

**South Royalton Rescue Advisory Board
April 11, 2018 Meeting Minutes
Royalton Town Offices**

APPROVED: 4/25/2018

Attendance:

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

Visitors: Deputy Administrator Becky Owens.

Call to Order:

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

David Kimball asked to include in the agenda an update from the Building Committee.

Motion: Mary Gavin made a motion to approve the agenda with the addition. Gidget Lyman seconded the motion. The motion passed unanimously.

Public Comments

No public comments.

Approval of the Minutes

Carol Flint distributed minutes of the March 28 regular meeting prior to this meeting.

Motion: Mary Gavin made a motion to approve the March 28 minutes as updated. David Kimball seconded the motion. The minutes were unanimously approved.

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

Administrator / Deputy Reports

Deputy Administrator Becky Owens reported on the following:

- Went to the FirstNet meeting last night and reported what she learned.
- Went to District 8 election meeting last week. Election results: Medical Director Dr. Niki Thran, Chair Chase Ackerman (First Branch), Vice Chair Becky Owens (SRRS), Secretary/Treasurer Lucinda Tarr (WRVA). Training Officer: Vacant at this time.
- Gifford Medical Center will make all EMT nametags for District 8.
- A1 should be in the station tomorrow. A2 will be switched out for maintenance.
- The squad will be on mutual aid so that the squad can attend Curt Barbour's funeral on Friday.
- Website update: David is working with Rose.
- Assisting Lucky's with locating an organization to purchase three refurbished AEDs.
- David Palmer is on vacation the week of April 23rd.
- David Palmer is scheduling the Zoll monitor to be out of service for its annual check and to be programmed to use cloud transmission. A loaner will be used until it is back in service.
- Organizing a meeting/training for Staff Credentialing.

- Reported concerns of a possible staffing crunch and may need to use additional overtime for coverage. Becky reported that a couple of staff are out for medical reasons. One person has been hired this past month.
- EMS week is May 20-26. David Palmer and Corinne Ingraham will purchase giveaways for the squad.
- The grant recently submitted was declined.
- The Saturday night crew of Matt and Ryan was congratulated by Dr. White for their efforts and decision making, which saved a life. Becky also said she highlighted the incident in the newsletter. Becky will add AB members to her newsletter distribution list.

Carol Flint noted that she and Nathan Potter met with Becky Owens about leading the squad temporarily after David Palmer leaves and before hiring a new Administrator. She is currently being trained by David Palmer to overtake his responsibilities. It was suggested that Carol speak with Bookkeeper Angela Russell to see if she's interested in increasing her hours and assist with payroll and some other office duties.

Jerry Barcelow asked for a set of statistical reports based on fiscal year so he can compare runs with the budget and other finance reports. Mary Gavin will meet with Becky on Sunday to review the data and design a report that will work for Jerry by the April 25 meeting.

Bylaws Discussion

Carol distributed another draft of bylaws prior to the meeting and has been collecting suggested revisions. The committee will meet next Monday to finalize the bylaws and have them ready for a vote at the April 25 meeting.

Administrator Position

Job Description: AB decided to start searching for an Administrator with certification of Paramedic or EMT and has 10 or more years of experience.

MOTION: Mary Gavin made a motion to form a hiring committee of three people. David Kimball seconded. Passed unanimously.

The committee of Mary Gavin, David Kimball, and Carol Flint will meet next week.

Update on contacting Anna Mary Zigman regarding the Byrne Foundation

Gidget Lyman recommended a need for a whole new truck to Mary Zigman. Anna Mary said she will need to know the cost, where the purchase will be made, reliability of company and truck, and evidence it is not a fraudulent purpose. Gidget Lyman wants to make sure that the new purchasing policy is followed.

Truck Committee of Nathan Potter and Thomas Hoyt will reconvene. Becky suggested that the Truck Committee work with EMT Ryan Dutton. Gidget will continue to be the primary contact with Anna Mary, and she volunteered to assist with packaging the final presentation to the Byrne Foundation.

Jerry Barcelow will ask Angela Russell to gather any monies that the AB could consider using if there was a match involved.

Update regarding WRVA

Jerry Barcelow noted that he has communicated with Neal Fox from WRVA and asked for a business plan. He has not received a response yet.

The VLCT Model Rules of Procedure.... (Chair, Vice Chair, Clerk)

Nominations and election of officers has been tabled to the next meeting.

Building Committee Report

David Kimball is meeting with a project manager to collect information on layout and supplies and will report back his findings at the next meeting.

Meeting Adjourned

There being no further business to come before the board, Mary Gavin made a motion to end the April 11 meeting. Thomas Hoyt seconded the motion. It was approved unanimously. The meeting ended at 6:46 p.m. The next regular meeting will be Wednesday, April 25, at 5:30 p.m., at the Royalton Town Offices.

Respectfully submitted,

Carol K. Flint, Clerk
Town of Sharon Representative