

Boxborough Emergency Reserve Corps (BERC)

Minutes

October 9, 2012

Boxborough Town Hall

Sign In/In Attendance: Laura Russell Loretta Crowley Diane Ford Barbara Kemp
Kathleen McLendon David Birt Swan Anderson

Started: After 7:00 p.m.

Laura Russell Co-Chaired and ran the meeting as, Brad had a commitment and was unable to attend.

Minutes of September 11, 2012 were accepted, after Swan arrived.

Laura said a \$3,600. Grant is available for legitimate needs such as our storage related predicament. We hashed over potential uses and decided to continue to brainstorm via e-mails with ideas. Some other suggestions were a storage trailer, or large storage bins, locks for such, and privacy screens for the annual Flu Clinic. Diane thought Training would be a good use of it, as well. The deadline, for using fund, is not clear, currently.

Trainings that came up during the Grant discussion were the Incident Command System (ICS 100) & National Incident Management System (NIMS 700). Brad is hoping to have the classes in late November or early December. Loretta brought up the suggestion of the Region 4A MRC to co-host a Field Triage, in the future. Swan shared the hand-out with the upcoming courses and we found that Maynard will be having a Field Triage on April 14, 2013.

Another topic that came up during our talk about Grant usage, was Insurance. Insurance may be covered by the Region 4A and will be looked into. Loretta offered to call the MRC Region 4A coordinator to see what other towns are doing. Questions revolved around insuring both supplies as well as what would a volunteer do if hurt while deployed.

Finally, the plan for doing Inventory, again, came up while on the topic of insurance and grant funds. Items are at the Fire Station, Town Hall, and Community Center.

Flu Clinic plans were reviewed. Laura made a chart of the potential lay-out as she knows the school's activities and logistics. She explained how the school has numbered each door and shared this with both the Police and Fire Departments. Since there is a new traffic flow, just introduced, vehicular traffic and human traffic were considered, extensively. A need to incorporate a "reaction" area was hashed over, in case there is a reaction to the vaccination. Loretta liked the idea of having mats on the floor, if someone fainted; and Barbara pointed out that a couple of cots would be needed, as well. Using a wheelchair, available through the COA, Dave mentioned, would be ideal, too. Volunteers are to arrive at 2:30 p.m. giving one half-hour for setting up and briefing. Laura will send the suggestions to Jim Garreffo, the Health Agent, for his final consideration, then to the custodians of Blanchard School. Assigned rolls of the BERC members were shared. Two-way Radios will be used. Signage needs attention, in advance. The Red Cross involvement and rolls were acknowledged.

The updated Phone Tree was handed out. Some seniors on the Senior Check List were reassigned, as Bruce Sabot, moved. Laura Arsenault, of the BOH and/or Melissa Northrup are to update the seniors on the Check List. Brad will e-mail final copy to Volunteers and BPD, once completed. Protocols for Senior Checks reviewed. First, a town Official decides to activate the BERC Phone Tree. Calls to seniors are made. Instructions of results shared with Dispatch. Police, most likely, do checks, if that is the instruction. The Police, also, give emergency cell phones to seniors who need them if landlines are down.

Dave was interested in the upcoming Trainings ICS 100 & NIMS 700. He was relieved to find that Jason Malinowski does these at the Fire Station. Brad is working on scheduling this for members.

Again, we examined potential Executive Committee Members.

Community Center storage was brought up. The space can not be secured properly, unless our shelving has a lock. Moisture is a big issue as it is very musty from past water damage. Laura thinks a trailer would be the best solution. Diane suggested a big plastic bin with a lock, or several bins. Insuring items was brought up again, by Laura.

New Business: Diane shared the Littleton Emergency Preparedness event hosted by the Littleton MRC and mentioned that we were invited to join in, this coming Saturday, October 13th. Brad sent out an e-mail and said our role would be to offer Pet Pics. Members have commitments and may not participate, this year. We did revisit the two years, we did partake in this annual event.

The mention of Cisco's Public Safety Fair was shared by Diane. She said Cisco has its own Emergency Reserve Group.

Discussion of how the MRC Region 4A deploys members merged into the Shelter Deployments that Laura and Swan participated in in Springfield MA. They shared their experience of what it was like to be involved with correcting areas that lacked planning and hygiene.

Next Meeting: November 13, 2012 at the Town Hall. Meeting starts at 7:00 p.m.

Adjourned: 8:41 p.m.

ljc