

**South Royalton Rescue Advisory Board
August 8, 2018 Meeting Minutes
Royalton Town Office**

APPROVED: 8/22/2018

Attendance

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

Visitors: Administrator Steve Belmont and Deputy Administrator Becky Owens

Call to Order and Vote the Agenda

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

- 1) Carol noted she sent a PDF copy of an SRRS invoice and would like to discuss editing it.
- 2) Jerry Barcelow requested to go into executive session in the meeting to discuss....
- 3) Steve Belmont added additional items under his Administrator Report.
- 4) Mary Gavin needs to have a Board resolution for VSECU.

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

Public Comments

No comments.

On behalf of the Advisory Board, Jerry Barcelow thanked Becky for all her work in taking over all of the administrative responsibilities during the Administrator transition. He gave her a card signed by board members along with a gift certificate to Wild Root.

Approval of the Minutes

MOTION: Mary Gavin made a motion to accept the minutes of the July 25 meeting as written. Corinne Ingraham seconded the motion. The motion was passed unanimously.

Executive Session to Discuss a Personnel Issue

Steve Belmont requested the AB go into Executive Session with him to discuss a personnel issue.

MOTION: Mary Gavin made a motion to go into Executive Session to discuss a personnel issue. Corinne Ingraham seconded the motion. Unanimously approved by all.

The board entered into Executive Session at 5:36 p.m. and exited at 5:43 p.m.

Administrator Report

Steve Belmont reported on the following items:

1. He is using desktop computer that was already at the house and did not use \$600 that the AB allowed him to purchase one.
2. Truck has had no reported issues in the last month. Mary Gavin requested an accountability process with appropriate forms to record daily truck inspections. Becky and Steve will create the forms.

3. SRRS is covering the law school road race on September 11, free of charge. A third provider will stay at the race while the other two will respond to any calls during that time. Steve noted that there will be no overtime accrued during this time.
4. Steve has been working with Rachel Bigelow to provide blood pressure clinics at the weekly farmers market. The Red Door church also requested some there as well. Steve noted the squad will also be at the time capsule opening. Angela is making a press release for the local newspaper about the blood pressure checks.
5. There has been a total of five good applicants and three have been interviewed so far. He will be moving forward to hire at least three (awaiting on reference and background checks).
6. There has been no decision on station jackets versus personal jackets.
7. Chris White will fix the coin drop signs plus build any additional needed.
8. Steve is reviewing the SOGs and handbook and has some verbiage changes and additions. He will work with the committee to update.
9. Steve will renew the When to Work subscription, which costs \$200/year.
10. Multiple employees have asked about possible 401k. He will gather expectations from squad (match or account) and will work with the Finance Committee to see what can be established.
11. Steve has been in touch with CREST at Dartmouth who may be able to help get the needed infusion pump.
12. Matt Thornton will make up index cards to have at the truck and at the station listing important emergency medical conditions (allergies, medication, etc.)
13. Don Lovejoy will assist with the key locks and will connect with a contractor to install them.
14. Corinne is looking for the list of people who have made significant contributions to SRRS. She will report back at the next meeting.
15. Steve would like to request a salary structure so that those who have more experiences/skills would receive more in pay. Mary will have the Finance Committee look at models.
16. The AB made it clear to Steve that no start date should occur before background checks are completed.
17. Vermont Protocol trainings are all up to date.
18. Becky Owens distributed and reviewed her monthly Call Report.

Mary Gavin thanked Steve Belmont and Becky Owens for the in-depth report.

Byrne Foundation update

Gidget Lyman noted that she has not heard anything yet.

Meeting with FBA regarding Dec 18 accident

Mary Gavin, David Kimball, and Jerry Barcelow met with First Branch about the accident of last December. The Finance Committee will contact VLCT for a summary of the insurance claim and will get back to FBA.

e911 & Tunbridge Fairgrounds

Brenda Field reported that current state maps show the fairgrounds covered by FBA. She has been working with Dan Rudelle, Tunbridge EMD, to get the maps back as described with Tunbridge's original contract. Brenda is now waiting for the Tunbridge Selectboard to respond.

Board Resolution – Mary Gavin

Mary Gavin distributed a draft of an official Advisory Board Borrowing Resolution requested by VSECU.

MOTION: Brenda Field made a motion to approve the Board Borrowing Resolution as written. David Kimball seconded. Approved unanimously.

Selectboard Updates (6:30 – 5 mins)

Gidget Lyman summarized Royalton Selectboard’s communications procedures. Jerry Barcelow asked if there should be regular representation at all Royalton Selectboard meetings. Steve Belmont plans to be at meetings once he moves into the region. David Kimball reminded the AB that he has been at some meetings discussing future plans of a potential SRRS building.

Meeting Adjourned

There being no further business to come before the board, Mary Gavin made a motion to end the August 8 meeting. Gidget Lyman seconded the motion, and it was approved unanimously. The meeting ended at 6:26 p.m. The next regular meeting will be Wednesday, August 22, at 5:30 p.m., at the Royalton Town Offices.

Respectfully submitted,

Carol K. Flint, Clerk
Town of Sharon Representative