

South Royalton Rescue Advisory Board  
Meeting Minutes  
May 11, 2016  
Royalton Offices

Present: Jerry Barcelow, Thomas Hoyt, Brenda Field, Corinne Ingraham, Dave Kimball, Phil Gates, David Palmer, Administrator, South Royalton Rescue

Meeting was called to order at 5:30 PM.

Discussion of Minutes of April 27<sup>th</sup> meeting.

Brenda Fields suggested that we replace the word “tools” with “personal protection equipment” in the Provider Job Description. Jerry noted that he was not at the April 27<sup>th</sup> meeting.

Brenda moved that that we approve the Minutes, with those amendments, seconded by Corinne. Motion passes.

Discussion of Provider Job Description

We reviewed the job description, as amended by David Palmer on April 28<sup>th</sup>, including random drug screening. This screening is not required by Vermont. It was agreed that we would not recommend a change.

Jerry moved that we accept the job description as amended by David Palmer, and have David Palmer give it to the Prudential Committee tonight. Seconded by Phil. Motion passes.

Discussion of charging for non-transports

We discussed this idea, which is common for ambulance services, except for “lift assists”. This could be a good source of revenue, and reduce the number of unnecessary calls. David Palmer will ask Anne from New England Ambulance Billing (NEAB) for policies and procedures from other services.

Discussion of call volumes

Total call volumes are up this year, as of May 10<sup>th</sup>. David provided a report for the January 1-May 10 period for recent years. These are not just paid calls.

2016	139
2015	116
2014	112
2013	97

Discussion of Budget vs Actual Financial report for the first 10 months of the current fiscal year.

Jerry will ask NEAB for information about Accounts Receivable Aging and collections. Mary will ask Heidi about labor expenses by sub-accounts, especially Admin Salaries. Mary will also ask Heidi about the amount and source(s) of the Grant income, and Workers' Compensation, as compared to budget and last year's 10-month actual expense.

Jerry made a motion to adjourn the meeting at 6:52 PM. Seconded by Corinne. Meeting adjourned.

Our next meeting is Wednesday, May 25 at 5:30 PM at Royalton Town Offices.

Respectfully submitted,

Dave Kimball  
Acting Secretary