

Boxborough Emergency Reserve Corps (BERC)

Minutes

January 8, 2013

Boxborough Town Hall

Sign In/In Attendance: Kathleen McLendon Maureen Masciola Brenda Lyons
Laura Russell Swan Anderson Brad Hardie Ginny Haskins Diane Ford Loretta Crowley

Started: 7:04 p.m.

Minutes of December 11, 2012 reviewed and approved.

The Incident Command System 100 (ICS100) and National Incident Management Structure (NIMS 700) Trainings were a success as; at least 4 Members took the test and will be eligible to serve on the Executive Committee. Further discussion on this, was Tabled, until after Inventory review. The class took only about 2 hours and 30 minutes, and was over about 11:30 a.m. Others plan to take the test as soon as possible.

Brad passed out CORI forms for Members, as this is checked regularly.

Senior Well Being Check List and Phone Tree were reviewed. Brenda is familiar with the area where a new Senior signed on. Brad explained how this works, when and if the Police became overwhelmed, during an Event. BERC Members would pair-up and physically do checks, if requested. Brad mentioned that we are losing a volunteer with medical training, who is moving out of town.

Laura went over the plans for Emergency Supply/Items Inventory day scheduled on Saturday, January 26, 2013 at 9:00 a.m. We will meet at the Town Hall then go out to each location, where items are placed around town. Counting, logging, and tagging will be done. Lunch will be available at the Town Hall. Further decisions will be made in regards to shuffling items and if clean-up or purging of expired items, if necessary. Hopes are to have 4 or 5 teams, with a few people in each group. Each group will have a lap top, to compile a list. Each list will be consolidated, after items are counted. Items will be tagged with labels, as counted. Lunch is planned for 11:30ish a.m. and 2:00 p.m. is the proposed finish-time.

The items will be labeled TH for Town Hall, FD for Fire Department, CC for Community Center and BM for Blanchard Memorial School. Brad will bring our Two-Way Radios, charged, and we will practice using them, on this day. He will, also, bring the tent for proper storage. Laura offered to repair the broken storage bag, for the tent, with either a zipper or Velcro.

Diane arrived, with her label makers and supplies, for such.

Ginny and Brad will be getting keys for buildings prior to the 26th. Since Brenda's son is on the Fire Dept., she thought he would be a good contact, when getting access to the Emergency Supplies located there.

The storage space has shelves that will need to be assembled, first. A day was picked for doing this, and volunteers offered to meet at the Community Center on January 22nd, 2013 at 3:30 p.m. Brad, Diane, Laura, and Swan offered to do this.

Brad mentioned the \$25.00 food budget for the Inventory day. Jim Garreffi, the Nashoba Health Agent, offered to make up the difference, if there is one.

Laura stated that all the compiled data will be transferred to a thumb-drive and downloaded on to the BERC computer.

Brad is planning to call a few more members, Mary Cobleigh, Barbara & Steven Kemp, and Ron Sisco for help with Inventory.

Other Business: Much brainstorming occurred prior to and during the meeting, in regards to a BERC Open House planned for the spring of 2013. Hopefully the Library can be reserved for this. A sign-up for CPR and First Aid would be available. Having a CPR "Dummy" as a prop, may spark some interest. Having some kind of presentation and a speaker, would be a good idea. A 72-Hour Survival Kit would be on display. Times and dates were thrown around, yet nothing is solid.

At 8:05 p.m. a Motion to Adjourn was proposed; however Diane pointed out, we did not familiarize ourselves with the Label Makers. Diane displayed the capabilities of the Label Makers and a decision on color and font was made. It was agreed that this would be a good thing for the BERC to purchase, for future needs.

Brenda asked how we fund the BERC, and Brad explained where our Grant funds have been coming from.

Brad asked Brenda and Maureen about their First Aid and CPR trainings.

Next Meeting: Tuesday, February 12, 2013 Meeting starts at 7:00 p.m. and is, currently, planned to be held at the Town Hall. Next meeting Agenda will include planning for the April 2013 BERC Open House. March meeting projected to be on the 19th.

Adjourned: 8:17 p.m.

ljc