

South Royalton Rescue Advisory Board  
Meeting Minutes  
May 25, 2016  
Royalton Town Offices

Present: Dave Kimball, Phil Gates, Mary Gavin, Jason Flint, Corinne Ingraham, Brenda Field, Thomas Hoyt

Meeting was called to order at 5:30 PM.

Phil Gates made a motion to approve the minutes of the May 11, 2016 meeting. Second by Corinne. Motion passed.

Our discussion was about the job description for the Administrator, South Royalton Rescue Squad. We discussed the many administrative responsibilities in this role:

- Ordering supplies
- Serving/maintaining the rescue vehicle
- Servicing equipment
- Working with the communities
- Training staff
- Ensuring licenses are up to date
- Creating a weekly staffing schedule

The current Administrator also spends 1 day as a member of the Rescue team (shift on the truck).

Jason suggested we interview members of SRRS—what can be improved? Are there changes they would like to see?

Basic components of the Administrator's job description include:

- Scheduling
- Responsible for day to day operations of SRRS
- HR activities including job orientation, training, supervision, disciplinary actions, licensing and certifications
- Upkeep and preventative maintenance of Rescue vehicle and equipment
- Write Thank You notes to donors

What is the appropriate wage rate for a paramedic?

Brenda suggested she would look for some Administrator job descriptions that we could review.

Corinne to research wage rates.

The meeting was adjourned at 6:45 PM.

**Our next meeting is Wednesday, June 8 at 5:30 PM at Royalton Town Offices.**