

Meeting Minutes  
South Royalton Rescue Advisory Board  
February 18, 2016

Royalton Town Offices  
5:30 PM

Attendance: Phil Gates, Dave Kimball, Brenda Field, Thomas Hoyt, Jerry Barcelow, Mary Gavin, Jason Flint, David Palmer

The meeting began at 5:35 PM.

Are Advisory Board meetings subject to the Open Meeting Law? We had some discussion around this. We are advisory only; we have no power to direct SRR or to expend monies on its behalf. Mary said she would contact VLCT for their opinion.

What can we work on that would benefit SRR? Discussion focused on policy development such as a purchasing policy. David Palmer outlined the process that is currently used—following a PO procedure.

Also discussed was working with David and Heidi for some standard monthly reports that could be presented to the Prudential Board—year to date and month to date budget to actuals, other financial reports (income statement, balance sheet). The number of calls taken each month and a breakdown by category, dollars billed, dollars collected would also be candidates for monthly reporting.

Other areas that the Advisory Board could assist with include:

Job descriptions for all employees (and ensuring they are up to date)

Personnel Policy Review

Review contract NEABS and assist with putting this out to bid in 2017

NEABS coding review—does NEABS send out their billing to an independent 3d party for review of how they coded the call?

Reserve fund-A reserve fund needs to be established for a new rescue vehicle

We also discussed our upcoming meeting with the Prudential Board.

The meeting concluded at 6:45 PM.