

Boxborough Emergency Reserve Corps (BERC)

Minutes

February 12, 2013

Boxborough Town Hall

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

Started: 7:05 p.m.

Minutes of 1/8/2013 were reviewed and a couple of changes were made. Diane was added to the group of volunteers for the shelf making date. We voted on the omission of times-of-arrival/departure, unless the member sits on the Executive Committee.

Laura passed out the Inventory list and asked a couple of questions regarding item counts. It was decided that contents of bins would be consolidated in rows on the form and bins will be labeled with distinct number identifications. Each member was asked to check for errors and correct, if necessary. The goal is to keep the list current and up-to-date.

Brad mentioned the moving of Bed Rolls for the anticipated need, during the Blizzard over the past weekend. It was decided half of them should remain in the Trailer at the Fire Station, since it would be easier to transport across the street to the school, if a Shelter was set-up. Half will remain in the Community Center in order to protect from potential damage if one location were an issue. More could be ordered, if possible, and brought to the Community Center.

Laura suggested getting 4 clip boards, 1 for each location's Sign In/Out of items.

Questions arose regarding "Go Kits" and Diane offered to look into it, if Laura is still unsure of count.

Some of the Items at the Town Hall need to be identified as BERC or BOH, just to make sure.

Brad will send an e-mail to Laura with pricing of some questionable Items for the computer file. He also suggested using two labels on Items, in order to save confusion, if an Item is moved to a different location. Currently, the labels identify the location and BERC. Rather than wasting label supplies, only the location identification would change, when moved, and BERC would remain.

The BERC tent will stay at Brad's place. A new storage container will be obtained to protect the tent from critters that may get into the garage. Swan suggested dryer sheets as a preventative, Kathleen suggested mint.

Grant funding review was looked into. Items were identified and a list was made. Some Items needed, included, 4 clip boards, label maker and supplies for such, bed rolls, go kits, power strip and heavy duty extension cords, tin container, waterproof card table and more chairs, to name a few things.

Planning for the Boxborough Open House began. Brad mentioned that we will have the Medical Reserve Corps (MRC) Region 4A's coordinator, Liisa Jackson, joining us, as well as Fire Chief White. Hopes of having Police Chief Ryder join us, still to be determined.

The Sargent Memorial Library is ours on April 6th, 2013 from 9:00 a.m. to 12:00 p.m. There will be a Formal Presentation from 10:00 a.m. to 11:00 a.m. - not sure exactly what it will be, Loretta suggested an MCR 101 information sharing spot and others thought a running loop, on the lap top, of the MRC DVD would be good.

Laura assigned members to Open House planning committees, which included Publicity, Presentation, Food, and Displays.

Ginny & Loretta will get an ad in the Action Unlimited prior to March 1st, 2013 and contact two other news papers, as well. Possibly, Flyers can be made up and left at locations frequented by town folk.

Items for Display includes 72-Hour Kit, Pet Kit, and Poster Boards. A Frames will need to be displayed around town; Kathleen and Swan will work on this.

Diane, Laura, and Maureen will handle refreshments.

Brad will work on the Presentation, before leaving on a trip.

Important points for the Open House will be Recruitment, Raffle of a Go Kit, and Education, as always. Key to the Event, is the attempt to inform folks of our roll in the community.

Diane has been working on contacting folks who showed an interest in the BERCC, mentioning that both a phone call and an e-mail would help to remind folks of the Open House.

CPR/First Aid Training could be offered to folks joining us on the 6th.

Other Trainings could be offered to First Responders and other town's MRC groups, suggested Johan. He had an extensive list of many courses and will copy for those interested.

Executive Committee discussion was tabled.

New Business: The recent Blizzard we had over the weekend was kind to Boxborough and no need for a Shelter came up. A quick text was sent out by Brad, to most members, in an effort to warn of possible activation of Shelter Operations. A couple of members did mention they do not use texting. Senior List was reviewed at this time, as well.

Next Meeting: Tuesday, March 19, 2013 in the Town Hall, at 7:00 p.m. Planning for the Boxborough ERC Open House, will be on the Agenda.

Adjourned: Closer to 9:00 p.m.

ljc