

Meeting of the Royalton Fire District #1 Prudential Committee
January 27th, 2016 @ 7:00 PM
at the Fire District Office

Members attending: **Bill Ballou, Wayne Manning, David Whitney, Don Lovejoy, Seth Stoddard**
Guests attending: **Phil Gates** – Selectboard Member, **Heidi Vogt** – Bookkeeper, **Michael Ambrose** – EMT, **Becky Owens** - EMT

Bill, acting Chair, opened the meeting at 7:02pm welcoming our guests.

PUBLIC WALK-INS: There were no public walk-ins.

Before opening the meeting **Bill** asked the Board to clarify his position as acting Chair and offered to serve as Chair. **Wayne** motioned for **Bill Ballou** to be Chair of the Prudential Committee of the Royalton Fire District #1, **David W.** seconded and the motion passed 5-0. **Bill** then asked for a Vice Chair to volunteer. **David W.** nominated **Seth**. **Seth** accepted the nomination. **David W.** motioned for **Seth Stoddard** to be Vice-Chair of the Prudential Committee of the Royalton Fire District #1, **Don** seconded, and the motion passed 5-0.

APPROVAL OF MINUTES: The minutes from the December 9th, 2015 regular meeting of the Royalton Fire District #1 were reviewed. **Don** motioned to accept the minutes as submitted, **Seth** seconded, and the motion passed 5-0. The minutes from the January 4th special meeting of the Royalton Fire District #1 were reviewed. **Wayne** motioned to accept the minutes as submitted, **David W.** seconded, and the motion carried 5-0. The minutes from the January 6th, 2016 special meeting of the Royalton Fire District #1 were reviewed. **Wayne** motioned to accept as submitted, **David W.** seconded, and the motion passed 5-0. The minutes from the January 11th, 2016 annual meeting of the Royalton Fire District #1 were reviewed and the following amendments were made: Section 4, last line, added “Paul Brock is concerned with the call numbers report from Hartford Dispatch not reconciling. He and Heidi will investigate further.”; Section 6, second sentence changed from “Wayne volunteered to stand in until a candidate can be found,” to read “Wayne volunteered.”; Section 6, third sentence changed from “Bill Ballou motioned to accept Wayne Manning at acting Treasurer.” to read “Bill Ballou motioned to accept Wayne Manning as Treasurer for a one year term.” **Seth** motioned to accept the draft annual meeting minutes as amended, **Don** seconded, and the motion passed 5-0.

AGENDA APPROVAL: **Wayne** motioned to accept the agenda as written, **Seth** seconded, and the motion passed 5-0.

RESCUE: **Michael Ambrose** and **Becky Owens** reported on behalf of Rescue in David Palmer’s absence. Calls are up by 7 in comparison to [our] best year. Mr. Palmer will be presenting employee applications at the next meeting. Mr. Palmer wishes to see the Advisory Board move forward, and feels that the Board should be led by a member of the appointees listed in the Royalton Selectboard minutes of January 19th, 2016. He feels that he should not serve as Chair since this Board will, in essence, be overseeing him. Mr. Palmer has made presentations at the Senior Center for the FallScape program. Some progress has been made, but it has been slow so far. Mr. Palmer is now able to install and service LifeLine units. He has had several people contact him seeking support already, and is working directly with DHMC. He will do his first installation/set up soon. Mr. Palmer, Paul Brock, and the rest of the Rescue Squad are researching moving the Rescue office into the Rescue House. The suggested “rent”, which would serve as Rescue’s contribution towards utilities, is based upon the average cost of utilities at the current time divided into the square footage used by the Squad and its equipment and supplies. Mr. Palmer and Mr. Brock agreed \$104 to be a fair number for both departments. **Wayne** voiced his concern with regard to the Rescue squad paying “rent”. **Heidi**, recognized by the Chair, clarified that the “rent” is simply the Squad’s contribution towards their share of the Fire House. She also advised the Board with regard to the financial benefits for both departments. **David W.** thinks it’s a good idea; however more research needs to be done with regard to legal matters using the rental house as “public space”. **Seth** is concerned with regard to fire safety laws, etc. The Board requested that these issues be investigated further before moving is to take place, and that the “rent” will be discussed by the board at that time. **Michael** invited the Board members to visit the house to aid them know what the Squad is dealing with in this situation.

