

Boxborough Emergency Reserve Corps (BERC)

Minutes

December 11, 2012

Boxborough Town Hall

Sign In/In Attendance: Loretta Crowley Kathleen McLendon
Brad Hardie Laura Russell Ginny Haskins Diane Ford

Started: 7:13 p.m.

Minutes of November 13, 2012 reviewed and approved.

New Business: The Senior Check List will need to be revised as, Melissa Northrup, currently the Council On Aging liaison, is moving out of Boxborough. We will wait for Laura Arsenault to update the list. The seniors, assigned to Melissa, will need to be reassigned. Brad plans to send an e-mail once this is completed.

The Community Center storage space details were reviewed. The Selectman, Frank Powers, is waiting for an Inventory to be done, in order to address insuring these emergency supplies and items, mentioned Ginny. Ginny presented a short, not accurate, list of our items. Brad will look at the BERC Grant history to determine a monetary figure. Loretta was under the impression that the Board Of Health (BOH) has a BERC Inventory list, since Mary Cobleigh, former liaison to the BOH, was monitoring this, while she was helping the BERC. It was pointed out that the BERC is a Sub-Committee of the BOH; therefore, they should have a list of emergency supplies and items.

Once again, the storage of the BERC supplies and items were examined, and a date for counting, logging, and labeling was set. We will meet on Saturday, January 26th, 2013 at 9:00 a.m., at the Town Hall, to tackle this. Teams will then disperse and meet back at the Town Hall for lunch. At this time, the items will be put in a Data Base. Laura Russell has offered to do this, as she is familiar with spread sheets. We will, also, decide if items need to be moved and do so, if necessary.

Kathy & Ginny mentioned the need to keep things off of the floor in reference to past flooding in the room. Codes state that there needs to be at least 18 inches of space, from the ceiling down. Security is something to consider, as well.

Diane will bring her label maker to the next meeting, for familiarity purposes, in order to save time, while we do Inventory.

Laura proposed having a detailed coding system for the items; however, the popular choice is the need to keep it simple, in consideration to and, especially, during an emergency situation.

The Trainings, available at the Boxborough Fire Station, on January 5th, 2013, include Incident Command System (ICS 100) and National Incident Command Structure (NIMS 700). Other MRC groups will be welcome to participate. It was suggested to bring laptops, in order to take the tests on-line, after each segment. Class, presumably, starts at 9:00 a.m. and, generally, will go, at least, until 12:00 p.m.

Since we will be missing Melissa, an Executive Committee Member, Executive structure will be revisited, after Trainings.

Other Business: Ginny showed her folders, she made, for community outreach. Each folder contained the long version of 72-Hour Survival Kit. Brad suggested having the shorter list. There were other educational items in the folder. Ginny has been reaching out to her neighbors and others, around the town. She offered to make more folders for any other members who would like to do community outreach.

Laura mentioned the importance of religious establishments having an Emergency Plan and shared a recent event in a neighboring town, at a religious establishment. She also shared the plans that schools, now, have for Evacuations and other Protocols surrounding children. This conversation was sparked by an incoming Emergency message, Brad received about the Mall Shooting.

Next Meeting: Tuesday, January 8, 2013 at the Town Hall. Meeting starts at 7:00 p.m. On the Agenda, will be preparation details for doing Inventory of the emergency supplies and items.

Adjourned: 8:22 p.m.

Ljc