

State Emergency Response Commission  
Friday, October 25, 2024  
New Jersey Forensic Science Technology Center  
1200 Negron Drive  
Hamilton, NJ 08691

Minutes

The New Jersey State Emergency Response Commission (NJSERC) was called to order on Friday, October 25, 2024, at 10:00 AM EST, at the New Jersey Forensic Science Technology Center 1200 Negron Drive, Hamilton, NJ 08691. The meeting was held in accordance with Chapter 231 of the Public Laws Act of 1975. Notice of the meeting was sent to news media outlets via a press release on October 1, 2024, and posted on the New Jersey Office of Emergency Management (NJOEM) and NJSERC Websites (<https://nj.gov/njoem/serc/index.shtml>).

**Call to Order by Director Van Fossen**

The meeting commenced promptly at 10:00 AM EST.

Director Van Fossen welcomed and introduced Captain Bradley Waugh, NJSP/NJOEM, as he is replacing Lieutenant Colonel DeMaise as the new SERC Co-Chair.

**Roll Call**

The Secretary called the roll.

**Present**

*DR: Designated Representative; ADR: Alternate Designated Representative*

- Brian Beam, DR for Christine Guhl-Sadovy, President, New Jersey Board of Public Utilities (NJBPU);
- Robert Van Fossen, DR for Commissioner Shawn LaTourette, New Jersey Department of Environmental Protection (NJDEP), NJ SERC Co-Chair;
- Captain Bradley Waugh, DR for Colonel Patrick J. Callahan, State Director of Emergency Management and Superintendent, New Jersey State Police (NJSP), NJ SERC Co-Chair;
- Christina Brandt-Young, DR for Attorney General Matthew J. Platkin, Office Attorney General (OAG);
- Bruce Tynan, DR for Jacquelyn A. Suarez, NJ Department of Community Affairs (NJDCA);
- Dana Johnson, DR for Kaitlan Baston, NJ Department of Health (NJDOH);
- Col. Richard Karcher, DR for Brigadier General Lisa J. Hou, NJ Department of Military and Veteran Affairs (DMAVA);
- Elizabeth Falcon, ADR for Francis O'Connor, NJ Department of Transportation (NJDOT) (Note: arrived after the roll call);

**Not present**

- No SERC Member present for New Jersey Office of Homeland Security and Preparedness (NJOHSP)  
**\*[Note: 8 of the 9 voting members were present in the room for a quorum]**

Members of the Public in Attendance:  
Please refer to sign-in sheets on file

**SERC Member Roll Call Confirms Quorum (As listed above)**  
Quorum confirmed by Director Van Fossen.

**Consideration of Minutes of April 19, 2024**

The minutes from the last meeting were provided to the SERC on September 30, 2024, for advance review and consideration.

- Director Van Fossen inquired as to whether there were any changes or questions regarding the minutes.
- Hearing none, Director Van Fossen asked for a motion to approve the minutes.
  - Motion – Brian Beam, BPU
  - Second – Christina Brandt-Young, OAG
  - In favor – All
  - Opposed – None
  - Motion carried unanimously
- Six (6) members of the SERC who were present during the motion approved the minutes, with none opposed.  
**\*[Note: Two of the members, Dana Johnson (DR for NJDOH) and Elizabeth Falcon (ADR for NJDOT) were not present during this motion.]**

**Co-Chair Reports**

Director Van Fossen, NJ Department of Environmental Protection (NJDEP) Emergency Management (EM) Program, reported on recent SERC activity.

- Members of the SERC are working with USEPA and their contractors to conduct three additional EPCRA Tabletop Exercises in Bergen, Mercer, and Sussex counties. Joshua Matorin from NJOEM Training and Exercise Unit will provide a brief with more details.
- The SERC co-chairs and team will be hosting a work group meeting with all 23 of the district LEPCs on October 30th (at NJTF-1).

Captain Bradley Waugh commented on the progress of the SERC.

