South Royalton Rescue Advisory Board
April 25, 2018 Meeting Minutes
Royalton Town Offices

APPROVED: 5/9/2018

Attendance:
Members: Jerry Barcelow, Brenda Field, Carol Flint, Mary Gavin, Thomas Hoyt, Corinne Ingraham, David Kimball, and Gidget Lyman. Absent: Nathan Potter.
Visitors: Deputy Administrator Becky Owens, EMTs David Barker, Chris White, and Tim Packard.

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

David Kimball asked to have a moment to report on the building committee at the end of the meeting.

Motion: Corinne Ingraham made a motion to approve the agenda with the addition. Brenda Field seconded the motion. The motion passed unanimously.

Public Comments
Becky introduced Chris White from Randolph Center, the newest EMT to the squad.

Approval of the Minutes
Carol Flint distributed minutes of the April 11 regular meeting prior to this meeting.

Motion: Corinne Ingraham made a motion to approve the April 11 minutes. 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.

Election of Officers
MOTION: Corinne Ingraham made a motion to elect Jerry Barcelow for Chair, Gidget Lyman for Vice Chair, and Carol Flint for Clerk.   David Kimball seconded. Unanimously approved.

Deputy Administrator Report
Becky reported that any purchases of AEDs must present a prescription. Becky will assist Lucky's because she thinks it's a great location to have an AED. Corinne suggested that she could train the employees. Becky would also like to add one at the Sharon Trading Post and will talk to the owner.

EMS week begins May 20. Becky will write an article for the local papers and will bring it to the next meeting for review.

A1 is in quarters and A2 is out of service for maintenance.

Bookkeeper Report
Angela went over the financials and answered questions. She noted that overtime payroll was high this month and will probably be a high in April.

David Kimball noted that he investigated if SRRS could register with the Secretary of State and found out that it cannot happen because SRRS is considered a municipality.

Jerry began a conversation about designing a letterhead for SRRS. Jerry handed out some samples. Discussions followed and a choice was made from the examples.

Hiring Committee Report
Jerry Barcelow started the discussion by highlighting that the official title was changed from Administrator/Paramedic to Administrator (dropping the "/Paramedic"), allowing us to have more flexibility in hiring.

Mary Gavin gave a report from the Hiring Committee. A job description was approved and an ad has been written. Discussion followed and suggestions collected about where to place the ad.

Bylaws Committee Report
Discussion followed regarding the latest version of the bylaws.

MOTION: Mary Gavin made a motion to send the bylaws back to the Bylaws Committee for final edits and a vote at the next meeting.

Term Expirations
The following term expirations were discussed:

Sharon:
Mary Gavin: Term Expires 2019
Nathan Potter: Term Expires 2020
Carol Flint: Term Expires 2021

Royalton:
Corinne Ingraham: Term Expires 2019
Jerry Barcelow: Term Expires 2020
Gidget Lyman: Term Expires 2021

Tunbridge
David Kimball: Term Expires 2019
Brenda Field: Term Expires 2020
Thomas Hoyt: Term Expires 2021

MOTION: A motion was made by Mary Gavin to accept the above term expirations. Gidget Lyman seconded the motion. It was approved unanimously.

Truck Committee Report
Gidget Lyman read a report from Nathan Potter that he and David Palmer met with two companies (Demear and Lifeline) so far and have two more scheduled in the next couple of weeks. The Truck Committee will review all the materials and will suggest one that fits SRRS needs. Nathan thinks the rough estimate will be about $200,000. He noted that a truck could be delivered in as little as 120 days

after signing the purchasing papers as long as truck was in stock. This project is still in its early stages but is making progress.

Any new communication with Anna Mary Zigman or Mrs. Byrn?
Gidget Lyman read an announcement that there is grant money for opioid-related crises and this could be a good resource to receive matching money to purchase an ambulance. Gidget asked for some assistance in writing a narrative for a grant.   Becky Owens will reach out to Rose for more information on the grant. Becky Owens requested that a power stretcher be added (about $40,000) as part of the request.

Update regarding WRVA
Jerry Barcelow said he will be meeting with President of the WRVA Board Victor Ribaudo on Monday. He will report at the next meeting.

Topper license plates
Discussion followed about purchasing license plate toppers to market the squad available for squad members and AB members. The purchase for 20-25 could be as much as $300.

Building Committee
David Kimball met with Trumball Nelson about designing a two-bay garage and will begin working on cost analysis for our needs already outlined previously. He continues to move forward with this and will keep the AB informed.

Executive Session:
The board went into Executive Session to discuss a personnel issue at 6:52 p.m.

MOTION: Mary Gavin made a motion to go into Executive Session for a personnel issue. David Kimball seconded the motion. Unanimously approved by all.

The board exited Executive Session at 7:09 p.m.

MOTION: Mary Gavin made a motion to increase the wage of an employee by $2.50/hr effective April 22, 2018. This increase is on an interim basis. Corinne Ingraham seconded the motion. The motion unanimously passed.

Meeting Adjourned
There being no further business to come before the board, Thomas Hoyt made a motion to end the April 25 meeting. Corinne Ingraham seconded the motion. It was approved unanimously. The meeting ended at 7:11 p.m. The next regular meeting will be Wednesday, May 9, at 5:30 p.m., at the Royalton Town Offices.

Respectfully submitted,
Carol K. Flint, Clerk
Town of Sharon Representative