

**South Royalton Rescue Advisory Board
Minutes of the August 30, 2017 Meeting
Royalton Town Offices**

DRAFT: 9/11/17

Attendance:

Members: Mary Gavin, Gidget Lyman, Brenda Field, Nathan Potter, Jerry Barcelow, Corinne Ingraham, and Carol Flint. Absent: Thomas Hoyt

Visitors: Administrator David Palmer, Deputy Administrator Becky Owens, 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. This meeting is the rescheduled meeting of August 23, which was canceled due to low number in attendance.

Agenda Items:

1. Advisory Board Organizational Changes: Mary announced that she needs to step down as chair due to extra work at her full-time job. Separate motions and voting occurred for the following officers:

Chair:	Jerry Barcelow
Vice Chair:	Gidget Lyman
Clerk:	Carol Flint

Motion: David Kimball made a motion to nominate Jerry Barcelow as Chair. The motion was seconded by Corinne Ingraham. There not being any other nominations, a motion was made, seconded, and passed by all to accept the nomination and elect Jerry Barcelow as Chair of the South Royalton Rescue Advisory Board.

Motion: David Kimball made a motion to nominate Gidget Lyman as Vice Chair. The motion was seconded by Corinne Ingraham. There not being any other nominations, a motion was made, seconded, and passed by all to accept the nomination and elect Gidget Lyman as Vice Chair of the South Royalton Rescue Advisory Board.

Motion: Jerry Barcelow made a motion to nominate Carol Flint as Clerk. The motion was seconded by Gidget Lyman. There not being any other nominations, a motion was made, seconded, and passed by all to accept the nomination and elect Carol Flint as Clerk of the South Royalton Rescue Advisory Board.

2. Approval of the Last Minutes:

The minutes of the August 9 meeting were approved as written and distributed. Jerry asked Carol to send the final copy of the minutes to Seth Stoddard, Prudential Committee.

Motion: Mary Gavin made a motion to accept the August 9 minutes as distributed. David Kimball seconded the motion, and unanimously approved.

3. Truck Repair: Truck repair records are located in Heidi's office. Dave Palmer requested records but not all were received. Dave will work with Angela to obtain all records and file them in the AB filing cabinet. They will report back at the next meeting.

4. Process to Purchase a New Rescue Vehicle: The AB needs to create a policy to purchase new rescue vehicles. Purchasing policy samples should be brought to the next meeting – from Prudential Board (Angela) and South Royalton Selectboard (Gidget).

The conversation moved to creating bylaws for the AB to run under the Selectboard. A committee was formed. Volunteers include Gidget Lyman, Mary Gavin, and Corinne Ingraham. Gidget requested any copies of bylaws should be directed to her.

Dave Kimball asked for maintenance records. Mary Gavin asked about a regular maintenance cycle (by mileage or when needed). Dave Palmer answered that the mechanic from Ely, VT has only been to the fire house once. There is regular maintenance being done on equipment. AB asked for documentation.

5. AB Liaison to Prudential Committee: Jerry Barcelow asked for two volunteers to attend regular Prudential Committee meetings to report on what the AB has been doing. Initial agreement of PC liaison to attend AB meetings, which was outlined by the PC, has not worked as they do not regularly attend AB meetings. In order to stay informed, an AB member should attend PC meetings. Dave Kimball and Jerry Barcelow volunteered to attend meetings. Corinne Ingraham agreed to be backup liaison, if needed.

6. AB Liaison for Bookkeeper: To assist in communications, the AB felt it necessary to appoint a liaison to Angela Russell so she can reach out to one person instead of the entire board when needed. Carol Flint volunteered to be that person. The invitation was encouraged for the administrator as well. Dave Palmer declined the offer, noting that he will work with whomever is needed.

New Business:

1. Bookkeeper Reports and Narrative: The AB reviewed the July monthly report. Towns pay monthly and two months were not accounted for in this report. Heidi reported to Jerry that the PC has been having issues getting paid regularly from some towns, South Royalton included. Heidi must send out invoices (hard copy or electronically) to each town. Gidget will look into reasons why PC is not getting paid by the Town of Royalton.

Discussion followed about Angela's report and narrative distributed prior to the meeting. It was agreed that any reports should come directly from Quickbooks. AB requested to have Angela distribute these reports by the third Wednesday of the month, allowing AB to have the reports up to a week before discussing them at the meeting on the fourth Wednesday of each month.

Prior to hiring Angela, the AB paid 33% of the PC building expenses. Now that the office is located at the SRRS Rescue House, there was a question whether or not AB needs to continue paying the PC for office expenses. Dave Kimball will look into it.

Bookkeeper Office Computer: Discussion followed about whether or not Angela should purchase a laptop or desktop computer. Dave Palmer noted that MS Office is already purchased.

Motion: Mary Gavin made a motion for Angela Russell to spend up to \$750 for a laptop computer and 1T external hard drive. The motion was seconded by Brenda Fields, and it was unanimously approved.

Nathan Potter will provide a lockable file cabinet for Angela. Angela will keep one key, and Carol Flint will keep the another.

2. NEAB Reports: Mary Gavin went through the reports that Angela submitted and noted which ones are deemed important to provide to AB each month. Mary will contact Anne Lowe at NEAB to let her know which specific reports we want and those that are not needed or meaningful to the AB.

3. Town Budget Requests: Dave Palmer reported that town budget requests are due to the Town of Royalton Selectboard on October 17, 2017 and the meeting to review the request is on October 24. Before it can be submitted to the town, it must be approved by the AB and by the PC. A budget subcommittee was formed. Volunteers are: Jerry Barcelow, Dave Kimball, Mary Gavin, David Palmer, and Angela Russell. They will present a plan at the next meeting.

4. Becky reported to the board that she may have to leave the region to work for FEMA in the coming months. She will inform the board when that happens.

5. Administrator's Report was distributed prior to meeting. Dave Palmer noted the following additions:

- There has been a challenge with overtime hours. Mary Gavin will ask for an overtime report from Compucount.
- Intercept charges total \$200/call. Dave noted that District 8 is not charging others in its district, and he doesn't think SRRS should charge for District 8 either.

MOTION: Brenda Fields made a motion not to charge departments in the mutual aid agreement. Dave Kimball seconded the motion. The motion passed unanimously.

Charging \$200/call will continue for all other departments not in our mutual aid agreement.

- Dave Palmer asked AB to go back to town selectboards and make sure they let SRRS know when there is a road closure in their town. Becky will also write a letter to all road foremen to remind them as well.

Meeting Adjourned:

There being no further business, the August 30 meeting was adjourned at 18:56.

Respectfully submitted,

Carol K. Flint, Clerk
Town of Sharon Representative