



**Boxborough Emergency Reserve Corps (BERC)
BERC Meeting Minutes
Blanchard Memorial School
Monday May 10th, 2021
7:00 – 9:00 p.m.**



Attendees

Chief Paul Fillebrown - BFD, Detective Steven Patriarca-BPD, James Cunningham – A/B Regional schools, Margaret Delano, Mike Dempsey, Diane Ford, John Gianetto, Scott Konkle, Cathy Sisco, Ron Sisco, Bonnie Thompson, Janyce Vicik, Eric Whitney, Andrew Weiner

Summary

We met outside under tent at the Blanchard Memorial school with Chief Fillebrown and Detective Patriarca. We reviewed BERC activities over the past year and discussed forward direction as part of Boxborough’s Emergency Management Plan. Following, we met with James Cunningham, A/B Regional school facilities for a review of the school as our emergency shelter site and a walk-through to review the previous shelter plan and potential changes.

Updates - general

- **Council on Aging activities/update and how BERC can help our seniors get vaccinated provided by Ron Sisco after a discussion with Kim Dee. No immediate needs currently.**

Organization updates

- **Introduced Chief Paul Fillebrown, Boxborough Fire Chief/Emergency Management Director and Detective Steven Patriarca, Boxborough Police Department.**
- **We welcomed new volunteers this past year, Andrew Weiner, Eric Whitney, and Laura Zdrowski (not in attendance).**

Event reports

- **Mask distribution events – June 2020, two Saturdays at the Boxborough Regency hotel, 11,000 masks distributed to Boxborough and neighboring towns by BERC volunteers.**
- **All members CORI checked and new badges issued valid for 2 years.**
- **COVID vaccination clinics – In addition to the First Responder vaccination clinics held at the Boxborough Regency, BERC has participated in the regional Senior vaccination clinics at Devens totaling 9 clinics to date. New regional COVID vaccination clinics starting at a new location at Devens on May 12.**
- **Swanson Rd. Fire – The Fire Chief provided a debrief on the Swanson Rd. fire and how BERC can be utilized and dispatched if there is a need in the future.**
- **Ideas were shared to promote the upcoming Devens vaccination clinics.**

Upcoming events

- | <u>Event</u> | <u>Date</u> | <u>Location</u> |
|-----------------------------|--------------------|------------------------|
| ○ Active Shooter Training | May 12 | Littleton (Zoom) |
| ○ Severe Weather Safety | May 26 | Littleton (Zoom) |
| ○ Regional COVID vac clinic | May 12 | Devens |



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

- **Training events (local/regional) –**
 - Shelter walk-through/Drill – Blanchard, May 10th.
 - CPR/1st aid training will be available online and the practical exam will take place at the BFD with Captain Jason Malinowski.
- **Shelter Plan – Review and update Boxborough emergency shelter plan. Walk through to revise previous plan and to consider sheltering in COVID environment.**
- **Boxborough Emergency Management Plan. This is currently being updated.**
- **Chief Fillebrown discussed the use of I AM Responding software as a potential dispatch and activation tool to be used on smart phones by BERC volunteers. Once this is set up and working, training will be provided and drill exercises will be utilized to test the system.**
- **Detective Patriarca spoke to the group if BERC would be interested in becoming a CERT team and activities (such as aiding in search for missing persons) in which BERC could be activated, which would be different than MRC. Access to free training is provided by FEMA and grant funds are available. Littleton has a combined CERT and MRC organization.**
- **Update BERC town web page. The content on the BERC page was migrated to the new town website and needs to be updated.**
- **BERC shelter trailer – new volunteer orientation of the storage trailer and contents for BERC volunteers.**
- **Storage of supplies – location options were discussed to store additional BERC supplies unable to fit in the trailer.**
- **Combined Fifer’s Day/Harvest Fair event may take place in September 2021. We will promote emergency preparedness and Go-Bags and recruit new volunteers. October is Emergency Preparedness month.**

Shelter Walk-Through

- **The Shelter Plan Map that was created in January 2020 by Mike Dempsey was reviewed and discussed. Jim Cunningham from A/B school district provided updates regarding the upgraded ventilation system, air purifiers in every classroom, surveillance cameras, sanitizing equipment as well as increased cleaning protocols. Jim Cunningham and some volunteers toured the school building to update the shelter plan map. Sheltering in COVID vs non-COVID environment was discussed and potential implications to the plan. Two versions of the map will be created for a Large Shelter and a Small Shelter.**

Other business

- **A Shelter Intake form was shared with the group and discussed and we will investigate a separate pet intake form.**
- **Through a grant, a new laptop and printer was purchased to be utilized for Emergency Management. In future grant cycles, BERC could potentially submit for tablets.**

Next Meeting - TBD