

**South Royalton Rescue Advisory Board
Meeting Minutes
April 12, 2017
Sharon Town Offices**

Present: Dave Kimball, Gidget Lyman, Corinne Ingraham, Mary Gavin, Nathan Potter, Jerry Barcelow

Staff: Becky Owens, David Palmer

The meeting was called to order at 5:35 pm.

Update on the meeting with the Prudential Committee on April 5:

- Advisory Board can hire a bookkeeper for SRRS
- There was discussion about moving SRRS out from the Prudential Committee
- a follow on meeting was scheduled for May 3 at 6:30 PM between the Advisory Board and Prudential Committee

This meeting will discuss job description for Bookkeeper, review budget for new position, and the Prudential Committee will present a plan for moving SRRS out of the Fire District.

Discussion on the Bookkeeper role ensued. It was estimated, based on Heidi's input at the April 5 meeting, that she spends about 5 hours per week doing work for SRRS. Dave agreed to begin work on a job description for Bookkeeper.

Moving SRRS out of Fire District

It was suggested that the governance structure might be a Board of Directors reporting to the Royalton Selectboard. Perhaps this be put before the voters of Royalton for a vote.

It was noted that under the previous guidance received from the Prudential Committee that one of the PC members was supposed to be attending the Advisory Board meeting on this night. No one came.

Monthly reports

Budget

David Palmer reported the following:

Legal expense: this is SRRS share of the audit expense (should there be a prof services expense item?)

Dispatch is higher than budget as the rate increased.

Worker's comp—is this paid quarterly?

Payroll—the Administrative line items appear incomplete or inconsistent.

Insurance—are the numbers accurate?

Postage-Heidi reported she bought envelopes on 9/15/2016.

Grants

David Palmer reported he is working on grant opportunities.

He has hired 2 per diem EMTS—Erin O'Connor and David Barker. This will help relieve some of the OT due to vacations.

Heidi will be out for the next 2 weeks.

David Palmer billed Strafford for a call we did for them recently (date?).
March income was \$10,032. Subscriptions accounted for \$285.

David Palmer reported he had a call from NEABS—SRRS was behind on paying the monthly charges.

YTD Calls

Year to date (Through April 11)	Number of calls
2017	98
2016	108
2015	89
2014	95
2013	76
2012	60

AEMT Class

At our March 22 meeting we agreed to reimburse 50% of the tuition for the A-EMT class. David Palmer asked to revisit the decision. After much review and discussion we agreed to the following: SRRS will pay 50% up front for the following staff members: Erin Audette, Cassie McCullough, Eben Whitehouse. If the staff member passes the course and works for at least 1000 hours over the 12 month period following passing of the course, then SRRS will pay the other 50%.

Jerry made a motion, 2nd by Corinne to accept the minutes of March 22. Motion approved.

At 7:12 pm, Corinne made a motion, 2nd by Dave K, to adjourn. The motion carried and the meeting was adjourned.