

Meeting of the Royalton Fire District #1 Prudential Committee
February 24th, 2016 @ 6PM
at the Royalton Town Offices

Members attending: **Bill Ballou, Don Lovejoy, Seth Stoddard**
Guests: **David Palmer – Rescue Administrator, Theron Manning**
Advisory Board: **Paul___?, David Kimball, Jerry Barcelow, Phil Gates, Mary Gavin**

Bill, Chair, opened the meeting at 6pm welcoming our guests.

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

APPROVAL OF MINUTES: The regular meeting minutes from February 10th, 2016 were reviewed. **Don** motioned to accept as submitted, **Seth** seconded, and the minutes passed 3-0. The special meeting minutes from February 10th, 2016 were reviewed. **Don** motioned to accept as submitted, **Seth** seconded, and the minutes passed 3-0.

APPROVAL OF AGENDA: **Seth** motioned to accept the agenda as presented, **Don** seconded, and the agenda passed 3-0.

RESCUE: **David P.** reports that calls for the year as of 02/23/2016 are 60, 2015 at this time was 44, 2014 was 47, 2013 was 48. These figures are for global calls, and for the calendar year.

The Advisory Board members were guests for the evening. Roles of the Advisory Board are as follows: A group of citizens approved by each town Selectboard who are here to make recommendations to the Prudential Committee in support of South Royalton Rescue Squad. Decision making is limited to discussions and roles within their own group per what they would recommend. The Advisory Board has no authority in any way over South Royalton Rescue Squad or its employees. Long term goals are to assist in the transition of Rescue into multi-town ownership. The Advisory Board recommended three initial projects. 1) Assist in monthly reporting to the community and committees and help develop a standard format for said reports. 2) Develop and maintain accuracy of personnel policies for the Squad members. The Board gave permission for the Advisory to obtain information from Heidi or David Palmer as long as said information is already public information. 3) Discuss Billing contracts. The Advisory suggests putting the services out to bid once [our] next contract is up. The Prudential Committee agreed that these were of the most importance for the Advisory to continue with. Advisory meetings will no longer overlap Prudential Board meetings. He Advisory will notify for the agenda. Warning for Advisory meetings was discussed; **Mary** will be sending Heidi minutes.

Bill asked for clarification with regard to mutual aid coverage for Strafford. **David P.** advised that what [we] were already doing was just made formal. **David P.** also clarified that the Lifeline work he does is a volunteer service. Logistics were discussed.

The Rescue Administrators work area was discussed. A plan B may be needed soon for Rescue housing.

David P. reported that a representative from Bernie Sanders's office met with officers at the Fire house last week to discuss hardships within the community forces.

FIRE: The fire department was at a large structure fire at the time of the meeting, hence Captain **David W.**'s absence.

WATER: No update available. A leak was reported in Town, therefor **Wayne** was absent.

RFD: Job Descriptions: **Theron** met with **Heidi** with regard to her job description. Discussion ensued with regard to business hours and hours worked. **Seth** suggested monthly checklists for each department to present the Prudential Board monthly with regard to improvements, upgrades, maintenance, etc., made within the past month.

Theron requested that the Prudential Board be ready to review Bylaws for the next meeting.

Seth shared a letter **Heidi** had written at his request with regard to the work that she does from home. The letter states though it was a lot at first, it has become quite minimal. This subject was tabled for the next meeting.

A spare recorder was requested to keep in the office for use during the Clerk's absence and for easier access to recorded minutes for **Heidi** if the Clerks' are unavailable.

Seth motioned to purchase a spare recorder for the office, **Don** seconded, and the motion passed 3-0.

The Annual Meeting synopsis was reviewed and amended. **Seth** motioned to accept as amended, **Don** seconded, and the motion passed -0.

OTHER DISCUSSIONS: **Theron** discussed the project tracking sheet he and **Heidi** planned during their last meeting.

Don motioned to adjourn, **Bill** seconded, and the motion passed 3-0 adjourning the meeting at 7:40pm.

Next Meeting: Wednesday, March 9th, 2016 at the Royalton Fire District Office

Respectfully submitted, Heidi L. Vogt, Administrative Assistant & Bookkeeper