

**South Royalton Rescue Advisory Board
March 28, 2018 Meeting Minutes
Royalton Town Offices**

APPROVED: 4/11/2018

Attendance:

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

Visitors: Administrator David Palmer, Deputy Administrator Becky Owens, Bookkeeper Angela Russell.

Call to Order:

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

Motion: Gidget Lyman made a motion to approve the agenda. David Kimball seconded the motion. The motion passed unanimously.

Public Comments

No public comments.

Approval of the Minutes

Carol Flint distributed minutes of the March 14 regular meeting prior to this meeting.

Motion: David Kimball made a motion to approve the March 14 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.

Financial Reports

Angela Russell summarized reports she distributed before the meeting. Discussion followed. Angela answered questions regarding the detail.

Motion: Mary Gavin made a motion to direct the bookkeeper to write off the \$150 balance in the Town Appropriations Receivables fund. Gidget Lyman seconded the motion. Motion approved unanimously.

Angela noted that she met with Victoria Paquin who is the new Administrative Assistant for the Prudential Committee.

Angela reported that PC member Bruce Tibbetts signed all the checks last month before he was recorded as a member. All the checks have been returned. Angela is taking care of this.

Administrator / Deputy Reports

David Palmer began his report by giving the following call report:

<i>As of 3/27/2018</i>		Calendar Year Total
2018	101	
2017	92	403

2016	90	403
2015	71	323
2014	73	328
2013	67	299
2012	50	271

David noted that the number of calls has now doubled in volume in the last six years. He noted the following in his report:

- Will be attending the FirstNet meeting rescheduled to April 10.
- Would like to add to the list he distributed to the AB that a new administrator will have to be assigned for the Zoll.
- District 8 elections is next week.
- Has connected with Scott Smith on problematic addresses.
- Becky Owens will connect with Sharon Lister Galen Mudgett and request an updated list for Sharon houses and roads. Houses not identified on maps should be reported to Galen as soon as possible.
- A1 maintenance update – communications has gained no update. There’s a question that there may have been incorrect parts installed and David Palmer hopes that the right parts will be ordered and installed.
- Attended High Performance CPR training session for instructors. He will be organizing classes for all EMTs in District 8.
- The squad needs new IDs. Angela Russell volunteered to research badges for David Palmer.
- Adult Protective Services and Child Protective Services are two background checks. Angela Russell is able to submit names. David and Becky are the only ones that receive reports.

Provider Suggested Operating Guidelines

MOTION: Mary Gavin made a motion to approve the SOGs as edited on 3/28/18. David Kimball seconded. Unanimously approved.

Report on White River Valley Ambulance Initial Meeting

Jerry Barcelow, Mary Gavin, and David Kimball met with WRVA representatives Neal Fox and Nick Tarr last Monday where WRVA presented a plan to consolidate the two ambulance services. After discussion, the AB would be interested in meeting as a full board with WRVA for continued conversations. Jerry will connect with the WRVA representatives and schedule a second meeting and will request a presentation on a suggested business plan.

Plan for Hiring a New Administrator

David Kimball and Tom Hoyt told the Tunbridge Selectboard that David Palmer was leaving. Corinne Ingraham reported it to the Royalton Selectboard. Mary Gavin will report the same to the Sharon Selectboard.

Jerry Barcelow will send out a copy of the Administrator/Paramedic job description to the AB. Any suggested revisions should be sent to Jerry directly.

Update on Contacting with Anna Mary Zigman Regarding the Byrne Foundation

Gidget Lyman reported that she spoke with Anna Mary who said that she is interested in speaking with Dorothy Byrne about purchasing a new ambulance as she saw the ambulance broken down a few times. The AB discussed options and wondered if she meant just a truck with a remount or if she meant an entire ambulance. David Palmer noted that remounts are not an option for this year as they are already booked out and an order would not be granted. Gidget Lyman, Nathan Potter, and David Palmer will meet to organize the request.

Executive Session:

The board went into Executive Session to discuss a personnel issue at 7:14 p.m.

MOTION: Jerry Barcelow made a motion to go into executive session for a personnel issue. David Kimball seconded the motion. Unanimously approve by all.

The board exited executive session at 7:45 p.m.

Meeting Adjourned

There being no further business to come before the board, Mary Gavin made a motion to end the March 28 meeting. Gidget Lyman seconded the motion. It was approved unanimously. The meeting ended at p.m. The next regular meeting will be Wednesday, April 11, at 5:30 p.m., at the Royalton Town Offices.

Respectfully submitted,

Carol K. Flint, Clerk
Town of Sharon Representative