



**Boxborough Emergency Reserve Corps (BERC)  
Executive Committee Agenda  
Boxborough Town Hall  
November 12, 2013  
7:00 – 8:30 p.m.**



**Sign in/Attendance:** Barb Kemp, Beth Reid, Diane Ford EC, Ginny Haskins, Kathleen McLendon EC, Lorraine Carvalho EC, Swan Anderson EC.

**Started** 7:10 pm

**Minutes** of October 8, 2013 were approved as read.

**Updates** – Updated phone tree & sr. call lists were made available.

- Event information notebook was not ready for presentation.

- Winter preparation discussion was tabled to use the time making Preparedness Packets.

**Reorganization** The process continues. The team (committee) list was looked over to see if any changes needed to be made. There were changes that will be put into a list and emailed.

- NOTE: Discussion re the senior call lists. The suggestion was made by Swan that we try to have no more than 3 seniors/per member. In the event of the unavailability of a calling member (i.e. sickness, out of town, etc.) it would make it more difficult to re-assign the call/s to another member. The following members agreed to take on more names to even out the list. Lorraine, Beth, Diane.

**Calendar** – Region 4-a meeting Nov 21, 2013 was not attended by us. Turns out the agenda was not anything we could benefit from. There will be another meeting in November. Date & agenda to be determined.

**Decembers meeting will be a munch & work meeting.** We will bring some goodies to share as we finish up the Preparation Packets.

**Event Reports**

**BOH meeting Oct 16, 2013** was attended by Maureen & Swan. Littleton ERC called the meeting to discuss ongoing cooperation between our towns. We agreed to keep the status quo and continue to work with Littleton whenever feasible.

The town of Littleton (Littleton ERC) has kindly agreed to open any shelter operation they may have underway to citizens of Boxborough on a first come first serve basis. BERC members will help to man shelters whenever possible. At the present time Boxborough does not have a sheltering facility if we have lost power town wide.

Swan spoke with our new **Region 4a Coordinator, Katherine Corkery**. She is a Vet and has had much experience in the emergency relief field. Kathy (as she calls herself) is very interested in getting in touch with every ERC. Seems she will be a great connection for us as she moves in the direction of more communication & information sharing.

**Working meeting process** - Although we started calling these Senior Information Packets we are now calling them Preparedness Information Packets as they are meant for anyone requesting information.

We looked over multiple information data; from emergency supplies, how to prepare ourselves & our pets to safely evacuate or shelter at home, what important papers should be ready to grab & go with you, what emergency supplies to keep at hand in your car, and so on. We discussed how to rule out/and or consolidate repetitive information to the best of our ability. End result – everyone took a sampling of packet information home to read again & make a final decision at our December meeting. (and we did it all by 8:30pm – YEA!!)

**Next meeting**

**December 10, 2013**

**Town Hall**

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**Adjourned; 8:30pm**     **minutes by km**