streamlining communications. Mayor Macnow said they are planning to have one in the new police headquarters.
- e) Mayor 's Office- Mayor Macnow mentioned that if extra man power is needed for a storm that departments especially police should not hesitate to bring in more people. He also mentioned that at the last Township meeting first responders were recognized for saving a life and at the upcoming meeting another family will be attended to express their gratitude for saving a family member. He wanted to thank everyone involved in these calls for all their efforts.

Meeting was adjourned at 7:45 pm.