

**South Royalton Rescue Advisory Board
May 9, 2018 Meeting Minutes
Royalton Town Offices**

APPROVED: 5/23/2018

Attendance:

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

Visitors: Deputy Administrator Becky Owens, EMT David Barker, and Jennie 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.

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

Approval of the Minutes

Carol Flint distributed minutes of the April 25 regular meeting prior to this meeting.

Motion: Mary Gavin made a motion to approve the April 25 minutes with a couple of minor grammatical changes. 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.

Public Comments

Gidget Lyman noted that the Royalton police chief was hired.

Deputy Reports (5:45– 20 mins)

Becky Owens reported on the following:

- Announced a \$500 donation was received after a recent call.
- Reviewed the submitted call report totaling 146 calls to date for CY 2018.
- Summarized work on the Opioid Grant: Becky requested PC Articles of Incorporation and Bylaws to include with the grant application. Jerry thinks there are Articles of Incorporation but not Bylaws. After voting the AB Bylaws this evening, Becky will submit them. Becky noted that Angela is working on the financials to include with the application. The deadline is in two weeks.
- Prioritized work on certifications, which has kept her very busy.
- Requested \$2,000 to spend on online training to purchase ReelRX. The AB asked that this request be tabled until after the new administrator is hired.

Executive Session:

Becky Owens requested that the board and the Deputy Administrator go into Executive Session to discuss a personnel issue at 5:53p.m.

MOTION: Gidget Lyman made a motion to go into Executive Session for a personnel issue. Nathan Potter seconded the motion. Unanimously approved by all.

The board exited Executive Session at 6 p.m.

Overtime Concerns

Jerry Barcelow began a conversation about Angela Russel's recent e-mail alerting the AB about excessive overtime usage in April and her concerns of it being high in May. Becky Owens reviewed the scheduling process and the number of hours each EMT can offer SRRS, stating that sometimes it's very difficult to fill slots at the last minute which creates someone needing to have additional OT. Discussion followed with suggestions to locate additional pool of EMTs to fill the schedule without using OT.

New Ambulance update

Nathan Potter began the conversation with a request to go into Executive Session before discussing the new ambulance project. He wants to have confirmation that SRRS is staying as its own entity and not being absorbed by another squad as miscommunication/rumors have been heard. The AB decided to move the agenda item to the end of the meeting where contractual information could be discussed in Executive Session already planned.

The Chair is seeking some guidance as to how much autonomy the AB is comfortable granting him to meet with other persons in between meetings.

Jerry Barcelow summarized concerns he received of a recent e-mail message that he sent may have inadvertently distressed some of the board members. He asked for clarification to report on business in between meetings. Discussion followed. The AB wants to remind members that business conducted should not be officially reported through e-mail but should wait until a warned meeting.

Bylaws Vote

David Kimball made a motion that we accept the Bylaws as drafted on April 30, 2018. Gidget Lyman seconded the motion, and it was unanimously passed. Jerry asked that Carol send a copy to the PC.

Report from the Hiring Committee

Mary Gavin reported that the committee has sent out job notices electronically and through newspapers and word of mouth. So far, the committee has received three very highly qualified candidates. The Hiring Committee is meeting later this evening to set interviews for the committee. The AB and Squad interviews should take place in two weeks. Becky will choose two additional squad members and herself to meet the candidates. The Hiring Committee will alert members via e-mail when dates are confirmed.

Update regarding progress on a WRVA contract to provide management. It has been requested that any discussion regarding a WRVA Contract be done in Exec Session.

Executive Session:

The board went into Executive Session to discuss a contract issue at 6:30 p.m.

MOTION: Gidget Lyman 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 6:40 p.m.

MOTION: Jerry Barcelow made a motion that, at this this time, the AB has chosen not to pursue any contract or further discussions with WRVA to provide management assistance or any type of business partnership. Nathan Potter seconded the motion. The motion was unanimously passed.

Ambulance Report

Nathan Potter gave a report of the four ambulance demos from Osage, Demers, Lifeline, and AEV. He said the presentations all went well. Currently, the truck committee is leaning towards a Ford 550 and keeping within the \$200K range. Nathan reviewed each demonstration and detailed pros and cons of each company. Next action will be to submit to Lifeline and AEV the same vehicle, design, warranty, repair, etc., and see which company can offer the best deal. He feels that after receiving this and gathering information from the squad, he will be able offer a first, second, third choice to Mrs. Byrne. Nathan will report more at the next meeting. He said that after signing a contract, a truck should be in the bay within 120 days.

Gidget Lyman volunteered to connect with Anna Mary to report on their efforts. Nathan asked to meet with Gidget to write the final report and consider a presentation.

Meeting Adjourned

There being no further business to come before the board, Mary Gavin made a motion to end the May 9 meeting. David Kimball seconded the motion. It was approved unanimously. The meeting ended at 7:00 p.m. The next regular meeting will be Wednesday, May 23, at 5:30 p.m., at the Royalton Town Offices.

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