

**South Royalton Rescue Advisory Board  
Minutes of the November 8, 2017 Meeting  
Royalton Town Offices**

DRAFT: 11/13/2017

**Attendance:**

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

Visitors: Deputy Administrator Becky Owens

**Call to Order:**

Jerry Barcelow called the meeting to order at 5:36 p.m. Jerry distributed a suggested agenda.

Motion: Jerry Barcelow made a motion to approve the agenda. Corinne Ingraham seconded the motion. The Motion passed unanimously.

**Public Comments**

No public comments.

**Approval of the Minutes**

Carol Flint distributed a draft of the minutes from the October 25 regular meeting prior to the meeting.

Motion: Mary Gavin made a motion to approve the October 25 minutes. Gidget Lyman seconded the motion. The minutes were unanimously approved. Carol will send a copy of the minutes to Seth and Heidi Vogt for filing in the Prudential Committee files.

**Committee Reports**

- 1) Employee Handbook – Corrine ingraham: The committee met prior to the meeting and realized that the file that David distributed to the board was not the final copy. The committee will meet next Monday to finalize the file and redistribute the final draft of the Employee Handbook next week. The Advisory Board will vote on the handbook on November 22.
- 2) Bylaws – Gidget Lyman: Gidget asked to table the bylaws discussion but did announce there has been movement on the Purchasing Policy with Mary Gavin.
- 3) Truck Search Committee – Thomas Hoyt: Thomas asked that discussion be tabled until December. Thomas mentioned that he has had conversations with Bobby Button in terms of storing the second truck purchased from WRVA.
- 4) New Building/Location – Dave Kimball: Dave asked to table the discussion.
- 5) Money Market/Charge Card – Jerry Barcelow: Jerry mentioned that he will be attending the Prudential Committee meeting this evening, where he hopes to gain approval for Angela to have online access to banking accounts and to allow SRRS to have its own charge card.
- 6) Cost Analysis for Second Vehicle – Jerry Barcelow: Jerry wants to research any additional revenue that may be received due to having a second truck. He also wonders about additional expenses that may be associated with having a second truck.

**PSAP / Hartford Dispatch**

Jerry Barcelow led a discussion regarding the reports he distributed prior to the meeting. The Board would like more information about rates across the state and comparisons regarding Hartford Dispatch and Vermont State Police. Brenda volunteered to learn more about dispatching and will report back at the next meeting. Mary Gavin volunteered to ask a representative from Hartford Dispatch to come and explain the billing process to the Advisory Board. She will also try to make a connection with someone from the VT Legislature who might be looking at the cost sharing inequity.

**Administrator's Report to the AB**

Due to David Palmer being absent at tonight's meeting, the report was tabled to next month. Becky reported on her FEMA trip in Texas. Jerry said, on behalf of the board, that he was happy to have her back at SRRS.

**Additional Discussion**

Jerry led a discussion about the next meeting as it falls on Thanksgiving Eve. The board decided to keep the meeting on Wednesday, November 22, as most will still be available.

Gidget Lyman reported that she received another complaint about the ambulance being at local restaurants.

The budget has been presented to the Royalton Selectboard by Mary Gavin and David Palmer as a draft budget, as the Advisory Board is waiting for the Prudential Committee to approve it.

The board went into Executive Session to discuss one or more employee evaluations at 6:15 p.m.

MOTION: Jerry Barcelow made a motion to go into executive session; David Kimball seconded the motion. Unanimously approve by all.

The board exited executive session at 6:57 p.m.

**Meeting Adjourned**

There being no further business to come before the board, Brenda Field made a motion to end the November 8 meeting. Corinne Ingraham seconded the motion. It was approved unanimously. The meeting ended at 6:58 p.m.

Respectfully submitted,

Carol K. Flint, Clerk  
Town of Sharon Representative