

Royalton Fire District #1 Prudential Committee

Meeting Minutes

June 22, 2016

Members attending: **Seth Stoddard** – Vice Chair, **Wayne Manning** – Clerk/Treasurer, **Don Lovejoy** – Member, **David Whitney** - Member

Officers attending: **Paul Brock** – Chief Engineer/Fire Chief, **David Palmer** – Rescue Administrator, **Heidi Vogt** – Assistant Clerk/Treasurer

The meeting was called to order at 7:06pm by **Wayne**.

There were no walk-ins.

Wayne noted that the job descriptions voted upon during the last meeting need one more small edit. **Wayne** motioned to accept minutes from June 8th as submitted, **David W.** seconded. The minutes passed 4-0. After adding Job Descriptions and the July 27th meeting to the RFD section of the agenda, **David W.** motioned to accept the agenda with edits. **Don** seconded the motion and the agenda passed 4-0.

RESCUE: David P. reported the following calls to date comparisons: 2016 – 185, 2015 – 144, 2014 – 143, 2013 – 134, 2012 – 127. The Rescue Squad has received \$1,500 in donations to purchase an IO (Bone) Drill. AEMT's and up are certified to use the instrument. The cost of said drill is \$1,371 and has been ordered. **David P.** will be doing a press release when the unit comes in. Answering questions from the Board from last meeting, he reported that [we] will not obtain the funding for Fallscales until we have met the 25 customer minimum. Clients are gained by referrals from Doctors and the VT Department of Health. He has recently met with many area clinic directors, senior centers, adult daycare programs, etc. from the area. Roughly 2,000 flyers have been distributed. **David P.** will be doing Employee Assistance Peer Support training through the VLCT this coming Friday and Saturday. He has obtained a slew of employment applications recently, with at least two that he fully intends to hire. **David P.** also reported that the Town of Royalton has asked him to act as Health Officer. He is considering the position, though would like to: 1) Learn more about what the position entails; 2) If the Prudential Committee would be supportive of him taking this position. He has been informed that it usually consists of 4-6 involvements per year. The Board stated that it is truly up to him, and that the only concern would be if it came into conflict with his duties for the Rescue Squad. Discussion ensued with regard to the location and options for the internet/phone line placement. A local fence is the best option at this point since, after talking with the sewer department, burying is not an option. **David P.** was informed of the fence owner's name, and he will be in contact.

FIRE: Paul informed that other than the one structure fire on Happy Hollow Road, there have been no calls. There was recently crash scene training. The alcohol policy was discussed at length. The Board decided that since the Fire Department SOG's are guidelines for the Fire Department itself (not adopted by the Board) they may not be used in conjunction with any policy written by the Prudential Committee. Edits were made to the draft document regarding to VLCT suggestions almost verbatim. **Don** motioned to accept the document and authorize **Bill**, Chair, to sign the policy into action. Further discussion ensued. Hesitations arise around who determines and how it's determined that someone is "under the influence". **David W.** motioned to table the document for the next meeting, **Don** seconded, and the motion passed 4-0.

WATER: Wayne reported he has received the spare well pump. He also suspects there is another leak in Town since the plant has been putting out roughly 10,000 more gallons per day than usual. He voiced his concern of an unknown truck pumping water at the Fire House recently. Discussion and possibilities ensued while **David W.** phoned the Fire Chief (who had left after his report). **David P.** had stepped back into the meeting and stated that a Company donated \$100 to use the water for plants on South Windsor St. They filled a 1,000 gallon tank three times. The Board agreed the donation should go towards the Water Department.

Heidi submitted her Accounts Receivable report to date. Balances and updates for today were discussed.

Meter #207 is scheduled for shut off between July 5th – 7th. The balance includes principal amounts well over a year old, and the customer has defaulted consistently after reporting “payment is coming”. Payment on the account was made before tonight’s meeting; however it was only 20% of the balance due. The Board requested **Heidi** send receipt of payment with further notice of shut off without payment in full.

Meter #165 is disconnected and the property has a lien for the balance on it. There has been no contact from the owner for more than a year. The last contact from the owner was a letter stating that the balance was not hers since the property had been empty. The Board knows from personal inspection that there has been a tenant in the building with access to a toilet. **Heidi** was requested to draft a letter that reads there is no longer a connection to the building, that a lien remains on the property, and that any future connection will require a new application and any fees paid associated with said application. The letter will be presented to the Board for review at the next meeting.

RFD: **Wayne** pointed out a correction that was needed to both the recently approved job descriptions. The paragraph in question read “Any website maintenance, software updates, or implementation of new software shall be reviewed with the Prudential Board Clerk, and shall be approved by the Prudential Board Chair.” The paragraph *should* read “Any website maintenance, software updates, or implementation of new software shall be reviewed with the Royalton Fire District #1’s elected Clerk, and shall be approved by the Prudential Board Chair.” The Board agreed the edit should be made, and will be brought for a formal vote at the next meeting.

Due to a conflict of schedules, the Board decided it was necessary to cancel the July 27th Prudential Committee meeting.

Wayne motioned to approve the cancellation and post the change according the VT open meeting law, **Don** seconded, and the cancellation was approved 4-0.

OTHER BUSINESS: **David W.** requested financial reports for all departments at the next meeting. He also requested that **David P**’s contract be on the next agenda.

David W. motioned to adjourn, **Don** seconded, and the meeting adjourned at 8:40pm 4-0.

Respectfully submitted,

Heidi L Vogt, Assistant Clerk/Treasurer

NEXT MEETING: Wednesday, July 13th, 2016