



**Boxborough Emergency Reserve Corps (BERC)
Executive Committee Meeting Minutes
Boxborough Fire Station
Monday January 6th, 2020
7:00 – 9:00 p.m.**



Attendees –

Chief Fillebrown, Officer Patriarca, Margaret Delano, Mikael Dempsey, Diane Ford, John Gianetto, Virginia Haskins, Scott Konkle, Beth Reid, Cathy Sisco, Ron Sisco, Bonnie Thompson, Janyce Vicik

Updates - general

Outline and discuss floor plan and walk-through of Blanchard School, Emergency Shelter site to review site, understand generator and water systems, and evaluate for shelter planning.

Organization updates

- **Introduced Chief Paul Fillebrown, Boxborough Fire Chief/Emergency Management Director**
- **Introduced Officer Steven Patriarca, Boxborough Police Department, Previous Framingham PD and Emergency Management**

Upcoming events

- **MRC Region 4a events**

<u>Date</u>	<u>Location</u>
○ ICS100/700 review	Littleton Fire Station
○ Stop the Bleed/BBP	Littleton Fire Station
○ Other Region 4a regional events to be emailed out as we are notified	

Long-term planning (goals, events, etc.)

- **Training events (local/regional) – All**
 - Shelter walk-through/Drill – Blanchard School, 1/6/20
 - Discuss ideas for training events
- **Shelter Plan – Review and update**
- **Membership recruiting planning/ideas All**
- **BERC shelter trailer – organize and update inventory list/new volunteer orientation**

Shelter Walk-Through

- **The BERC group including Chief Fillebrown and Officer Patriarca met the A/B Blanchard facilities manager, Jim Cunningham, who gave us a tour of the school. Both levels were walked to evaluate areas and suitability for an Emergency Shelter. Previous shelter plans were considered and new ideas were presented by various members for shelter layout, command center location, area designations, elevator location, accessible bathroom locations, and medical and pet sheltering areas. A floorplan layout will be developed based on these considerations that will show the layout and how Boxborough would utilize the Blanchard school in an emergency shelter situation. Water supply and generator systems and operation were discussed.**



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Other business

- Badges, renewal badges and 2 new badge applications/cori checks in progress

Next Meeting

- TBD – Thrust to continue discussions of shelter plan, review and revise accordingly

List of Exhibits

- BERK shelter at Blanchard