

**South Royalton Rescue Advisory Board
October 24, 2018 Meeting Minutes
Royalton Town Office**

DRAFT: 10/26/2018

Attendance

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

Visitors: Administrator Steve Belmont and EMTs Tim Packard and Matt Thornton.

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 at the meeting.

Changes: David Kimball requested to speak about fees under the Finance Committee report.

Motion: Corinne Ingraham made a motion to approve the agenda with the changes above. Gidget Lyman seconded the motion. The motion passed unanimously.

Public Comments

No comments.

Approval of the Minutes

On a motion by Carol Flint, seconded by Gidget Lyman, the minutes of September 26 and October 3 meetings were tabled.

On a motion by Gidget Lyman, and seconded by Brenda Field, the October 10 minutes were approved with one edit: The minutes of the September 26 and October 3 meetings were tabled – not approved, as noted.

Bookkeeper's Reports (5:50 – 15 mins)

Angela Russell reviewed the reports she distributed prior to the meeting. She noted that the infusion pump and jackets have been purchased. Jerry asked that a card be sent to Sharon at Sandy's thanking her for her contribution. Angela noted there is a large balance in the checking account.

On a motion from Carol Flint, seconded by Corinne Ingraham, request Angela Russell to move \$6,100 from checking account to the money market account and earmark it under the money market as coin drop project.

On a motion from Gidget Lyman and seconded by Corinne Ingraham, request Angela Russell to move \$2,621 from operations to money market account, and earmark it as undesignated.

Angela will continue to monitor all accounts and will report progress at the next meeting.

Corinne Ingraham gave Angela a donation from the Royalton Civics Club of \$250 to be used towards the new ambulance.

Discussion followed about saving \$10,000 a year designated for a new ambulance in the future. Discussion will continue at the next meeting.

Administrator Report (6:05– 20 mins)

Steve reported on the following items:

- New ambulance will be signed on Monday
- Grant applications: David Barker is working on a grant for equipment. Due Friday at 5 p.m.
- Donation Letter: Steve asked for any suggested revisions
- Steve asked to thank Sam by purchasing a thank-you gift card for driving squad members back to the station after delivering the ambulance to the service station.
- Tim Packard and Becky Owens will be going to the Traffic Incident Management training scheduled on November 1 at the Royalton Police Barracks.
- Steve processed his first workman comp claim. The claim will be dropped as there have not been any issues.
- Steve is setting up automatic billing with VIP Tires and Service in West Lebanon, because he wants to continue using them on a regular basis. Carol Flint reminded Steve that Sharon Fire Department is offering use of its Car 1 to respond so that personal vehicles do not need to be used when the ambulance is unavailable.
- Steve is setting up a contract for EMS at sporting events with Vermont Law School.

Finance Committee – Budget progress report (6:25 – 5 minutes)

Budget: David Kimball began a conversation by thanking Steve, Angela, and Becky for drafting a budget for the Finance Committee to review. The committee's goal is to finalize a budget that will support wage increases while reducing the costs on towns.

Updating our fee schedule with NEABS: David Kimball reviewed data he collected from Anne to compare our services with others. Discussion followed. David collected comments/suggestions and will continue to work with Anne. He plans to report back at the next meeting.

Collection Agency: David Kimball has been working with Anne to consider whether SRRS wants to send some accounts to a collection agency. He distributed some reports. Discussion followed. Conversations will continue at our next meeting.

New Ambulance (6:30 – 5 mins)

Tabled.

Executive Session to Discuss a Legal Matter and an Employee Matter

On a motion made by Gidget Lyman and seconded by Brenda Field, 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 6:51 p.m. and exited at 7:09 p.m.

No business was conducted after the executive session.

Meeting Adjourned

There being no further business to come before the board, Gidget Lyman made a motion to end the October 24 meeting. Brenda Field seconded the motion, and it was approved unanimously. The meeting ended at 7:10 p.m. The next regular meeting will be Wednesday, November 14, at 5:30 p.m., at the Royalton Town Offices.

Respectfully submitted,

Carol K. Flint, Clerk
Town of Sharon Representative