

South Roylton Rescue Squad Advisory Board  
Meeting Minutes  
April 13, 2013  
Roylton Town Offices

Present: Brenda Field, Phil Gates, Jerry Barcelow, Thomas Hoyt, Mary Gavin

Absent: Dave Kimball, Jason Flint, Corinne Ingraham, David Palmer, Administrator SRRS

Meeting was called to order at 5:30 PM.

Minutes of the March 23 meeting were reviewed. Motion by Jerry Barcelow to accept the minutes as presented; second by Phil Gates. Motion carries.

The discussion on the Provider job description continued.

Provider must be in good physical condition. Provider must be able to pass Agility Assessment. A long discussion ensued about the importance of good physical condition as the Providers are often in situation where they will need their strength when assisting a patient.

It was also emphasized that Providers need to recognize at times they will need help and they need to be comfortable asking for assistance. Add this point to the job description.

Providers are expected to exercise good judgement to act appropriately in a wide variety of situations.

Providers contribute to a safe working environment at all times.

We discussed that Agility and other testing should be carried out by Third Party providers.

On point 10 in the Provider job description add "fund raising and community outreach duties as assigned".

Brenda offered to find out if drug testing for Rescue Providers was required by the State. (This was one of David Palmer's homework assignments from March 23 meeting.)

A suggestion was made that we should create a sheet for Physical Exam so that the employees or candidates understand what is expected.

The above changes will be made to the job description and then it will be sent along to the Prudential Committee for their feedback.

#### Administrator Job Description

It was agreed that an in depth discussion of the Administrator job description required David Palmer's presence.

The contract should be separated from the job description.

All job descriptions for SRRS should have a consistent look and feel.

#### Other Business

David Palmer asked Jerry to give each of us a copy of the Training Officer Responsibilities. We had received these with the large number of documents David provided 2 weeks ago.

Jerry suggested we might invite someone from Gifford Medical Center to talk to our group and provide feedback and suggestions for our Rescue Squad.

Jerry also reminded us that NEABS is willing to make a trip to visit us.

Jerry made a motion to adjourn the meeting at 6:25 PM. Motion carried.

**Our next meeting is Wednesday, April 27, 2016 at 5:30 PM at Royalton Town Office.**