

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

APPROVED: 01/09/2019

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 Stephen Belmont, Deputy Administrator Becky Owens, and EMT Erin Odett.

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. There were no changes to the agenda.

On a motion made by David Kimball, and seconded by Brenda Field, and passed unanimously, the agenda was approved as written.

Public Comments

No public comments.

Approval of the Minutes of November 28

On a motion by David Kimball, seconded by Brenda Field, the minutes of November 28 were approved unanimously.

Administrator Report

Steve Belmont reported on the following:

- 1) Money raised to date from the donation letters was \$2,290. Angela Russell is sending acknowledgement letters to all who donated.
- 2) Each town's food shelf has received a box food and the drive has been completed successfully.
- 3) Inventory was completed and supplies have been ordered.
- 4) New employee have been hired bringing active EMTs to 19. Steve's goal is 25. He's considering one shift per two months to be qualified as active. The AB agrees with Steve's recommendation.
- 5) Engineering plans/drawings are in the works for the new ambulance. It was the AB's impression that officers would sign the papers at the end of November and it would be 120 days from that date. Steve clarified that signing will not occur until after the engineering plans are approved. Mary asked for a timeline to review at each meeting. Engineering plans are due at the next meeting.
- 6) Becky Owens is leaving for California on 12/22 to work with FEMA. She will be back on shift January 3 after her previously scheduled vacation.
- 7) Steve would like to begin first responders training soon.
- 8) Steve reached out to Dartmouth's CREST program about home visits. He plans to do more research and will report back to the board.
- 9) Steve reported that overtime was lower this month than the last. Expectations for January are back to normal hours.
- 10) WRVA requested from Steve information about billing auto insurance for I89 nontransports. Steve told them that it was a flat fee and a form is completed. AB agrees that sharing best practices are important within the district. Steve will send a copy of our form.

November Financials

Jerry Barcelow began a conversation about the reports Angela distributed earlier, and noted financials are strong. Steve noted that there has been 431 calls to date. Mary asked Steve to continue the good recordkeeping for easier billing, which the AB feels has really made a difference and asked Steve to thank the crew for doing such a good job at completing reports.

Additional Conversations:

- 1) NPI email received by Corinne. Jerry gave it Steve to complete.
- 2) Town Contracts expire next December 2019.
- 3) USDA Loan grant – Brenda Field. Building Committee update. Possibly two-year timeline.

December 26 Meeting

Mary Gavin made a motion to cancel meeting on December 26. Gidget Lyman seconded. The motion was unanimously approved.

Meeting Adjourned

There being no further business to come before the board, Mary Gavin made a motion to end the December 12 meeting. Gidget Lyman seconded the motion, and it was approved unanimously. The meeting ended at 6:53 p.m. The next regular meeting will be Wednesday, January 9, at 5:30 p.m., at the Royalton Town Offices.

Respectfully submitted,

Carol K. Flint, Clerk
Town of Sharon Representative