

**South Royalton Rescue Advisory Board
Minutes of the August 9, 2017 Meeting
Royalton Town Offices**

Attendance:

Members: Mary Gavin, Gidget Lyman, Brenda Fields, Nathan Potter, Jerry Barcelow, Thomas Hoyt, Corinne Ingraham, Becky Owens, David Palmer, and Carol Flint

Visitors: EMTs Tim and Cassie

Call to Order:

Mary Gavin called the meeting to order at 5:30 p.m., in the conference room at the Royalton Town Offices.

Agenda Items:

1. Update on Bookkeeper Position: Carol reported that Angela Russell accepted the position, at \$16/hour, with an average of five hours per week. Upon a successful six-month probationary period, an increase in salary may be adjusted accordingly. Her location will primarily be at the Rescue House. A Mac was donated to the Rescue House, so Angela will be able to choose between a PC and Mac computer to perform her work. Quickbooks will only be installed on Angela's computer with her having the only access to it. The software still needs to be purchased. Angela will first focus on working with Heidi to receive records to build a new Quickbooks account for Rescue only. Discussion followed and a six-month probationary period was structured. Carol invited Angela to the August 23 meeting, and will introduce her to David and Becky before that meeting.

2. Administrator's Report: David Palmer reported on the following items:

- A \$10,000 payment is expected for a grant work already completed for the Fall Scape training program.
- SRRS received an anonymous \$1,000 donation for equipment.
- David updated the board on a "financial hardship" application that expired in July. Anne at New England Ambulance Billing (NEAB) reviews claims and considers write-offs. This particular applicant will probably refile again in the future, meaning any transports will possibly be written off again. Questions ensued about a write-off policy and who has the authority to do so.
- The MCI event might be postponed yet again because the Gifford Emergency Management director has left employment.
- In trying to decide upon scheduling software, David reported that E-Scheduler costs \$115/mo, and he feels it's too expensive. He would like to keep using "Time Click" and incorporate "When to Work" with an expense of \$299/year.
- Report of Calls:

	As of Month End August	As of Calendar Year End
<i>As of 8/8/2017</i>	233	
2016	241	403
2015	184	323
2014	195	328
2013	178	299
2012	163	271

- David is attending a training seminar called "Tactical Emergency Combat Care."
- Sharon Volunteer Fire Department has invited SRRS to attend a training on hybrid automobiles with an instructor from White River Toyota on Saturday, September 9.

- Truck maintenance records are currently stored with Heidi. David reported that the truck did not blow a head gasket as originally thought. The radiator and EGR pump was replaced (\$3,350), and an estimate was received for sway bar/air ride repairs (\$1,200). The truck is back in service until Monday when a solenoid will be replaced. The WRVA truck, which was used to replace the SRRS truck when it was being fixed, broke down at the SRRS bay and is still there. David said an estimate to fix the WRVA truck should be around \$600. Discussion followed. No action.
- David mentioned that an average life of an ambulance is seven years. SRRS ambulance is a 2011. He noted to remount the box onto a new truck, the estimated cost is \$120,000, and an entire new replacement would estimate about \$190,000 (includes trade-in value of \$16,000. Discussion followed. The Board requested more information to support the reported totals. It was decided to create a Truck Committee to work with David to create a plan for purchase. This written report to the Board should reflect costs and details evaluating the estimates above. The written report should include a needs assessment, a budget (monthly costs should not exceed \$1,200/month – current run rate equals \$14K/yr), a timeline, and a fundraising component. This report should be presented at the September 13 meeting. Committee members include David, Nathan, and Thomas. Carol asked if an account was set up to save money on a yearly basis for the next ambulance. Mary explained that the account line was taken out of previous budgets due to budget constraints. Nathan suggested writing a letter to Dorothy Byrne of the Byrne Foundation to request funds to assist in purchasing a new ambulance. It was decided that this letter should be written from the Board after the review of the Truck Committee Report.

New Business:

- Corinne reported that a SRRS Fire and Rescue Association donation was received from the Symonds and was equally divided between SRRS and South Royalton Fire Department. SRRS's portion is \$5,488.41. As representative to the SRRS Association, she has written and sent an acknowledgment letter. Corinne reported that memorial contributions are going to the SRRS general fund, and Becky writes the acknowledgement letters and maintains the files.
- Financials Reports: Jerry asked about the capital line items as these seem to have been taken out of the FY17. David encouraged the Board to review the FY18 budget as he has concerns due to the call volume.
- Future Planning: Jerry requested the Board begin planning for a future SRRS site.
- David requested to give Sam Thornton a \$50 gas card for donating his time.
- David reported that he found an affordable new mechanic from Ely, VT that will travel to SRRS.
- Mary made a motion to fix the WRVA ambulance that was used for replacement when SRRS truck was out of service of no more than \$1,100. The motion was seconded by Gidget, and unanimously passed by all members.

Old Business:

- Suggested Operating Guidelines – Corinne and Brenda gave their revisions to David/Becky. While Corinne is on vacation, Corinne asked Jerry to step in.

Meeting Adjourned:

There being no further business, the August 9 meeting was adjourned at 1900.

Respectfully submitted,

Carol K. Flint, Clerk pro tem
Town of Sharon Representative