

**South Royalton Rescue Advisory Board  
Minutes of the September 27, 2017 Meeting  
Royalton Town Offices**

Approved: 10/11/17

**Attendance:**

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

Visitors: Administrator David Palmer

**Call to Order:**

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

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

**Approval of the Minutes**

Carol Flint led a conversation about the minutes of the September 13 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 September 13 minutes. Mary Gavin 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 and Sept 13 minutes that were delegated**

- 1) Truck Repair Policy (David Palmer) – David received a history report from Fosters.
- 2) Purchasing policy (Gidget/Mary) – Gidget and Mary will share policy samples from selectboard and Vermont League of cities and Towns once collected. Additional discussion was tabled until next meeting.
- 3) Bylaws Committee (Gidget) – Tabled.
- 4) Prorate Heidi and Other Office Expenses (Dave Kimball) – The PC is stating that the AB has office expenses including Heidi's tasks of opening mail, file storage, and utilities. Installing a mailbox by the SRRS house will address the mail expense. There was a discussion stating that the expenses should be very minimal and the Board felt that the office expenses were very minimal. Dave and Jerry will address this at the PC meeting this evening.
- 5) NEAB Reports (Mary) – Mary is working with Anne to receive appropriate reports needed by the AB. She asked Angela not to revise any reports as she hopes Anne will give them to her in final form.
- 6) Town Budget (Mary/Committee) – Mary and the Committee will meet next Wednesday at 5:30. They have made some progress with a FY19 budget with only a small increase for towns.
- 7) Overtime Study (Mary) – Mary reported that the Administrator has the most overtime, averaging two hours of OT per week (\$4,500/year). The Advisory Board asked David to manage his hours better to alleviate the budget with minimal OT hours. Brenda offered volunteer hours if he needs her to help.
- 8) WRVA Ambulance Gift (David Palmer) – David stated there hasn't been any movement yet on receiving the ambulance. Nathan reported that he asked Sharon Fire to store the second ambulance in the Sharon Firehouse, to which Sharon Fire declined the in-house storage but said SRRS could possibly store it outdoors on their property. SRRS would have to purchase a cover if they choose to do this.

Nathan suggested the Journey Church in South Royalton. Dave Kimball and Jerry Barcelow will bring this information to the PC.

9) Truck Report Committee (Nathan Potter, David Palmer, Thomas Hoyt) – Nathan reported that they have been collecting and reviewing quotes. Discussion followed.

### **Do Robert's Rules Still Rule?**

Jerry led a discussion of his findings about Robert's Rules versus the VLCT modified rules which can be modified for the Advisory Board's needs. Jerry asked members to review the documents he shared electronically and be ready to review them at the next meeting.

### **Bookkeeper Update**

Angela reported that things are going well for her as she starts this new position. She noted that she is struggling doing all the work within five hours. The Board reiterated that she should use as much time as she needs to set things up. She does feel once everything is organized, five hours should be enough for daily tasks.

Angela spoke about the following items:

- Besides the office expenses listed above, Angela noted that there's also been a rent increase.
- She noted that the late towns monthly appropriate payments have been received and the process has improved to get payments on time.
- Discussion followed about the accounting of the Truck Replacement Fund. David Palmer wants to make sure that he can still allocate the coin drop donations in to the money market account so it will go towards equipment. Angela noted that the money market account is currently at Lake Sunapee but suggested the AB consider another bank to receive better rates. The AB took time to review some bank websites to see if there are better rates elsewhere: Northfield Savings @ .15%, White River Credit Union @ .125%, and Vermont State Employees Credit Union @ .25%. Jerry Barcelow and David Kimball will ask the PC to move the money market account to another bank with a better percentage.
- Angela reported that she had a conversation with Compucount regarding payroll. Currently, it is set up so that there are three checking accounts (rescue, fire, and water). Compucount would like to make it one account where the three deposit payroll monies into one account. Discussion followed. The decision was to remain separate.
- Angela will be meeting with the VLCT to discuss workman's compensation insurance. Mary and Jerry asked to be included in this meeting

### **Review the YTD P&L through Aug 31**

AB would like any reports received from Angela to be through month-end and not mid-month, so there's a consistency in report writing and comparing.

### **Should SRRS have a separate charge card (vs shared w Fire and Water)?**

Currently, a credit card is shared with fire and water. Discussion followed about SRRS having its own credit card making it easier to organizing finances. Jerry and Dave will ask at the PC meeting this evening.

### **WRVA Ambulance: What do we expect to happen before we use it?**

Discussion followed about what SRRS will do with a second ambulance, including a potential transfer income opportunity. David will get past records and ask Mark Dalton, from Ely, Vermont, to evaluate it.

**Meeting Adjourned**

There being no further business to come before the board, David Kimball made a motion to end the September 27 meeting. Carol Flint seconded the motion. It was approved unanimously. The meeting ended at 6:54 p.m.

Respectfully submitted,

Carol K. Flint, Clerk  
Town of Sharon Representative