

Meeting of the Royalton Fire District #1 Prudential Committee
December 9th, 2015 @ 7:00 PM
at the Fire District Office

Members attending: **Don Lovejoy, Bill Ballou, Wayne Manning, David Whitney**
Guests attending: **Jerry Barcelow** – Advisor, **Heidi Vogt** - Bookkeeper

Bill, acting Chair, opened the meeting at 7:00pm.

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

APPROVAL OF MINUTES: The minutes from the November 11th, 2015 meeting of the Prudential Committee were reviewed. **Wayne** motioned to accept the minutes as submitted, **David W.** seconded, and the motion passed 4-0.

AGENDA APPROVAL: The Agenda was amended to add the following items: Under RFD: Hours/Office Schedule; Under Water: VOSHA Update; Under Fire: VOSHA Update, Insurance Coverage; Under Rescue: VOSHA Update, Insurance Coverage. The following items were Tabled for the next meeting: Under Fire: Motor Vehicle Billing, Fire House Alarm System; Under Rescue: Billing of Non-Transports. The new agenda was unanimously accepted. It was requested that Rescue and Fire always be first on the Agendas from now on.

RFD: The *Annual Meeting Warning* was reviewed, discussed, and amended. **Wayne** suggested requesting 10 cents more per 100 gallons used for customers outside of the District lines to help cover the cost of their aging lines. No official vote was taken on this suggestion. **Wayne** motioned to accept the warning as amended, **Bill** seconded, and the motion carried 4-0.

Heidi reviewed her findings during *Oil Pricing* research. She will be continuing this research and double checking for any added costs of switching Oil Companies.

Jerry voiced concerns with the current Office hours and accessibility for Board Members. **Heidi** reported she has had reports from customers that they like her here during lunchtime hours and after. The discussion was tabled.

WATER: **Wayne** *Updated* that all was clear and well. He informed the Board that the Plant was supposed to be painted this summer by some Randolph Technical students; however the plans fell through for one reason or another. She asks the Board to consider the question of painting the building this next season, or changing to vinyl.

Heidi gave a *Collections Update*. One customer is severely overdue and **Heidi** is looking for direction from the Board given the Season. The State tenant law will apply to this account. **Don** motioned to send the customer a final notice, via Certified Mail/Return Receipt, for a termination date as early as December 23rd. **Bill** seconded the motion, and it passed 4-0.

Heidi passed around the paperwork from and to VOSHA with regard to the recent fine. **Wayne** fixed the problems noted, reported them to VOSHA, and has received acceptance of the fix.

FIRE: No *Update* available.

Heidi reported that there were no fines received for the Fire House from the *VOSHA Inspection*. The discussion was tabled for the next meeting to have Paul Brock in attendance to report.

The *FY '17 Fire Budget* was reviewed, discussed, and amended. **Wayne** motioned to accept as amended, **Don** seconded, and the motion carried 4-0. **Heidi** mentioned that a \$5,000 donation from Vermont Law School will be appropriated to [us] through the Town. She and the Board were unclear why it was to be given in that manner, and **Heidi** is to get more specifics from Paul Brock.

Jerry voiced concerns about *Insurance Coverage* for the Fire Trucks with regard to their contents. **Heidi** advised that according to VLCT full coverage includes the contents of the vehicle. Paul Brock and **Heidi** reviewed the valuations before submitting them to VLCT. **David W.** asked if there was an inventory list of what was on the Trucks, and **Heidi** reported that Paul Brock would have them if so.

RESCUE: No *Update* available.

Jerry voiced concerns about *Insurance Coverage* for the Ambulance with regard to its contents. **Heidi** advised that according to VLCT full coverage, which [we] have for the Ambulance, includes the contents of the vehicle when she spoke to them regarding the Fire Trucks. **Heidi** will be double checking the Ambulance coverage with the VLCT to confirm it is the same.

MINUTES OT THE MEETING OF THE PRUDENTIAL COMMITTEE

RESCUE CONT...

Heidi reported that there were no fines received for the Fire House from the *VOSHA Inspection*. The discussion was tabled for the next meeting to have David Palmer in attendance to report.

The *FY '17 Rescue Budget* was reviewed, discussed, and amended. **Wayne** motioned to approve \$56.09 as the requested per capita rate to the three Towns for approval. The total Town appropriations will come to \$270,805, accepting the budget as submitted. **David W.** seconded and the motion carried 4-0. **Jerry** reported that David Palmer is requesting the Board ask for a separate line item in the Town budgets for \$10,000 a year from the three Towns, at \$2.07 extra per capita, to reserve for a new vehicle. **Wayne** motioned to accept the request with the stipulation that the funding goes strictly into the New Ambulance Fund, **David W.** seconded, and the motion passed 4-0.

The Board reviewed the *Hiring Process* for the Rescue Squad. David Palmer needs to hire more help, but would like to know how involved the Board would like to be before proceeding. The current policy states that David Palmer do the hiring and firing with the approval of the Prudential Committee. **Wayne** suggested following the current policy and keeping the Board approval necessary. **David W.** suggests that David Palmer be given the authority to send an employee on paid/non-paid leave at his discretion to be able to remove an unfit employee from causing harm before presenting his request to fire them to the Board for approval. David Palmer will perform initial screening, interviewing, and background checks before asking the Board for approval of his choice. This policy comes from the Board with the understanding that the Board may need to attend special meetings to facilitate. **Heidi** is to draft a written policy for submission at the next regular meeting.

OTHER BUSINESS:

The Board inquired with regard to annual stipend payments, coming out soon. **David W.** inquired about Keith Grimes's possible stipend. **Wayne** suggested giving him a pro-rated amount for the three months of the year he served. **David W.** motioned to give Keith Grimes \$62.50 for the time served during the 2015 Calendar year, **Don** seconded, and the motion carried 4-0.

It was also suggested that **Jerry** get a stipend for his devotion and many hours of service to the RFD. **Jerry** stepped out of the meeting during discussion. **Don** motioned to give Jerry a \$250 stipend, **David W.** seconded, and the motion carried 4-0.

Heidi was asked to step out during which time the Board discussed a Christmas bonus for her. **David W.** motioned to give her \$100 Holiday bonus, **Don** seconded, and the motion carried 4-0.

Jerry suggested having an extra meeting before the annual meeting to prepare, he suggested January 6th. **Wayne** motioned to hold a special meeting on Wednesday, January 6th, 2016 to prepare for the annual meeting only, **David W.** seconded, and the motion carried 4-0.

Don motioned to adjourn, **Wayne** seconded, and the motion carried 4-0 adjourning the meeting at 9:17pm.

Next meeting(s):

SPECIAL: Wednesday, January 6th, 2016 for Annual Meeting preparations

ANNUAL: Monday, January 11th, 2016

REGULAR: Wednesday, January 27th, 2016

Respectfully submitted,

Heidi L. Vogt,
Administrative Assistant & Bookkeeper