

**South Royalton Rescue Advisory Board
Minutes of the September 13, 2017 Meeting
Royalton Town Offices**

Attendance:

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

Visitors: Administrator David Palmer, Deputy Administrator Becky Owens, EMTs Tim and Matt

Call to Order:

Jerry Barcelow called the meeting to order at 5:30 p.m. Jerry distributed a suggested agenda.

Motion: Corinne Ingraham made a motion to approve the agenda. Gidget Lyman seconded the motion. It was approved unanimously.

Approval of the Minutes

Carol led a conversation about the minutes of the August 30 meeting. A draft of the minutes was distributed prior to the meeting. There being no other changes to the minutes, the minutes were approved.

Motion: Brenda Field made a motion to approve the August 30 minutes. Corinne Ingraham seconded the motion. The minutes were unanimously approved. Carol will send copies of the minutes to Seth Stoddard for filing in the Prudential Committee files.

Brief update: Reports on any items in the Aug 30th minutes that were delegated

Jerry Barcelow wanted to hear any follow up on tasks generated from the August 30 meeting.

1) Purchasing policy – Gidget/Corrinne will bring policy samples from Royalton Selectboard and Vermont League of cities and Towns. Additional discussion was tabled until next meeting.

2) Maintenance documentation – Dave Palmer said there is minimal documentation of ambulance service in town. He has requested a maintenance history report from Fosters and will share it once received.

3) Expediting Town Payments: Jerry asked why town payments are not being paid in a timely manner. Selectboard representatives suggested that Angela send invoices the first of the month so they have time to sign off on the expense before payment is due.

4) Town budget - Tabled.

New Rescue Vehicle Capitol Savings

Jerry Barcelow began a discussion to rename Fund 364a Rescue Ambulance Equipment Fund to state the purpose of the fund clearer. Discussion followed with Dave Palmer highlighting this fund was set up to collect monies to purchase a new ambulance.

MOTION: Jerry Barcelow made a motion to rename Fund 364A Rescue Ambulance Equipment Fund to 364A Ambulance Replacement Fund to reflect the intent of the budget. Corinne Ingraham seconded the motion. The motion was unanimously approved.

Jerry reported that the \$10,000 check received from David Palmer instructing the Fallscales training was placed in the money market account; and, in Quickbooks, it was entered into the 364A Ambulance

Replacement Fund. Jerry also asked that \$833/month be placed in this replacement fund so that by the end of the year there should be \$20,000 total in the replacement fund.

Administrator's Report

David Palmer gave his report, highlighting the following:

- Maintenance Report (see above).
- Truck Repair Totals: Jerry asked for a report detailing fiscal year repair costs to date. These should be reviewed by Nathan.
- Update on Deputy Becky's FEMA Deployment: Becky sent a report stating she has been called to go to Texas for FEMA. She will try to do some work on the road but she also has backups in place. The weekly newsletter will still go out.
- Calls for August and YTD:

	As of Month End Sept.	As of Calendar Year End
<i>As of 9/12/2017</i>	280	
2016	292	403
2015	212	323
2014	226	328
2013	207	299
2012	186	271

- EMT class beginning at WRVA. There will be no charge to residents of the District 8 area. 25 have signed up so far. Dave reports that he will do a lot of the instruction.
- Mark Dalton, from Ely, VT will begin maintenance soon. Dave will be going over to set up an account.
- Recent Community Events: September 8: 9/11 Memorial Race (South Royalton), September 9: Sharon Fire Department Extrication Training (Sharon). September 9: Sprouty (Sharon)
- Dave will attend an Ambulance Association Meeting tomorrow.
- Dave attended the State EMS Town Hall Meeting on September 11.
- Dave received the permit for the coin drop on Saturday. He's looking for volunteers.
- WRVA – Do we want their old truck?: The WRVA truck that SRRS used is available if we want it. Jerry asked for some number crunching. Discussion followed about using it for transfers and just keeping it in a garage for backup. Dave mentioned that it has been fixed. Discussion followed.

MOTION: Nathan Potter made a motion to accept the gift of their old ambulance (year unknown) Ford Ambulance AEV. Gidget Lyman seconded the motion. Motion approved unanimously.

The ambulance will sit stagnant until we need it to replace when the newer ambulance is in repair.

- Propose to change the SRRS mailing address. Angela has asked if the mailing address could be changed to the Rescue House. After a discussion, it was approved that it could be. Dave Palmer will make sure a mailbox is put up.

MOTION: Gidget Lyman made a motion for all Rescue mail to be distributed at a mailbox at the Rescue House. David Palmer will purchase and install the mail box. Nathan Potter seconded. Unanimously approved.

Review of Suggested Operating Guidelines (SOGs)

A discussion followed about the SRRS Suggested Operating Guidelines SOGs and whether or not the manual should also include employee information or decide to create two manuals. After the discussion, a committee as formed of David Palmer, Brenda Field, Corinne Ingraham, and Carol Flint. David Palmer will lead the SOGs and Corinne Ingraham will lead the employee handbook. Carol Flint will lead the Advisory Board Policy and Procedures Manual.

Flow Chart – No discussion.

Bookkeeper's Report

Jerry Barcelow noted that, as expected, Angela has to increase her hours in order to get her work completed and the office organized. The AB was already aware that setting up the office would take extra time at the beginning and has previously approved any extra hours. Jerry noted that the rent was recently increased. Angela will provide her report and will attend the September 27 meeting.

Auditing report update: Jerry Barcelow noted that he asked for the PC/AB books to be audited. Heidi was going to try and find a local CPA to perform an audit with the change of “treasurers.”

FY Actual to Budget July 1-August 30: Jerry led a quick discussion of the reports Angela distributed. He noted that the Actual balance for the first two months shows a \$41,700 loss but the towns are behind on appropriations to the tune of \$44,300. Assuming the towns are pay their portions, the report shows we are actually a little in the black. Angela will give more details at the next meeting.

Meeting Adjourned:

There being no further business, the September 13 meeting was adjourned at 18:54.

Respectfully submitted,

Carol K. Flint, Clerk
Town of Sharon Representative