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**HOLLAND TOWNSHIP POLICE**  
**IN**  
**HUNTERDON COUNTY**

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**OFFICE OF EMERGENCY MANAGEMENT**  
**MINUTES**  
*September 19, 2016*

The Holland Township Emergency Management Council Meeting was held on Monday, September 19, 2016, at the municipal building, 61 Church Road, Milford, NJ, in the Meeting Room/EOC.

**EM COUNCIL MEMBERS PRESENT –**

Chief John Harris (EM Coordinator) ; Sgt. Sean Gutsick (DEMC/911 Coordinator); Mayor Dan Bush (PIO); Rick Botto (DEMC Communications/C.E.R.T.) Donna Lizanich (Board of Health/C.E.R.T.); Lisa DiStefano (Damage Assessment/C.E.R.T.); Dave Burchett (Evacuation/C.E.R.T.); Susan Panzer (EOC/C.E.R.T.); Larry Lutz (Milford Holland Rescue Squad); Alan Turdo (Holland Twp DPW); Frank Miecher (NRG Energy)

**OTHERS IN ATTENDANCE –**

Colleen Pursell (Holland Twp Police/EM Secretary; Jonathan Uzarski (GSUWRU) and Anthony Roselle.

C.E.R.T. Members: Joan Kolonia.

**OPENING –**

The meeting was called to order at 7:14 pm. The Pledge of Allegiance was led by EMC Harris.

**APPROVAL OF MINUTES –**

Minutes of the March 21, 2016 meeting previously mailed to Council Members were approved as distributed on a motion by DEMC Gutsick, seconded by DEMC Gail Rader.

**CORRESPONDENCE –**

Various weather alerts and emails were received from Hunterdon County OEM.

## **STATE / FEDERAL OEM –**

DEMC Gutsick advised that we are ahead of schedule on the generator. It should be up and running on October 27, 2017. We will be setting up a maintenance plan for all Township generators to be serviced at one time.

EMC Harris advised that we have received reimbursement for Winter Storm Jonas. Thank you to Alan Turdo for getting all of the paperwork together for this.

EMC Harris also stated that we have completed the County Mitigation Plan. This will open up any funds available if we need to anything along the river.

## **COUNTY OEM –**

DEMC Sean Gutsick spoke about a new tool called ORION that the County is implementing. DEMC Gutsick, Lisa DiStefano and Colleen Pursell attended training on this program. It is a damage assessment tool that the county has received as a grant. This program will allow you to take photos and it will mark the GPS coordinates and upload it into the FEMA forms. We are looking into getting two tablets for damage assessment to use. The program will save the information if WiFi is not available and will send it when the internet is back up and running. Warren County has been integrating the program into their drills. Holland Township CERT will be using the program in the future as a drill for practice.

## **C.E.R.T. – DEMC Gutsick**

- May 12, 2016 – EOC Drill / Shelter Supply Check
- May 22, 2016 – Carry the Fallen Ruck
- June 15, 2016 – CERT Meeting
- July 10, 2016 – Fire Extinguisher Training
- August 13-21, 2016 – HAM Radio Course
- September 3-6, 2016 – Shelter Stand By for Hurricane Hermine
- September 10, 2016 – Holland Township Community Day
- September 14, 2016 – CERT Meeting with Blood Borne Pathogens / Right to Know
- Several Command Bus Checks (4/12, 5/24, 6/14, 8/30)

DEMC Sean Gutsick noted that we have been busy with CERT events planned and unplanned. The team is getting bigger and has been doing more. Thank you to all the members who came out and helped with traffic at Holland Township's Community Day. Thank you also to all the train the trainers who helped with another successful CERT class. We are going to be holding another class in the near future.

On June 4, 2016 we had our OEM drill which also served as the CERT final drill. This was a full scale drill for shelter, EOC and motor vehicle crash rescue. Thank you to GenOn for supplying us with the vehicles that we used during the drill. Thank you also to the rescue squad who helped with all the training.

