

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

DRAFT: 1/02/2017

Attendance:

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

Visitors: EMT David Barker and daughter Emily

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 with three additional items. 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 December 13 regular meeting prior to the meeting. Discussion followed about one addition to the minutes. It was decided to add the following to the December 13 minutes in regards to vacation requests: *Permission was for this request only. The board will review contract and personnel policies regarding the use of vacation and payout.*

Motion: Corinne Ingraham made a motion to approve the December 13 minutes with the addition. Brenda Field seconded the motion. The minutes were unanimously approved. Carol will send a copy of the minutes to the Prudential Committee for filing.

Proposal for an Advisory Board Retreat – David Barker

David Barker introduced himself by telling the board that he has prior experience in running board retreats. He offered to run a retreat for the Advisory Board. Jerry reported this to the board in an e-mail message previously sent to the board and asked who would be able to attend. Most of the board agreed to participate. A date of February 24 is being considered, and the location may be at the Sharon Fire Station.

Dave Barker also noted that David Palmer asked him to review any potential grants that SRRS can apply for, which he plans to do before the weekend.

Updates on the FBA Vehicle as well as A1 and A2

David Palmer and Becky Owens were absent and not able to give any new reports since the last e-mail report. The AB understands that A1 is being currently used, and A2 is at Mark's getting ready for road use. Particularly, Nathan noted that after installing the brackets, they realized that they were not compatible with our stretcher so new ones had to be reordered. There is still concern about wiring and ground issues.

The Advisory Board requests that David Palmer update the board as soon as possible and requests him to share a copy of the final accident report by the January 10 meeting. The AB would also like a review of any insurance conversations.

Review Financials

Jerry began a discussion of the November 30 Balance Sheet. There being no questions, all approved the balance sheet. In terms of the YTD, David Kimball asked why there have been no nontransports this fiscal year.

MOTION: Brenda Field made a motion to raise the nontransport fee to \$200. Corinne Ingraham seconded the motion. The motion was unanimously approved.

Jerry met with Angela regarding a large checkbook balance and the possibility to transfer some funds to the money market, until needed.

MOTION: Gidget Lyman made motion to move \$15,000, unallocated, from the checkbook to the money market, with permission for Chair Jerry Barcelow to approve moving it back quickly if it must be withdrawn to pay any bills. David Kimball seconded the motion. The motion was unanimously approved.

There being no other questions/comments of the financials, all of the YTD P&L reports received by Angela have been approved.

Discussion about funding, selection process, time frame for a reliable (newer) vehicle

Jerry started a conversation about how to pay or coordinate monies for a newer vehicle purchase in the future. He noted that, currently, the AB has about \$45,000 that could be allocated towards a new vehicle. There is at least another year of payments for A1. The group decided to continue to use the vehicles currently in place but will plan to consider a new vehicle purchase in two years.

David Kimball asked that David Palmer give an e-mail update on the vehicles as soon as possible.

Update on Possible Building

David Kimball began a discussion, complete with suggested architectural drawings, of a future building plan. The AB approves the direction of Dave's work. Dave will continue to keep the board informed as he moves forward to collect estimated costs.

Dispatch

In response to Jerry's question, the Royalton Town Office alarm system does not pay a dispatch fee as it is included in the quarterly alarm fee.

Suggested Operating Guidelines (SOGs)

Brenda Field would like to regroup the committee and finish the review and approve the SOGs. Discussion followed about the organizational chart/chain of command listed in the SOGs. Jerry will confirm the organizational chart with the Prudential Committee at tonight's meeting. Corinne suggested meeting on Monday, January 20, at 5:30, at the Sharon Fire Station to finalize the document and present it at the following meeting for AB approval.

Outreach Plan

David Kimball distributed a letter from First Branch Ambulance which detailed community outreach. David suggested that SRRS prepare a similar letter to publicize any community outreach for the three towns. This letter seemed similar to what might be published in the town report booklets, which brought up a conversation about whether not David Palmer sent a letter along with the budget to towns for the Town Meeting 2018 booklets as no one remembers seeing a draft from David Palmer.

The AB would like David Palmer to draft a community outreach plan by the first meeting February.

Corinne would also like to see a copy of the SRRS report for Town Meeting and would like David Palmer to send an e-mail copy of what he submitted to the towns as soon as possible so AB members can be prepared for any Town Meeting discussion.

Meeting Adjourned

There being no further business to come before the board, Brenda Field made a motion to end the December 27 meeting. David Kimball seconded the motion. It was approved unanimously. The meeting ended at 7:29 p.m.

Respectfully submitted,

Carol K. Flint, Clerk
Town of Sharon Representative