

South Royalton Rescue Advisory Board
Meeting Minutes
March 23, 2016
Royalton Town Offices

Present: Dave Kimball, Jerry Barcelow, Phil Gates, Mary Gavin, Jason Flint, Thomas Hoyt, Corinne Ingraham, David Palmer, Administrator, South Royalton Rescue

Meeting was called to order at 5:30 PM.

Jerry Barcelow moved that we approve the minutes of March 10, 2016. Second by Dave Kimball. Motion passes.

Discussion and Review of Provider Job Description

We had a long discussion about the Job Description for Providers (EMTs).

- Add date to Job Description document
- Staff will be paid for time they work the annual Coin Drop fundraiser
- item 5: Performs daily duties and other miscellaneous job-related duties as assigned *including timely completion of Electronic Patient Care Report (EPCR)* (addition in italics)
- Do the qualifications match the state requirements?
- Align the requirements in the job description with those in the Agility Test Requirements
- We should look into training for Reasonable Suspicion Test
- What level of computer skills are necessary?
- Ability to read and understand medications or prescription drug information
- Can the Agility Test be administered by a 3rd party?
- Add language regarding adherence to HIPPA rules
- Mary to incorporate changes and circulate updated Job Description for review

David Palmer asked us to review the Tuition Reimbursement Policy

David has a candidate that he would like to extend this policy to. The EMT certification has lapsed. Since the candidate is not an employee of South Royalton Rescue, it would be high risk to pay the tuition for them. Corinne offered that perhaps the Association could fund the tuition. The Association was set up a number of years ago to keep the proceeds of fund raising activities separate between the Fire Department and the Rescue Squad.

Jerry offered he ran into Alice Nifka and later Sarah Buxton at the Statehouse during a recent visit. The legislature is talking about reimbursing communities 50% of dispatch fees.

The meeting was adjourned at 7:10 PM.

Next meeting is April 13, 2016 at 5:30 PM at Royalton Town Offices.