## **Local O.E.M.**

DEMC Gutsick advised that the county is looking into getting reception centers throughout the area so that assessment can be made and then people can be placed based on the findings.

## REPORT OF COMMITTEES / AGENCIES –

- Shelter – (DEMC Gail Rader): DEMC Gail Rader spoke about a call out we had for a power outage in Sergeantsville. What we learned from this was that it is always a scramble at the last minute. As per a conversation with County Coordinator Fahey it appears that the county will be relying more on us to help with assessing shelters. There are now strike boxes that have been distributed out to four shelter managers to help in the future. We have learned that we need to integrate the county members into our sheltering. At this time, we have enough manpower to fill 4 days. In the future when we hold shelter drills we must use the Riegel Ridge Community Center. We still have new members who have not had the chance to set up a shelter. We will need to do a small drill for practice.

DEMC Rader has created a list with CERT and OEM members, placing them in areas of specialty.

- 911 Coordinator – (DEMC Sean Gutsick) DEMC Gutsick will be emailing the rescue squad and fire company a new address for a park on Ellis Road. He is going to ask for a larger parking area because he is concerned about being able to get emergency equipment in. Additionally, there needs to be a push for another tower near the Township. We lose calls around Musconetcong area.
- Communications – (DEMC Rick Botto) On August 19<sup>th</sup> DEMC Gutsick took him on a tour to Industrial Communications, Hunterdon County Communications and the tower on Church Road. We are continuing to do radio checks and bus checks. In August there was a HAM radio training class. There are now 5 more cert members that are operators.
- Health Department – (Donna Lizanich) – no report.
- Resource Management – (Colleen Pursell) - no report.
- Hazmat – (Jessica Chilmonik) – DEMC Gutsick advised that Jessica has contacted the State Department of Transportation for some updates.
- Damage Assessment – (Lisa DiStefano) - On August 30, 2017 she attended the ORION training. Once the app is up and running there will be more to report.
- Holland Township School – (Ed Pico) - no report.
- Industry – Plant Representatives:
  - NRG, Inc. – Frank Miechur met with Lt. Burd of the Hunterdon County Prosecutor’s Office to set up for an active shooter drill. In early July they held the drill. There were about 15 employees on site with an active shooter and disgruntle employee. It taught them a lot about awareness.
  - Georgia Pacific Corrugated III, LLC. – (Michael Allison) – no report.
- Agencies:
  - Fire – Lt Tom Welsh – no report.
  - Rescue – Chief Larry Lutz – no report.
  - Police – Sgt. Sean Gutsick advised that we will be replacing the Crown Victoria. The police department will then have all SUVs. Thank you to Garden State Underwater Recovery who assisted with a search in the Delaware River. They were able to find pieces of a gun for the department. It was a great help.
  - Public Works – Alan Turdo – There are new batteries in the OEM bus.
  - Garden State Underwater Recovery – They were recently toned out to Spruce Run for a missing canoer and Bulls Island for a missing swimmer.

**UNFINISHED BUSINESS –**

**None**

**NEW BUSINESS –**

**OPEN TO THE PUBLIC –**

Anthony Roselle advised that there is an open house on October 2<sup>nd</sup> at the Holland Township Fire Company.

DEMC Gutsick noted that we are still working on the annexes. It has been moving in the right direction.

DEMC Rader announced that we got an email from the State Department of Health that on November 16<sup>th</sup> the Medical Reserve Corps will be holding training. The training has been opened to CERT and CART. There is no fee for registration.

EMC Harris reminded everyone to take advantage of training, specifically the classes in Alabama. It's great free training.

**UPCOMING MEETING SCHEDULE –**

March 20, 2017 – OEM Meeting 7:00 pm

**ADJOURNMENT –**

The meeting was adjourned at 8:08 pm on a motion by DEMC Gutsick and seconded by DEMC Harris.

Respectfully submitted,



Colleen M. Pursell  
Recording Secretary