

**South Royalton Rescue Advisory Board
Minutes of the January 24, 2018 Meeting
Royalton Town Offices**

APPROVED: 2/14/18

Attendance:

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

Visitors: Administrator David Palmer, Deputy Administrator Becky Owens, Bookkeeper Angela Russell, and EMTs Cassie MacClay and Susan Root

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 as modified below. Mary Gavin seconded the motion. The motion passed unanimously.

Administrator / Deputy Reports

David Palmer began his report by giving the following call report and noting there have been 33 calls to date, about the same number of calls last year:

<i>As of 1/23/2018</i>		Calendar Year Total
2017	33	403
2016	32	403
2015	24	323
2014	22	328
2013	219	299
2012		271

David Palmer also noted that charts for number of calls are on a calendar year but could generate a fiscal year report, if wanted. However, everything else will remain on a calendar year.

David Palmer mentioned that the crew will bring A2 over to review the lettering. The board took a quick break to review the lettering, which turned out really nice. He noted that A1 is in the garage, and they are focusing on the wiring issues, making some progress. A2 will remain in service until A1 returns.

David Palmer noted that he was requested to attend a meeting with the chief operating officer and chief of medical at Gifford Hospital next Tuesday. No agenda was shared. He also noted that he will be attending a PEPP training this weekend and attending a group crisis intervention on Thursday and Friday.

He continues to work with the committee to finalize the Suggested Operating Guidelines.

David Palmer reported that CMS does all the payments for Medicare and Medicaid and requires background checks for all board members, including the PC. When the AB questioned this, David gave

Jerry information and asked that he review the documents to see if the AB and PC really need to have background checks. It was unclear and questions that the AB members had were left unanswered.

David Palmer requested the following changes to last meeting's minutes:

- A \$500 donation was made towards a purchase of a \$800 deliberator.
- There was an hourly charge announced that the last meeting to remove of old letters for \$50/hour. The total cost of the letter was \$487, which came in less than the stated \$500.

At this point, David Palmer excused himself from the meeting in order to be at another commitment.

Public Comments

No public comments.

Bookkeeper's Reports

The board discussed the reports that Angela provided through December 31 including P&L YTD Budget vs Actual, P&L YTD This FY and Last FY, P&L Dec 2017 compared to Dec 2016, and the Balance Sheet dated December 31, 2017. Angela answered any questions presented to her over e-mail.

Jerry Barcelow asked Carol Flint to send copies of resumes collected for the bookkeeper position to Keith Grimes and Don Lovejoy in hopes to assist the PC with finding another clerk.

Angela Russell summarized to obtain a Money Market account through North Country, she was told that the entire Prudential Board had to visit the bank. The Advisory Board gave her suggestions to either set up the account at North Country or at VSECU.

Angela answered a few questions that were posed to her. She commented that when the financial reports first get sent out, she usually gets a number of e-mailed questions. She said is glad to answer questions when they come up and not just at our meetings.

There being no more questions, Angela was excused to leave the meeting.

Suggested Operating Guidelines Update

Corinne Ingraham gave an update on the committee work and announced that the SOGs should be ready for approval by February's first meeting.

Gidget Lyman noted that she is working on the purchasing policy.

Approval of the Minutes

Carol Flint noted that Corinne Ingraham took minutes of the January 10 regular meeting, and she distributed minutes prior to the meeting.

Motion: Brenda Field made a motion to approve the January 10 minutes with changes noted at this meeting. David Kimball seconded the motion. The minutes were unanimously approved.

Carol Flint will upload the minutes to website and send them to the Prudential Committee for filing.

AB Committee Organization

The following committees were organized as standing committees:

1. Finance Committee (Mary Gavin, Jerry Barcelow, and David Kimball) will discuss new salary models for CY19.

2. Bylaws, Handbook, Suggested Operating Guidelines Review Committee (Gidget Lyman, Carol Flint, Corinne Ingraham, and Brenda Field) to organize a set of bylaws to present to the Royalton Selectboard along with other supporting documents for town support.

3. Truck Committee (Nathan Potter, David Palmer, and Thomas Hoyt) to discuss any truck purchase, maintenance, inventory issues that may arise.

MOTION: Mary Gavin made a motion to approve all three committee memberships. Gidget Lyman seconded the motion, and it was unanimously approved.

The Advisory Board discussed new charts that might be helpful moving forward and requested Becky Owens to follow up:

- 1) Setup a spreadsheet for monthly calls.
- 2) Create a chart that compares paramedic calls each month.

Becky Owens noted that some staff are leaving to more higher paying jobs. She also noted that staff morale seems rocky and noted a few reasons why. Discussion followed. The Advisory Board discussed ways in how the board can work with the staff for future improvements. Carol Flint asked if the staff valued the holiday gift cards distributed late December, which Becky said they appreciated.

Meeting Adjourned

There being no further business to come before the board, Mary Gavin made a motion to end the January 24 meeting. Nathan Potter seconded the motion. It was approved unanimously. The meeting ended at 6:44 p.m.

Respectfully submitted,

Carol K. Flint, Clerk
Town of Sharon Representative