

**South Royalton Rescue Advisory Board
Minutes of the February 28, 2018 Meeting
Royalton Town Offices**

Approved: 3/14/2018

Attendance:

Members: Jerry Barcelow, Brenda Field, Carol Flint, Corinne Ingraham, David Kimball, and Gidget Lyman.

Absent: Mary Gavin, Thomas Hoyt, and Nathan Potter

Visitors: Administrator David Palmer, Deputy Administrator Becky Owens, from Hartford Dispatch Scott Smith and Police Chief Phil Kasten, and SFRD Chief Paul Brock

Call to Order:

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

Motion: Corinne Ingraham made a motion to approve the agenda as modified below. Gidget Lyman seconded the motion. The motion passed unanimously.

Public Comments

No public comments

Meeting with a Representative from Hartford Dispatch regarding the service and fees:

Hartford's Chief of Police Phil Kasten and Hartford Dispatch Center's Scott Smith gave a presentation of services through their communications center and how they have change the billing structure to be more consistent throughout their district.

David Palmer and others on the AB alerted Scott Smith and Chief Kasten about some errors with directions sent over the pager and on Active 911. They will look into updating the locations described and will get back to David Palmer with any changes.

Financial Reports:

Angela requested that if all the money market account should be moved from Lake Sunapee Bank to the new VSECU account. It was confirmed that the checking account would stay at Lake Sunapee while the money market monies would be at VSECU.

MOTION: David Kimball made a motion to move the \$46,000 from Lake Sunapee to VSECUE, in totality. Gidget Lyman seconded the motion, and the motion passed unanimously.

There was a misunderstanding when the wage increase was to begin.

MOTION: Jerry Barcelow made a motion to make the wage increase retroactive to the beginning of pay period February 11. David Kimball seconded the motion, and the motion pass unanimously.

Administrator / Deputy Reports

David Palmer began his report by giving the following call report and noting there have been 68 calls to date:

<i>As of 2/27/2018</i>		Calendar Year Total
2018	68	
2017	57	403
2016	64	403
2015	50	323
2014	52	328
2013	49	299
2012	37	271

Gidget Lyman reported that the second ambulance was approved by the town to be parked out back with the police vehicles.

Chief Paul Brock noted that some local fire departments are moving dispatch centers. He’s been reviewing costs of other dispatch centers but is happy with Hartford.

David Palmer noted that A1 is fixed other than the air ride system where they cannot locate the programming switch. David Kimball asked David Palmer to make sure the mechanic is working within the cost cap placed. David Palmer also mentioned that there’s a recall on A1 as soon as it gets back.

FirstNet meeting is on March 13, and David Palmer and Chief Brock are both going.

Executive Session:

David Palmer requested to go into Executive Session to discuss a personnel issue at 7:03 p.m.

MOTION: David Kimball made a motion to go into executive session for a personnel issue. Corinne Ingraham seconded the motion, and the motion unanimously passed.

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

David Palmer continued his report with noting that the state passed a law in January that credentialing must take place for all staff and files must be current and ready for any unscheduled inspector visits. Discussion followed. The AB requested more details of what types of credentialing this entails and what are the protocols for credentialing. Dave Palmer requested that Jerry Barcelow ask the PC if personnel records and any other SRRS materials currently located at the Prudential Committee Office be moved to the rescue house and placed under lock and key allowing for files to be more accessible for the administrators.

David Palmer noted he will be on vacation beginning Friday and will be back on March 12.

Approval of the Minutes

Carol Flint noted that David Kimball took minutes of the February 14 regular meeting, and he distributed minutes prior to the meeting.

Motion: Corinne Ingraham made a motion to approve the February 14 minutes. 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.

Vote the SOGs

Tabled to the next meeting.

SRRS Retreat on 2/24/18

Jerry Barcelow said that Mary Gavin has a thank-you card for David Barker for Saturday's program and will distribute as soon as possible. The AB noted it was a day very well spent.

Town Meeting Coverage

Jerry Barcelow confirmed that at least one AB representative will be attending all town meetings.

Purchasing Policy

Gidget Lyman distributed a draft of a purchasing policy, which was discussed and revised. Gidget Lyman will send a second draft out for final approval.

Conversation about the future of EMS in the Town of Royalton

The AB will be focusing on it priority to move the department from the Prudential Committee/Royalton Fire District #1 to run under the Selectboard. Previous conversations wondered if other EMS services should also move over at the same time. The AB decided that they would focus on its own priority but would be happy to have conversations with any other services, if they would like to get together and discuss what's best for the town.

Meeting Adjourned

There being no further business to come before the board, David Kimball made a motion to end the February 28 meeting. Corinne Ingraham seconded the motion, and the motion was approved unanimously. The meeting ended at 7:55 p.m.

Respectfully submitted,

Carol K. Flint, Clerk
Town of Sharon Representative