

**South Royalton Rescue Advisory Board
March 14, 2018 Meeting Minutes
Royalton Town Offices**

APPROVED: 3/28/2018

Attendance:

Members: Brenda Field, Carol Flint, Mary Gavin, Thomas Hoyt, Corinne Ingraham, David Kimball, and Gidget Lyman

Absent: Jerry Barcelow and Nathan Potter

Visitors: Administrator David Palmer, Deputy Administrator Becky Owens, EMTs David Barker.

Call to Order:

Gidget Lyman called the meeting to order at 5:30 p.m., and distributed a suggested agenda prior to the meeting.

Motion: Mary Gavin made a motion to approve the agenda as modified below (addition from David Palmer-see below). Corinne Ingraham seconded the motion. The motion passed unanimously.

Public Comments

No public comments.

Approval of the Minutes

Carol Flint distributed minutes of the February 28 regular meeting and the minutes of the March 7 meeting prior to the meeting.

Motion: Mary Gavin made a motion to approve the February 28 minutes. Corinne Ingraham seconded the motion. The minutes were unanimously approved.

Motion: Brenda Field made a motion to approve the March 7 special meeting minutes. Mary Gavin 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 Purchasing Policy

Tabled.

Vote the By-laws

Tabled.

Vote the SOGs

Tabled

Discuss Request of Anna Mary Zigmann - Gidget

Gidget Lyman reported that Anna Mary Zigmann contacted Jerry Barcelow via e-mail and said she has some documented information from a benefactor who is willing to help South Royalton Rescue purchase a new ambulance. Gidget will connect with Anna Mary to find out more information.

Brenda reminded the AB that the planning committee wants to meet and discuss the Crawford property plans.

Discuss Monday night's meeting with WRVA – Dave & Mary

The WRVA meeting (with Neil Fox and Nick Tarr) and the AB Finance Committee was canceled last night and will be rescheduled to March 26, at 5:30 p.m., at the Royalton Town Offices. The committee will report at the next regular meeting. Becky requested to attend.

Administrator / Deputy Reports

David Palmer began his report by giving the following call report and noting there have been 86 calls to date:

<i>As of 3/13/2018</i>		Calendar Year Total
2018	86	
2017	74	403
2016	75	403
2015	60	323
2014	55	328
2013	55	299
2012	40	271

David gave a maintenance report, stating A1 is still in Ely, with the air ride still not working correctly. He noted that he found a lifetime warranty on the air ride parts and feels that he may be able to get some money back.

He also reported on the following:

- Currently interviewing for another EMT.
- Will be attending the Vermont Ambulance Association meeting tomorrow.
- May 20-26 is EMS Week, and David would like to purchase a gift for each EMT. The Association has purchased in the past. Corinne volunteered to assist him with an order.
- FirstNet meeting was canceled and will be rescheduled.
- This weekend David will attend an all-day state training to be an instructor for resuscitation academy for high performance CPR. David was selected to attend and represents District 8.
- David also noted that WRVA has not been charging for paramedic intercepts and that may change in the future.

Transition:

David was asked to organize a list of projects and schedule of events/needs to appoint as administrators to prepare for his departure: SIREN, Timeclock, National Registry, coin drop application, Stop the Bleed, and Vermont EMS, Narcotics protocols/checking of the box, credit card authorization (David Palmer/Paul Brock), Billing (Anne to revise all insurances which list David Palmer), and the Lifeline program. David will share this list post meeting to assist in the transition. He will include upcoming schedule of events and projects with deadlines.

Corinne Ingraham agreed to go to the Royalton Selectboard meeting and announce receiving David's resignation. Brenda and David Kimball will alert the Tunbridge Selectboard, and Mary Gavin will alert the Sharon Selectboard.

Link on RoyaltonVT.com for people to pay bills, purchase subscriptions, make donations – David Palmer (new item)

The credit card payment option listed at <http://royaltonvt.com/departments/south-royalton-rescue-squad-srfd/> needs to be removed. David will connect with Anne to confirm and will check with Angela before asking Carol to remove the paragraph and only keep information to connect with the appropriate person with no credit card collection tool.

Meeting Adjourned

There being no further business to come before the board, Mary Gavin made a motion to end the March 14 meeting. David Kimball seconded the motion. It was approved unanimously. The meeting ended at 6:27 p.m. The next regular meeting will be Wednesday, March 28, at 5:30 p.m., at the Royalton Town Offices.

Respectfully submitted,

Carol K. Flint, Clerk
Town of Sharon Representative