

South Royalton Rescue Advisory Board
Meeting Minutes
April 27, 2016
Royalton Town Offices

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

Meeting was called to order at 5:30 PM.

Brenda Fields moved that we approve the minutes of April 13, 2016. Second by Dave Kimball. Motion passes.

Discussion and Review of Provider Job Description

Jason Flint suggested we omit the bullet in the Provider job description about extraction tools. Squad members could expect the Squad to furnish tools to each member.

It was noted the Provider Job Description had been sent to the Prudential Committee for comments and feedback.

Discussion of Administrator Job Description

How is the Administrator's time spent each week? We felt we needed to hear from David (who had not joined the meeting yet).

- How many runs require a paramedic?
- How many were done by David?
- How many by others?
- What day? What time of day?
- Who pays? When do they pay? What is the flow of billing and invoicing?
- Does the District have requirements around the use of a paramedic? Does Gifford?

Does Administrator role need to be hourly?

Should we separate the duties of the Paramedic from the duties of the Administrator?

Should the Administrator set up training sessions and ensure they are done?

There are some items in the Provide job description that should also be in the Paramedic/Administrator job description.

At this point, David joined the meeting. He said he had some edits for the Provider job description.

David talked about the Fallscape program. Under the grant, SRRS has to do 25 calls in 2 years. David is the only trained person on the squad who can provide this training. The program calls for 5 interactions with the participant:

- 1st meeting: about 90 minutes long at participant's home. This includes time for the interview/assessment, travel time and paperwork
- 2-4 meetings: on the phone
- 5th meeting: in person at participant's home.

David estimated the Squad needs about 20 intercepts per year (in total). He said he didn't think there were many that required a Paramedic from another squad to assist.

- If David goes and uses their supplies, charge is \$250.
- If David goes and uses our supplies, charge is \$350.

David also commented that call volume is up year over year.

Corrine made a motion to adjourn the meeting at 7:05 PM. Second by Jason. Meeting adjourned.

Our next meeting is Wednesday, May 11 at 5:30 PM at Royalton Town Offices.