

**South Royalton Rescue Advisory Board  
November 28, 2018 Meeting Minutes  
Royalton Town Office**

APPROVED: 12/12/2018

**Attendance**

Members: Jerry Barcelow, Brenda Field, Mary Gavin, David Kimball, Gidget Lyman, Corinne Ingraham.

Absent: Nathan Potter, Thomas Hoyt, Carol Flint.

Staff: Administrator Steve Belmont, and EMT Matt Thornton, EMT Susan Root, Bookkeeper Angela Russell.

**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.

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

**Public Comments**

Gidget expressed thanks for Kelly Leighton's post about the rapid and positive response of SRRS when SRPD officer fell and broke his leg.

Brenda Field was thanked for providing turkey dinner for SRRS crew on Thanksgiving Day!

**Approval of the Minutes**

On a motion by Corinne Ingraham, seconded by Brenda Field, the minutes of November 14 2018, were approved as written.

**Bookkeeper's Report**

Angela asked if there were questions on the financial reports she had sent out. There were no questions. Angela stated we are ahead of budget through end of October. There were 35 hours crew OT in Oct and we are estimating 60 hours OT for November. This is due to folks calling in sick as well as holiday schedule and having to fill shifts. It was agreed we need more folks on the Roster to help manage overtime and unexpected requests from staff.

Use of a collection agency was discussed. NEABS had suggested we use a Reporting Agency—one that will report the delinquency or unpaid bill to a credit reporting agency. After researching this approach, it was deemed too costly.

NEABS would not charge a fee if the unpaid balance is sent to a collection agency.

Rutland Regional Hospital uses First Financial Resources who charge 33% for collecting unpaid balance. Asset Recovery Inc is another possible agency to use. Mary Gavin made a motion that the AB continue to pursue the use of a collection agency to collect on overdue accounts. Corinne Ingraham 2<sup>nd</sup> the motion. Motion carries. It was suggested that the Finance Committee and Angela continue to work on use of a collection agency and bring a suggestion back to the AB.

Angela reported that we have had response to the Ambulance Appeal letter.

## **Administrator Report**

- a) Update on mailing of the Donation Request letters—Steve reported that we have received 4 donations totaling \$650!

Gidget Lyman left the meeting at 6 pm.

b+c) Staffing —Steve wants to add a few more EMTs to the Roster. Angela will work w Steve to refresh the ad on Indeed. Steve is managing the Roster. Matt Thornton recommends each person on the Roster has to be available for at least 1 shift per month.

d) Administrator’s Job Description—Steve reviewed his job description. Steve suggested the language be changed to allow him to dismiss employees. Discussion followed. It was agreed at this time that should Steve recommend dismissal, it would be discussed with the AB first. Steve was reviewing a job description dated April 24, 2018.

e) Any updates from Becky? Long days, sad stories, positive experiences.

f) Other Administrator Items

- a. Calls to MTD: 33 calls Nov 1-28
- b. Matt Thornton will join the Building Committee.
- c. Christmas gifts for crew have been purchased.
- d. Steve to review SOGS and Employee Handbook. These are living documents and should be reviewed at least quarterly.
- e. SRRS will be at Christmas pagent on Dec 23 in South Royalton.

## **Home Visits**

Susan Root has done significant research on funding sources for a Home Visit program. Four possible sources have been identified:

- FlexCare Grant from Medicare
- Readmissions—work w local hospitals to reduce the number of readmissions (a big cost driver in healthcare)
- VT Aging at Home Grant
- Insurance companies

Other considerations of this program were outlined including budget, board buy-in, start-up costs and how to fund these, supplies, another vehicle (folks don’t want the ambulance in their driveway), liability insurance. This is not a complete list. Research indicates Home Visit programs by local EMS services are the way of the future.

Susan will work with Steve to gather stats from our communities—is there a need for this service now?

## **Ambulance Repair**

Steve reported the ambulance antenna was broken off when responding to a call in a recent storm.

## **Administrative Committee**

This was tabled as Gidget had left the meeting.

**AB meeting monthly**

Mary Gavin reported that on a joint FinComm and Admin Committee meeting. The goal is to reduce the number of monthly AB meetings from 2 per month to 1 per month beginning in April, 2018. From now til April, 2 AB meetings per month and 1 FinComm/Admin Comm meeting per month. In April, we will have 1 AB meeting per month and 2 FinComm/Admin Comm meetings per month to ensure Steve has the support needed.

**South Royalton Town Officer's Meet and Greet**

Reminder that the AB and SRRS need representatives at the Meet N Greet on Wed Dec 5 at 5:30 pm. Steve and Gidget will be attending.

**Other Business**

Rudi Ruddell has completed the E911 paperwork to move the service line in Tunbridge in 2 locations. First location is in central Tunbridge where the line is now moved so that SRRS service area includes the Tunbridge Fairgrounds. The 2<sup>nd</sup> location is at the terminus of New Brighton Hill Road.

Mary Gavin made a motion to have the chair sign the acknowledgement letter reflecting this change. Second by Corinne Ingraham. Motion carriers.

Brenda Field reported that the Tunbridge Selectboard will name folks to a Committee to review the service areas between First Branch Ambulance and SRRS in the town of Tunbridge. The Tunbridge Selectboard would like this agreed to ahead of new contracts with the services in December 2019.

Jerry Barcelow noted that Victoria had contacted the VT Commissioner of Insurance regarding coverage for the Dec 2017 accident. The VT Commissioner of Insurance indicated that VLCT provided SRRS with correct information—the insurance follows the vehicle. Keith Grimes from the Prudential Committee sent a letter to FBA Board chair with this information.

Mary Gavin made a motion to adjourn. Second by Brenda Field. The meeting was adjourned at 6:58 pm.

Respectfully Submitted,  
Mary Gavin  
Substitute Clerk