

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

DRAFT: 12/13/2017

Attendance:

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

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

Call to Order:

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

Motion: Jerry Barcelow made a motion to approve the agenda. Mary Gavin 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 22 regular meeting prior to the meeting.

Motion: David Kimball made a motion to approve the November 22 minutes. Mary Gavin 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: Corinne would like to present the handbook for an Advisory Board vote with the following changes: David Kimball had questions about background checks. Carol wanted to see the handbook in the entirety including appendix items. It is a fluid document and will be changes made in the future.

MOTION: Corinne Ingraham made a motion that the Advisory Board accept the Employee Handbook with noted updates of the background check and printed appendix items. Mary Gavin seconded the motion, and it was unanimously passed.

Mary Gavin suggested that there are regular review meetings of the document so that updates can be approved. Corinne asked for any changes to be announced in our regular meetings.

Jerry thanked the committee for their work on the handbook.

2) PSAP/Hartford Dispatch – Tabled

Administrator's Report

Vacation Request: David requested vacation for the days of December 25-28. He will be back on January 1.

Motion: David Kimball made a motion to allow David Palmer to roll 40 hours of vacation to CY2018, pay 40 hours of vacation to David, and take 40 hours of vacation between December 18-27. Brenda Field seconded the motion. The motion was unanimously passed.

Becky Owens also requested to take time off: December 21-24 and will be back to work December 28.

Motion: David Kimball made a motion to allow Becky Owens to take December 21-24 for vacation and roll over 40 hours to CY18.

Permission was for this request only. The board will review contract and personnel policies regarding the use of vacation and payout.

Administrator's report to the AB – David P & Becky (20 mins – 6:50)

Total Calls and Total Billable Calls for Oct and YTD: Tabled

Total Non-Transport Calls and Billable Non-Transport Calls for Oct and YTD: Tabled

Reports on both the 2011 Dodge and the 2009 Ford

1) Ford '09 (now named SRRS A2): Journey Church declined storage. David proposes that A2 stays in the firehouse bay. It is now registered and insured and should be quick to get up and running within a week. He still needs to find a location to have it lettered.

2) Dodge '11 (now named SRRS A1): will be stored while it gets fixed. The air ride is not fixed, and Mark Dalton thinks it may be a wiring issue. Discussion followed. There has been a total of \$8,700 in repairs in this fiscal year. Mary Gavin suggested that Mark Dalton send an estimate to review for our next meeting. The other option would be take it to Barry at Cromwell (where A1 was purchased)

Discussion followed that A2 will be put in service and A1 will be fixed by Mark Dalton up to \$2,000 and if there's additional repairs needed, we'll discuss before the possibility of sending it to Albany. There is a max of \$2,000 approved to spend on each vehicle.

Additional Discussion

Next Meeting Date: Wednesday, Dec 27 or Thursday Dec 28 (Angela can make the Dec 28 th
Jerry mentioned that Angela would not be able to make the meeting on December 27 and suggested to meet on December 28. Due to room scheduling, it was decided to keep the 27th at the Royalton Town Offices.

Executive Session:

The board went into Executive Session to discuss one or more employee evaluations at 6:40 p.m.

MOTION: Mary Gavin made a motion to go into executive session for a potential legal situation and an employee situation. Gidget Lyman seconded the motion. Unanimously approve by all.

The board exited executive session at 7:10 p.m.

Motion: Mary Gavin made a motion to authorize Carol Flint to negotiate a hourly wage with an employee. Corinne Ingraham seconded. Unanimously approved

David Kimball has been working on a building plan proposal and will bring more information at the next meeting.

Meeting Adjourned

There being no further business to come before the board, Mary Gavin made a motion to end the December 13 meeting. Gidget Lyman seconded the motion. It was approved unanimously. The meeting ended at 7:10 p.m.

Respectfully submitted,

Carol K. Flint, Clerk
Town of Sharon Representative