- We have continued to make remarkable progress in supporting planning efforts at the county level. Of the 23 SERC-approved districts, 20 have held their first LEPC meeting and approved the Off-Site Emergency Response Plan.
- Our designated districts have continued to take the necessary steps toward meeting their responsibilities of holding annual meetings and exercises. Through this process, they are building crucial relationships with public agencies, EPCRA facilities, and the public.
- NJOEM continues outreach to the LEPCs regarding SERC activities and LEPC responsibilities.
- NJOEM personnel have finalized a job tool to assist LEPCs with the maintenance of their Off-Site Emergency Response Plans moving forward.

- The contractors hired by the U.S. EPA developed a tabletop exercise template package for the LEPCs to use for their annual exercise.

There were no questions from the SERC members after the completion of the Co-Chair Reports.

### **Old Business**

1. Report from Planning Working Group (PWG) – Captain James Dunham, Emergency Response Bureau (*See Attached Report Read at Meeting*)
2. Report from Training Working Group (TWG) – Joshua Matorin, Training and Exercise Unit Head, NJOEM (*See Attached Report Read at Meeting*)

**\*[Note: Prior to starting New Business, Captain Bradley Waugh noted that the minutes should reflect the attendance of Elizabeth Falcon (ADR for NJDOT) who arrived after the roll call.]**

### **New Business**

- Captain Bradley Waugh – Tasking for the Planning Working Group (to report back at the October 24, 2025, meeting)
  - Finalize the development of the LEPC survey and create a compliance tracking dashboard.
  - Create a letter template for granting extensions of the SERC-imposed deadlines to Emergency Planning Districts or LEPCs.
  - Create a checklist for off-site Emergency Response Plan review and approval.
  - Explore potential funding opportunities for the LEPCs.
- Director Van Fossen – Tasking for the Training Working Group (to report back at the October 24, 2025, meeting)
  - Coordinate with USEPA to identify three additional counties for the next series of EPCRA Tabletop Exercises that assess their Off-site ERPs.
  - Assess the need to offer Off-site ERP update workshops and coordinate with USEPA for delivery prior to October 2025.

There were no questions from the SERC members after the completion of New Business.

### **Items Scheduled for Voting**

1. Approval of SERC Meeting Frequency
2. Approval of Co-Chair Authority to Grant Extensions

### **Vote**

#### **1. Approval of SERC Meeting Frequency**

- Captain Bradley Waugh noted that the Planning Working Group has recommended that there should be one pre-scheduled public SERC Meeting per year rather than two. Additional SERC Meetings can be scheduled if needed. Instead of the second SERC Meeting, the Planning Working Group proposes a Statewide LEPC workshop to allow for information sharing and communication between representatives of the LEPCs and the SERC Co-Chairs.

- Captain Bradley Waugh asked a member of the SERC to make a motion to vote on reducing the frequency of SERC meetings from two meetings to one meeting per year.
  - Motion – Bruce Tynan, NJDCA
  - Second – Christina Brandt-Young, OAG
  - In favor – All
  - Opposed – None
  - Motion carried unanimously with eight (8) votes

## **2. Approval of Co-Chair Authority to Grant Extensions**

- Captain Bradley Waugh noted that the Planning Working Group has recommended that the SERC Co-Chairs be authorized to grant extensions of SERC-established deadlines to any Emergency Planning District or LEPC for purposes of facilitating compliance with Executive Order 161, Executive Order 284, and EPCRA.
- Captain Bradley Waugh read the full text of the resolution, which will be available on the NJ SERC website.
- Captain Bradley Waugh asked a member of the SERC to make a motion to vote to authorize the Co-Chairs to grant extensions of deadlines established by the SERC.
  - Motion – Brian Beam, BPU
  - Second – Christina Brandt-Young, OAG
  - In favor – All
  - Opposed – None
  - Motion carried unanimously with eight (8) votes

### **Public Comment**

None.

### **Next Meeting**

The SERC meeting is scheduled Friday, October 24, 2025, 10 AM EST, at New Jersey Forensic Technology Center, 1200 Negron Drive, Hamilton, NJ 08691.

### **Adjournment:**

- Director Van Fossen requested a motion for Adjournment
  - Motion – Col. Richard Karcher, DMAVA
  - Second – Christina Brandt-Young, OAG
  - In favor – All
  - Opposed – None
  - Motion carried unanimously with eight (8) votes

The meeting was adjourned at 10:28 AM EST.

Respectfully submitted,  
 Alex Ruffalo  
 Acting Recording Secretary