

**South Royalton Rescue Advisory Board
July 11, 2018 Meeting Minutes
Sharon Fire House**

APPROVED WITH GRAMMATICAL CHANGES: 7/25/2018

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, and Paramedic Tim Packard

Call to Order:

Chair Jerry Barcelow 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 with changes. Brenda Field seconded the motion. The motion passed unanimously.

Public Comments

No comments

Rescue Vehicle update

Nathan Potter reported that the proposal for the Byrne Foundation is moving forward. He made a motion for the Advisory Board to move forward with purchasing the Lifeline vehicle, which is affiliated with VTech for maintenance. Lifeline is also a 2019 vehicle (the AEV is a 2018), with a basic package cost of \$215,000. He noted additional options are available to purchase. Gidget Lyman has all the information if anyone is interested in comparing the details. Becky Owens noted that she sent the specs to Steve Belmonte and he is in full agreement with Nathan's recommendations.

MOTION: Nathan Potter made a motion for the Advisory Board to pursue funding for the Lifeline 2019 Ford F-550. Gidget Lyman seconded the motion. Discussion followed. The motion passed unanimously.

Gidget Lyman noted that she spoke with AnnaMary to let her know she plans to give her a proposal next week.

A2 Truck Issues

Nathan Potter reported to the AB his surprise of hearing that A2 was sent to the shop for an expensive repair. He asked Becky to call and stop all repair work immediately. Mark gave Nathan an estimated cost already owed to him of \$2,800 due. Nathan recommended that there are multiple maintenance issues and it's going to cost a lot more. He also noted that fixing it and trying to sell it would not work as the market is flooded with 2012 ambulances.

MOTION: Mary Gavin made a motion to immediately scrap A2. Gidget Lyman seconded the motion. Discussion followed. The motion was passed unanimously.

Nathan Potter will make a plan to remove it from Mark's yard. Becky will ask Angela Russell to remove it from the insurance policy.

Approval of the Minutes

June 27 minutes tabled until the next meeting.

Deputy Reports

Duty Administrator Becky Owens reported on the following items:

- Requested a mandatory meeting scheduled in early August for all squad members. A meeting with Paramedics is already planned for July 30. Becky asked for the squad to be paid an additional hour for their attendance.
- Delegated truck maintenance to Ryan Dutton to assist with daily maintenance issues. She will also alert Nathan as soon as she knows of any issues. Discussion followed. Becky will research costs with Waweco, in West Harford, for any oil changes and/or inspections due.
- Reviewed the SOGs with squad. She asked them to read the file and sign off that they read it. She has collected a couple of edits. Steve will review it as well, and he will submit updates to the SOG committee that he would like to make.
- Will connect with Angela regarding new job searches and will ask Angela to update the Indeed account to close the Administrator job and post EMT open positions.
- Requested a new phone line for SRRS only. She will research more and will talk to Paul.
- Requested a purchase for new coin drop signs. The AB asked Becky to do more research regarding cost or to locate someone who might volunteer to make them.
- Requested assistance to create a marketing plan for the subscriptions program. It was suggested that she contact JoJo Lavaseur to write an article in The Herald. She will also bring some brochures to South Royalton and Sharon Old Home Days.
- Reported that portable infusion pumps are now required through Vermont State protocols to have in the ambulance. The cost is approximately \$1800. It was suggested that Becky connect with Gifford or Dartmouth to see if they have any used pumps that could be purchased before purchasing a new one.

Discussion and vote to approve letter to The Byrne Foundation

The AB asked the Ambulance Committee to meet on Sunday, July 15, at 10 a.m., at the town offices, to finalize the proposal.

AR update – Jerry for Angela

Angela has sent some suggestions to Anne at NEAB to see if they can get a better handle on AR (accounts receivable). Angela will give us more info on this at our next meeting.

Building

David Kimball will be meeting with his contact at Trumbell Nelson next week regarding the building plans.

Exec Session

MOTION: Jerry Barcelow made a motion to go into Executive Session for a personal issue. Gidget Lyman seconded the motion. Unanimously approved by all.

The board entered into Executive Session at 6:37 p.m. and exited at 7:00 p.m.

Meeting Adjourned

There being no further business to come before the board, Corinne Ingraham made a motion to end the July 11 meeting. Brenda Field seconded the motion, and it was approved unanimously. The meeting ended at 7:00 p.m. The next regular meeting will be Wednesday, July ~~26~~25, at 5:30 p.m., at the Royalton Town Offices.

Respectfully submitted,

Carol K. Flint, Clerk
Town of Sharon Representative