

**South Royalton Rescue Advisory Board
September 12, 2018 Meeting Minutes
Royalton Town Office**

APPROVED: 9/26/2018

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, and EMTs Tim Packard and David Barker.

Call to Order and Vote the Agenda

Chair Jerry Barcelow called the meeting to order at 5:33 p.m., and distributed a suggested agenda at the meeting.

Motion: Mary Gavin made a motion to approve the agenda as distributed. David Kimball seconded the motion. The motion passed unanimously.

Public Comments

No comments.

Approval of the Minutes

On a motion by Mary Gavin, seconded by David Kimball, the minutes of August 22nd were approved.

Sandy's Restaurant Fundraiser – Becky

Becky thanked all AB members who attended the fundraiser, which raised \$2,821 for SRRS. Becky wrote an acknowledgement to Sandy's Restaurant and asked Jo Lavasseur from *The Herald* to write an article reporting not only the fundraiser success but also highlighting current SRRS projects. A photo was taken of a check being handed off to SRRS. The money is earmarked to purchase a used/refurbished infusion pump and any leftover money will go towards the purchase of squad jackets. Steve Belmont chose a pump to purchase and will complete the purchase as soon as money is received from Sandy's Restaurant.

Administrator Report

Becky distributed a Calls by Month Report.

- Coin Drop Preparation & Plans: Steve confirmed that any squad members will be paid to work the coin drop.
- Infusion Pump funding: See above.
- New hires: A new EMR classification was added to the pay scale at the rate of \$11.60/hr.
- New Policies to be Approved and Added to the SOGs: copies of the following policies were distributed for approval: Water Rescue Standby, Record Retention, Shift Swap/Change/Coverage Request, Scheduling Policy, Vacation/Time Off Request, Scheduling Requests.

The following motions were presented:

On a motion by Mary Gavin and seconded by Corinne Ingraham, the Scheduling Requests policy was unanimously approved as distributed, effective as of today.

On a motion by Corinne Ingraham and seconded by Brenda Field, the Shift Swap policy was unanimously approved as distributed, effective as of today.

On a motion by Mary Gavin and seconded by Gidget Lyman, the Vacation/Time Off Request policy was unanimously approved as distributed, effective as of today.

The following policies were distributed for review and tabled until the next meeting: Fire Response Updates, Record Retention, and Water Rescue.

- SRRS hats and shirts have been ordered.
- District Update: Gifford is asking that district squads, including SRRS, radio ahead to alert the ED of call response, even if SRRS goes to another facility.
- 401k v Simple IRA: Steve would like to suggest going to a Simple IRA. Mary Gavin and Gidget Lyman also suggested VMERS. Mary asked Steve to attend a Finance Committee meeting for more discussion.
- EMS Board and VT Board of Labor have all agreed that the SOGs can be called Standard Operating Guidelines. The AB agreed with the change, and Steve will update the document.

On a motion by Corinne Ingraham and seconded by Nathan Potter, the name of Standard Operating Guidelines was unanimously approved.

- Clarification of Personal Time/Sick Time: Steve reported that the handbook description of personal time/sick time is confusing. Steve will meet with the Finance Committee to review it in depth and will report back any additional findings.
- Steve will be printing road maps at Staples.
- Steve will begin yearly license and certification checks on all squad members. These should be confirmed before performance reviews.
- Steve will begin monthly trainings on the third Wednesday on the month. This first one, on September 19, will focus on patient assessment.
- First Branch requested SRRS to cover the fair aid station, and Steve declined for SRRS. He said that SRRS would be able to transport to hospitals but would not sit at the fair aid station.
- Steve requested doing something nice for the squad during the holidays. Discussion followed.
- David Barker would like to apply for a federal grant. He would like to attend a workshop to learn more.

Nathan Potter asked about a first responder program, and Steve said he is interested in starting one at some point. Nathan asked about the employment status of SR Firefighter Stewart who has been responding and stated his concern of the liability if he's not on the payroll. Steve said he would look into it. Nathan asked the AB to consider changing the name of the organization from "rescue" to "ambulance", stating liability issues. Discussion followed and the topic was tabled.

Mary Gavin asked if the administrator has met with Anne/Jess to review the rates. Steve has not met with them yet. Mary asked Dave if he spoke with Anne about the reports he requested and about resetting rates, to which he responded he has not.

Brief update on e911 & Tunbridge Fair grounds – Brenda

Brenda Field, David Kimball, and Nathan Potter summarized activity at the Tunbridge Selectboard meeting and discussion on the E911 map change. The Tunbridge Selectboard tabled discussion until after the fair. David and Brenda will encourage more conversations this fall.

Gidget Lyman reported that the North Road numbers in South Royalton will change this fall and for SRRS to be aware.

We need to sort out who gets free transport based on years on the SR Fire Dept or because of association with the SRRS. Shall we make a subcommittee to discuss this and bring a recommendation back to the AB?

Corinne Ingraham, Steve Belmont, and Brenda Field will meet to discuss this topic and will report back to the AB.

A motion to formalize committee of the above was seconded and approved unanimously.

Executive Session to Discuss a Legal Issue

Dave Kimball requested the AB go into Executive Session to discuss a legal issue. Dave requested that Steve Belmont attend.

MOTION: David Kimball made a motion to go into Executive Session to discuss a legal issue. Gidget Lyman seconded the motion. Unanimously approved by all.

The board entered into Executive Session at 6:45 p.m. and exited at 6:59 p.m.

Jerry Barcelow noted that he mailed a letter to Mrs. Byrne.

Meeting Adjourned

There being no further business to come before the board, Mary Gavin made a motion to end the September 12 meeting. David Kimball seconded the motion, and it was approved unanimously. The meeting ended at 7:00 p.m. The next regular meeting will be Wednesday, September 26, at 5:30 p.m., at the Royalton Town Offices.

Respectfully submitted,

Carol K. Flint, Clerk
Town of Sharon Representative