

**South Royalton Rescue Advisory Board  
Minutes of the November 22, 2017 Meeting  
Royalton Town Offices**

DRAFT: 11/29/2017

**Attendance:**

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

Visitors: Administrator/Paramedic David Palmer, Deputy Administrator Becky Owens, and EMT Tim

**Call to Order:**

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

Motion: Gidget Lyman 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 November 8 regular meeting prior to the meeting.

Motion: Corinne Ingraham made a motion to approve the November 8 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.

**Bookkeeper Update**

Angela reviewed the financials for through October and Year-to-date. Discussion followed about creating some sort of internal audit such as matching deposits with payments to reconcile income streams.

MOTION: David Kimball made a motion for Angela to ask Anne what insurance reports she receives that she can share with SRRS. Gidget Lyman seconded the motion. The motion was unanimously approved.

Discussion and suggestions were made to change some of the formatting. The board agreed that David and Mary could edit the format with Angela to their liking and submit their final decisions at a later date.

Angela answered other detailed questions about the budget and expenses. Jerry shared that following the Annual Fire District Meeting, Angela's name will be added to the LSB bank record allowing her access to view the checkbook and money market accounts online. Jerry asked that the money market and credit card requests be tabled until January. Angela requested a the salvage value for the rescue vehicle and defibrillator unit to use as assets on the balance sheet.

Angela noted she has been talking with Aflac and learning more about the program. Angela also requested a key to Heidi's office to drop off bills and such when the Fire District office is closed. Jerry will ask the Prudential Committee at the next meeting.

David and Becky reported that the ambulance cannot pass inspection and it is past due. David described that the air-ride system is not working again, the electronics including some lights, and the driver-side camera does not work. Mechanics are thinking that it could be a ground fault. The ambulance is out of service and will be going to Mark as soon as possible. The board agrees that the ambulance should not leave the shop until it is inspectable. David mentioned that Whelan gave a discount for the truck lights – almost half off. The lights must be installed to pass inspection. The ground should be fixed before the lights and camera are installed.

SRRS is now using a loaner from First Branch. Discussion followed about whether or not the WRVA ambulance that will be purchased by SRRS be placed into service sooner rather than later. Along with registering and insuring it, the ambulance also needs stretcher mounts. Angela is already looking into the insurance, and David will register, insure, and letter it asap (although the ambulance could be used without the lettering).

MOTION: David Kimball made a motion that if the expenses for either vehicle runs over \$2,000 (for either one-not total), the Advisory Board should convene and review/vote in person or by e-mail on the costs before doing the repairs. Brenda Field seconded the motion, and it was unanimously approved.

#### **Committee Reports**

1) Employee Handbook – Corrine Ingraham: The Advisory Board reviewed the final draft of the handbook, and David Palmer made one additional change in Section 4.3. The sentence that is bolded should be moved above the mentioned Omnibus Transportation Employee Testing Act of 1991. David Palmer will make the change and will distribute the handbook to the Advisory Board. The committee was asked to make sure there is a paragraph about background checks. The vote to approve the handbook will occur at the next meeting.

2) PSAP/Hartford Dispatch – Tabled

#### **Additional Discussion**

The board went into Executive Session to discuss one or more employee evaluations at 6:39 p.m.

MOTION: Corinne Ingraham made a motion to go into executive session; Brenda Field seconded the motion. Unanimously approve by all.

The board exited executive session at 7:03 p.m.

#### **Meeting Adjourned**

There being no further business to come before the board, Corinne Ingraham made a motion to end the November 22 meeting. Nathan Potter seconded the motion. It was approved unanimously. The meeting ended at 7:05 p.m.

Respectfully submitted,

Carol K. Flint, Clerk  
Town of Sharon Representative