Advisory Board: **Phil** reported that the Selectboard would like to know what the Prudential Committee wants to do with regard to the Rescue Squad operations. **David W.** suggests meeting first with the suggested Advisory Board elected to get a better feeling of what their goals are. [We] all need to be on the same page. Communications needs to be more open regardless of who is running the Squad. The Board asked for clarification from Phil about where the Selectboard stands on the matter. **Wayne** voiced concerns with regard to the previous “Advisory Board” which aided the Prudential Committee when the Rescue Squad became a paid department. **Heidi**, recognized by the Chair, reminded the Board that the “Advisory Board” would act as a sub-committee to the Prudential Committee, and all things would be brought before them. **Phil** suggested someone from the Prudential Committee to be present at meetings for better communications and involvement. **David W.** again suggested meeting with the Advisory Board elected first, then have a follow up meeting with the Selectboard down the road. **Seth** would like the advisory board to come to us, or draft their goals and ideas first. **Phil** suggested coming together with goals and expectations. **David W.** asked **Phil** if the Selectboard would change their mind about taking over the Rescue Squad. **Phil** reports the

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RESCUE CONT...

Selectboard is not ready to decide the matter, and that most involved would like see the Prudential Committee move forward on its own with the Advisory Board in the interim since the Tri-Town discussions have stalled. A meeting date of February 10th at 5:30pm at the Royalton Town Offices was decided. **Heidi** will confirm with Rose Hemond for the availability of the meeting room, and **Phil** will contact the elected Advisory Board members.

Wayne voiced his concerns with regard to the open meeting law.

Hiring/Firing Policy: The Board suggested **Heidi** move forward by asking the Town of Royalton for a copy of their employment policy. **Heidi** advised that this draft was based upon the Administrators roles during situations with employees needing immediate action. **Wayne** motioned to table the idea for more research and a more in-depth over-all plan, **Seth** seconded, and the motion passed 5-0. **David W.** wanted to be certain that Mr. Palmer knew where the Board stood on the issue.

WATER: **Wayne** reported that chlorine levels were raised for a time. He adjusted the computer's program and all is well now. The levels were still within normal limits; however were twice what they should have been. February 2nd the VLCT loss prevention inspector will be at the plant at 9:30am. **Wayne** also reported that he still believes there is a 7-8,000 gallon per day leak somewhere in the system. Daily output logs are up by roughly that, but with winter here and it being a relatively small number, the leak will be hard to pinpoint.

FIRE: An update was unavailable.
Standard Operating Guidelines (SOGs): **David W.** suggests that Rescue also be "ruled" by SOGs vs. bylaws. **Wayne** asked what is done when [our] SOGs are not met or rules are broken. He went on to list a few things in the SOGs that he is concerned are not occurring as they should be, i.e. pump and hose inspections on a weekly basis, as well as truck tests. **David W.** suggests [we] take the items of concern to the Fire Chiefs attention. He will do so at the meeting tomorrow night. **Wayne** requests the Prudential Committee review the SOGs at the leisure and present their penalty suggestions at the next meeting. **Seth** and **David W.** would look to the Chief for his suggestions, but **Wayne** retorted his concern for accountability. There were also rescue based items in question as well.

RFD: Bank Accounts: **David W.** motioned to remove Keith Grimes and Jerry Barcelow from the bank accounts listed in the letter to Lake Sunapee Bank written January 27th, 2016 to be signed by **Bill** as well as add Seth Stoddard to said accounts, **Don** seconded, and the motion carried 5-0.

Keith Grimes Compensation: It was noted that Mr. Grimes was only compensated for half of his time given during the last calendar year. **David W.** motioned to compensate Mr. Grimes for the remainder of his time, **Seth** seconded, and the motion passed 4-1.

Annual Meeting Synopsis: The report was reviewed, amended, and tabled for next meeting.

OTHER BUSINESS: **Wayne** reviewed statutes and meeting laws with the Board. Theron Manning is making progress with the Bylaws.

Seth motioned to adjourn, **David W.** seconded, and the motion passed adjourning the meeting at 9:16pm, 5-0.

Next meeting(s):

SPECIAL: Wednesday, February 10th, 2016 5:30pm at the Royalton Town Offices to meet with the proposed Advisory Board members.

REGULAR: Wednesday, February 10th, 2016 7pm at the Royalton Town Office.

Respectfully submitted,

Heidi L. Vogt,
Administrative Assistant & Bookkeeper