



**Boxborough Emergency Reserve Corps (BERC)
BERC Meeting Minutes
Boxborough Town Hall
Thursday October 13th, 2022
7:00 – 9:00 p.m.**



Attendees

Chief Paul Fillebrown – BFD, Detective Steven Patriarca – BPD, Margaret Delano, John Gianetto, Scott Konkle, Beth Reid, Ron Sisco, Cathy Sisco, Scott Spaulding (guest), Bonnie Thompson, Kyle Walker, Eric Whitney

Summary

After providing general updates and a review of recent and upcoming events, a Standard Operating Procedure (SOP) for how BERC will be deployed to an incident using the I AM Responding app was reviewed. We then had a group tabletop training exercise with Detective Steven Patriarca of the Boxborough Police Department and Chief Paul Fillebrown of the Boxborough Fire Department using a structure fire as an example.

Updates - general

- **CERT – Community Emergency Response Team**
BERC has signed up to also be a CERT team as well as a MRC unit. This will provide additional training opportunities and additional funding options through grants.
- **Grants awarded to BERC over the past 12 months – EMPG MRC, ARPA, EMPG CERT**
- **MRC Region 4a reorganization, Central Middlesex MRC**
MRC Region 4a is being divided up to three smaller units. Instead of 33 communities in 4a, Boxborough will be part of a smaller Central Middlesex MRC unit of 13 communities. All our surrounding towns such as Littleton, Stow, Acton, Concord, Maynard will be part of the Central Middlesex MRC unit. Regional coordinators are currently being hired. These changes are positive and should lead to working more closely with adjacent towns for training, etc.

Organization updates

- **Introduced Chief Paul Fillebrown Fire Chief/Emergency Management Director and detective Steven Patriara, Boxborough Police Department and EOC Director.**
- **We welcomed Kyle Walker as a new volunteer.**

Event reports

- **Merrimack Valley gas explosion – Hosted by Littleton Volunteer Corps (LVC). Cathy Sisco provided a summary of the presentation she attended.**
- **Firefighter rehab training – Hosted by LVC. Margaret Delano provided a summary of the Department of Fire Services rehab trailer and capabilities.**
- **FreeBee/Harvest fair September 10th. BERC had a booth setup for the FreeBee event and provided information on hurricane and winter storm preparedness and general preparedness at home as well as tick & mosquito awareness and recruitment.**



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Upcoming events

- **Boxborough flu vaccination clinic October 26th 3-6pm Blanchard school. 6 volunteers signed up.**
- **Truck or Treat at the Boxborough Fire Department 11-1pm October 30th. BERC volunteers will help direct the pedestrian flow to increase safety crossing Rte. 111. 2-4 volunteers needed.**
- **CPR practical in-person – working to set up a date.**

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

- **Shelter walk-through/drill – Blanchard, need to schedule in November.**
- **BERC shelter trailer – update inventory list/new volunteer orientation**
- **Search and Rescue drill – Additional drills were discussed with Detective Patriarca and how BERC would participate.**
- **Local training events – Future training events with other towns will be communicated as they become available.**

Other business

- **I AM Responding**
The Standard Operating Procedure (SOP) for how BERC will be activated for an incident using the I AM Responding app was reviewed and discussed.
- **Equipment**
Backpacks containing equipment for field operations (helmet, headlamp, flashlight, gloves, ponchos) were issued to BERC volunteers at the end of the meeting.

Training

- **ICS refresher**
As part of reviewing the I AM Responding SOP, we reviewed the Incident Command System and how that could be applied at an incident.
- **Tabletop exercise #1**
A group tabletop training exercise was conducted with Detective Steven Patriarca of the Boxborough Police Department and Chief Paul Fillebrown of the Boxborough Fire Department using a structure fire as an example. BERC broke up into small groups to work on responses to questions.

Next Meeting - TBD