

**South Royalton Rescue Advisory Board
July 25, 2018 Meeting Minutes
Royalton Town Office**

APPROVED: 8/8/2018

Attendance:

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

Visitors: Administrator Steve Belmont and Deputy Administrator Becky Owens

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.

- 1) Gidget Lyman requested that her report be moved to the top of the agenda because she has to leave
- 2) Nathan Potter requested that his report be moved to the top because he has to leave early.

Motion: Mary Gavin made a motion to approve the agenda with changes. Brenda Fields seconded the motion. The motion passed unanimously.

Public Comments

No comments.

Update of Report submitted to Mrs. Byrne

Gidget Lyman reported that the ambulance proposal was delivered to Anna Mary. Anna Mary is on vacation so there is no expectation of when we'll hear a response.

Approval of the Minutes

MOTION: Mary Gavin made a motion to accept the minutes as written for June 27, 2018. Corrinne Ingraham seconded the motion. The motion was passed unanimously.

MOTION: Mary Gavin made a motion to accept the minutes with grammatical changes for July 11, 2018. Corrinne Ingraham seconded the motion. The motion was passed unanimously.

Gidget Lyman left the meeting at 5:37 p.m.

Bookkeeper's Reports (6:00 – 20 mins)

Angela Russell distributed FY18 year-end financial reports prior to the meeting and summarized them. She pointed out that repair costs were approximately \$17K for the year. She noted that after paying all the bills and payroll, the extra money was sent to the money market. She stated that SRRS is in better financial shape than what we might think when just looking at the P&L. She is sending invoices out regularly and is consistently getting invoice payments paid regularly. On behalf of The AB, Mary Gavin thanked Angela for all her assistance and appreciated her financial report writing skills.

Ageing Receivables Update: Angela reported that she has been speaking with Anne regarding a more aggressive approach at the 45-day mark to send outstanding bills to a collection agency. It was decided that a representative from the AB will make the decision to write off accounts.

Through a prior discussion Dave Kimball asked Angela questions about booking a percentage of paid amounts that went through insurances. Angela said she books the amount as cash received and enters the amount expected (the full amount). Dave began a discussion if this was the most accurate way for budget planning. He noted there are \$104,000 on the NEAB books to collect, when in reality the full amount will never be collected. Dave would like the AB to address these on a monthly basis and try to lower this amount. Jerry Barcelow will look into a collection agency. Mary will ask Anne to attend the August 8 meeting to meet Steve and review services including the subscription membership. Angela will attend as well.

Dave also began a discussion about no accounts receivable on the balance sheet. He would like to see one in the future. Angela noted the auditors will review the books the end of September.

Angela Russell reported that SRRS has been approved a credit card from VSECU to be issued with a \$2,500 limit for Angela Russell as Bookkeeper/Office Manager. She requested another credit card for Steve Belmont as Administrator. The credit union will obtain a certificate of good standing from the State of Vermont and also has requested copy of minutes where the borrowing resolution is described as a motion.

MOTION: Mary Gavin made a motion to authorize VSECU to issue business credit cards to Bookkeeper/Office Manager Angela Russell and Administrator Stephen Belmont not to exceed a credit limit \$2500 each, with a per transaction limit \$750. David Kimball seconded the motion. Discussion followed. The motion passed unanimously.

Hourly v. Salary Conversation: Angela Russell reported that she met with Compucount who noted that salary exemptions can be confusing and suggested staying with an hourly structure.

MOTION; Jerry Barcelow made a motion to give authorization to the Finance Committee and Angela to move forward with research to decide on the hourly v salary wages. Mary Gavin seconded. The motion passed unanimously.

All bank work will be done by Angela Russell and Steve Belmont will not be added to any bank accounts.

Angela Russell began a discussion and requested that keypads are added to the main door of the Rescue House, similar to what is on the fire house.

MOTION: Mary Gavin made a motion to allow Angela Russell, Becky Owens, and Steve Belmont to decide and spend up to \$1,000 to update all the locks on the Rescue House. David Kimball seconded. The motion was unanimously passed.

