

**South Royalton Rescue Advisory Board  
September 26, 2018 Meeting Minutes  
Royalton Town Office**

APPROVED: 11/07/2018

**Attendance**

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

Visitors: Administrator Steve Belmont and Deputy Administrator Becky Owens, and EMT Tim Packard.

**Call to Order and Vote the Agenda**

Chair Jerry Barcelow called the meeting to order at 5:31 p.m., and distributed a suggested agenda at the meeting.

Changes: Tunbridge e911 Coordinator Dan Ruddell "Rudi" will present when he arrives. Jerry would like to move Administrative Report ahead of the Bookkeeper's Report.

Motion: Mary Gavin made a motion to approve the agenda with the changes above. 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 September 12 were approved as written.

**Administrator Report**

Steve reported on the following items:

- Requested the AB to pay half of an employee's AEMT certification classes. Discussion followed.

MOTION: David Kimball made a motion to require an employee to pay the entire amount of an AEMT certification class up front. When completed, and an AEMT card can be presented, SRRS will reimburse half the costs. The employee must agree to give SRRS up to 1200 hours in the twelve months following certification. Nathan seconded the motion, and it was unanimously passed.

Steve will write up an agreement for the employee to sign.

- Purchased the infusion pump.
- Will order jackets next week.
- Requested approval for the "2 strike policy". Discussion followed.

MOTION: On a motion by Mary Gavin and seconded by Thomas Hoyt, the policy was approved as written.

- Reported a blood pressure clinic was scheduled at the Red Door Church after services on October 14.

- Deposited the profits from the coin drop totaling \$2,661.87
- Reported the first training went well with six members in attendance. He received positive feedback.
- Printed road maps.
- Reported findings on records retention (how many years files need to be remain before destroyed). He needs to do more research and have more discussions before a vote. Angela Russell reported that there is a state policy and audit that she learned from Victoria. David Kimball will help by getting information from the accountant.
- Drafted an Ambulance Loan Agreement with Angela's assistance.

Carol Flint recommended to the AB that an administration committee be formed to assist Steve in between meetings.

On a motion from Mary Gavin and seconded by Gidget Lyman, for the AB to form an Administration Committee to assist the Administrator. The committee includes Dave Kimball, Mary Gavin, and Carol Flint.

**Tunbridge E911 Coordinator Dan Ruddell "Rudi"**

Brenda Field introduced Tunbridge's E911 Coordinator Dan Ruddell. Rudi distributed copies of faxed maps to the AB. His discussion started by reviewing the matter at hand of the line recently being moved after signing the contract of coverage between SRRS and First Branch in 2016. He reported that there was a change in July or early August of this year that was not requested by the Tunbridge Selectboard. The map was redrawn so that the fairgrounds is listed in the First Branch coverage area instead of what was documented in the current contract. All in attendance agreed that the map should be returned to the state at which the contract was signed.

Jerry Barcelow noted that he was told from the state office who the individual was that called requesting/suggesting the changes be made.. The state official admitted they did so without using the official process, which she now regrets. Rudi plans to meet with First Branch as well. Rudi said that anyone who has questions is able to contact him directly.

The AB thanked Rudi for his time and looks forward to continued conversations to resolve this issue.

**Bookkeeper's Report (5:45 – 20 mins)**

Angela Russell reviewed the reports she distributed prior to the meeting. She noted that the call volume collection is increasing. The average collection per call was \$323. However, she noted, it increased this month to \$914. Angela surmised these increases were due to changes recently made to make sure paperwork is filled out better and implemented improvements discussed in the meeting with Anne. She noted that combination of all recent changes has really made a difference in the books. Angela will review next month to see if the volume continues.

Mary Gavin questioned the rent expense to the fire department. Angela noted there may have been some changes at the Prudential Committee Office and rent increased but there would be no proration for the office at the firehouse. Mary asked Angela to do research on utilities on the firehouse and fire district office. Agreements should be on file at the fire district or as part of their minutes.

Angela reviewed the audit recently completed. She received positive comments and is waiting for a final report. The deadline for the draft report will be mid November. Angela is prepared to answer additional questions the auditor may have. She is also looking forward to hearing suggestions to improve.

Jerry noted that the AB is scheduled to meet with the Royalton Selectboard on November 13 for budget review, and requested that the audit report be back in time for that. Steve and Angela will draft a budget for FY20 to present to the Finance Committee. It will then go to the AB, to the Prudential Committee, and then to the Royalton Selectboard and the other towns. Mary asked Gidget to request a one-page summary instead of a three-page budget detail and to request postponement of the selectboard meeting until after the AB November 14 meeting. Steve will write a report to go along with the budget to be included in all three town reports.

**Report of the Finance Committee, if any (6:35 – 5 minutes)**

Discussion followed with review of two policies regarding personal and sick time. Steve will do more research on the state law and what can be accrued or used. Angela noted that hours accrued in 2017 were used in 2018.

**Executive Session to Discuss a Legal Matter and an Employee Matter**

On a motion made by Mary Gavin and seconded by Gidget Lyman, the AB went into Executive Session and asked Steve Belmont to attend to discuss a legal matter and an employee matter. The board entered into Executive Session at 6:44 p.m. and exited at 7:07 p.m.

MOTION: Mary Gavin made a motion to authorize Nathan Potter to contact Lifeline and ask them to take a look at the ambulance for a trade-in value and to confirm the ambulance will fit under the bay's door opening. The motion was seconded by Thomas Hoyt, and it passed unanimously.

MOTION: David Kimball made a motion to authorize Jerry Barcelow to ask the Prudential Committee authorization to purchase an ambulance with funding borrowing up to \$65,000. The motion was seconded by Brenda Field, and it passed unanimously.

Jerry and David will attend the Prudential Committee this evening. It was noted that any contract must be signed by the chair of the Prudential Committee. A special meeting will occur once Nathan Potter has a trade-in value for our present ambulance.

**Meeting Adjourned**

There being no further business to come before the board, Mary Gavin made a motion to end the September 26 meeting. Gidget Lyman seconded the motion, and it was approved unanimously. The meeting ended at 7:14 p.m. The next regular meeting will be Wednesday, October 10, at 5:30 p.m., at the Royalton Town Offices.

Respectfully submitted,

Carol K. Flint, Clerk  
Town of Sharon Representative