

Royalton Fire District #1 Prudential Committee

Meeting Minutes

March 9, 2016 @ 7pm

Members attending: **Bill Ballou** – Chair, **Seth Stoddard** – Vice Chair, **Wayne Manning** – Clerk/Treasurer, **David Whitney**, **Don Lovejoy**
Officer attending: **David Palmer** – Rescue Administrator, **Paul Brock** – Chief Engineer, **Heidi Vogt** – Assistant Clerk/Treasurer
Guests: **Theron Manning**, South Royalton Resident

Call to order

Bill called to order the regular meeting of the Prudential Committee at 7pm on March 9, 2016 at the Royalton Fire District Office.

Approval of minutes from last meeting

The minutes from the February 24th, 2016 were reviewed and amended. **Seth** motioned to accept as amended, **Don** seconded, and the minutes passed 3-2-0. **David W.** and **Wayne** abstained due to their absences from said meeting.

Approval of Agenda for the meeting

Don motioned to accept the agenda as presented, **Seth** seconded, and the agenda passed 5-0.

Rescue

Call volume for the calendar year as of today is 72. This time last year the volume was 57, there were 55 calls in 2014, 52 in 2013, and 40 in 2012. **David P.** is uncertain at this time if this increase will remain a trend for the rest of the year since last year's numbers were similar, but slowed down for the remainder of the year.

The Rescue Squad will be expecting the Fire Marshall for the Rescue House inspection Tuesday, March 22nd at 10am.

The antenna on the Ambulance is in need of replacing. For its last service, the ambulance was tied up for 2 days. This is not necessary for this replacement.

The Rescue Squad is still in need of more employees. [Our] current pay scale deters applicants. Starting pay was discussed among the Board & Officers, as well as how many employees [we] currently have, what type of employees they are (PT/FT), as well as the lack of benefits.

All Town's approved budget #s, however the budgets were off. The problem was discussed and the Board decided at a previous emergency meeting to not pursue the issue. **Theron** recommended asking the Select Boards for the difference considering the per capita line item was correct and approved.

Fire

The loss prevention "fix list" was discussed. Not all items have been resolved due to the lack of funding to perform some items, as well as the fact that not all items were required by NFPA standards. Scott pack maintenance, use, policies, procedures, and quantity on hand were discussed. **Paul** reported 16 calls for the year to date, 2 were structure, 5 vehicles, and the remainder was CO2, electrical, powerlines, odors, and medical assist calls with Rescue.

Air packs were recently tested and all were good. There will be Hazmat training for the firemen tomorrow (Thursday, March 10), and CPR training at the end of the month. The FD participated in the State's 50/50 equipment grant and has purchased roughly \$1,200 of forestry supplies.

Chief **Brock** expressed his concern for fire danger over the next month. With no snow things will dry out fast. The Fire Warden (**Don**) will not be giving any burn permits unless there is rain. **Don** invited Mr. Brock and others to attend the State Fire Wardens meeting this month.

Water

The water main broke the day of the last meeting (February 24th) as a result of pressure created by personnel of a mutual aid fire company's improper use of a fire hydrant. A tanker operator "slammed" the hydrant off and was unaware of the potential problems it would cause. Chief **Brock** has expressed his concerns to the visiting department's Chief. **Wayne** advised that all Departments should have been using the river hydrant. The Plant storage tank water level was 3" from shut off when **Wayne** reached the plant. Insurance coverage for the incident was discussed. A claim has been filed, but it is unlikely it will be covered. The Worthy Burger was forced to shut down for a few days and has lost revenue as a direct result. Existing lines to the Burger, and the conditions of, were discussed. The Caron Circle incident was a private line and therefore the financial responsibility of the owner.

Lake John status and cost was discussed. Pre-bidding was recommended. Dufresne Group timeline estimate is as early as November for the bond vote.

Collections status was discussed with regard to a certain property. It was recommended a lien be held upon the property. **Wayne** motioned to send notice to the Sheriff, **Seth** seconded, and the motion passed 5-0.

RFD

The Bookkeeper job description was reviewed, discussed, and amended. Work from home via computer access was discussed. The job description says it is ok with permission from a supervisor first. Annual evaluations were recommended to accompany job descriptions with the stipulation that an evaluation does not always equate to a pay raise.

The Water Operator job description was reviewed, discussed, and amended. Monthly reporting was requested and discussed with regard to a five year capitol plan and a monthly "State of the Union". A contingency plan was also discussed for the water operator position in case there is a need to replace. There was a suggestion to hire a trainee to take over one day.

Theron's final draft of the Bylaws was discussed. The subject was tabled for the remainder of the Prudential Committee to complete their reviews of the document. **Theron** also recommended that [we] work on personnel policies to accompany the job descriptions. He has acquired the Town of Royalton's policies and will send it to the Board members.

Theron recommended having a "Computer Administrator" from an outside source.

Theron recommended breaking down the Bookkeeper's payroll further by having Heidi document the hours she spends for each department.

Website maintenance when the Bookkeeper is on vacation was discussed. **Seth** offered to do so. **Bill** motioned to allow **Seth** to access and edit the website if there is need when **Heidi** is not available, **Don** seconded, and the motion passed 4-1. **Seth** abstained. **Heidi** will have Rose Hemond give him log on info.

Vendor checks were reviewed, approved, and signed. **Wayne** motioned to adjourn, **Seth** seconded, and the meeting adjourned at 9:25pm.

Respectfully submitted, Heidi L. Vogt, Assistant Clerk

NEXT MEETING: WEDNESDAY, MARCH 23RD, 2016