Deputy Reports

Mary Gavin requested that SRRS send invoices to District 8 squads and get reimbursed for mannequin expenses that SRRS purchased through District 8.

Becky Owens distributed a new call report.

A1 Update: Oil was changed and tires were rotated. A1 has a list of recalls that need to be done at Fosters. A1 will be out of service for a day-and-a-half (tomorrow at 11 a.m. to Friday) and mutual aide will be requested if there are any calls. The staff on duty will take the ambulance over to the garage. Nathan Potter suggested SRRS may be able to borrow Sharon Car 1 to respond as first responders instead of personal vehicles. He'll gain permission from the Sharon Fire Chief and get back to Becky.

A2 Update: Steve Belmont collected all items from A2 and left the vehicle at the garage. Mark will try to locate a buyer for \$1K. Steve will look into getting the lettering off the truck before it leaves the lot.

Insurance coverage: It was brought to Becky Owen's attention that SRRS ambulance coverage may only be liability. Discussion followed. Mary Gavin asked Angela to research the insurance policy through Vermont League of Cities and Towns and questioned that it could potentially affect all of Royalton Fire District 1.

MOTION: Mary Gavin made a motion to give Angela Russell authority to explore and add on the appropriate insurance if necessary with the Vermont League of Cities and Towns. Brenda Field seconded the motion. The motion passed unanimously.

Becky Owens reported that Sandy's Restaurant, in Sharon, approached SRRS to do a fundraiser for SRRS. Items purchased on September 9 from 1-5 pm (cruise night) will generate a percentage that will be given to SRRS. Becky would like to use the money to purchase the infusion pump needed.

Becky also spoke with a writer for The Herald and requested JoJo to write an article about the subscriptions. She reported that the year started August 1 and has received \$1,710 in subscriptions so far. Becky also asked if anyone is considered exempt of SRRS expenses. Discussion followed. Corinne Ingraham will locate an old policy or list about this and will report back at the next meeting.

Steve Belmont would like to fundraise and purchase new three-season jackets that are approximately \$80 each. These jackets would remain at the Rescue House and be used only when members are on call. Some fundraising suggestions: wild game dinner, chili cook-off, neighboring restaurant eat nights, etc. Discussion followed. The AB suggested that the coin drop profits could be used to purchase the jackets, if the members so choose, or can be used to purchase the infusion pump or house supplies.

Becky has not found a way to obtain new signs for the coin drop yet. The AB suggested reaching out to Paul Whitney as he made the old ones.

Steve Belmont asked for a laptop computer.

MOTION: David Kimball made a motion to spend up to \$600 to purchase a laptop for Steve Belmont. Brenda Field seconded the motion. The motion was pass unanimously.

Steve asked for the login for Indeed and was told to work with Angela to obtain the credentials. Steve and Becky have authority to hire/fire the crew. Mary asked Steve to be budget savvy when hiring Paramedics or higher-certified squad members when they may not be necessary.

Steve has scheduled training every third Wednesday and will be inviting SoRo Fire when appropriate.

Cash versus an Accrual Basis Accounting Method

David Kimball began a conversation about changing our budget structure from a cash to an accrual basis accounting system. Most are accrual and tells more about the health of the business. David's next step is to meet with Anne and will report back at the next meeting.

Should we send the Crew Roster to NEAB:

A crew roster should be sent to Anne each month and documented. Becky will send new roster to Anne immediately.

New Building

Dave Kimball distributed information on a potential bay in preparation of ideas for a new building. He handed out information and will continue to move on this type of building.

Brenda Field Tunbridge Fair Grounds

Brenda Field noted that First Branch approached the Tunbridge Selectboard to take over the entire fairgrounds, specifically during the fair. Discussion followed.

Meeting Adjourned

There being no further business to come before the board, Mary Gavin made a motion to end the July 25 meeting. David Kimball seconded the motion, and it was approved unanimously. The meeting ended at 7:30 p.m. The next regular meeting will be Wednesday, August 8, at 5:30 p.m., at the Royalton Town Offices.

Respectfully submitted,

Carol K. Flint, Clerk
Town of Sharon Representative