

**South Royalton Rescue Advisory Board
January 9, 2019 Meeting Minutes
Royalton Town Office**

APPROVED: 1/19/2019

Attendance

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

Visitors: Administrator Stephen Belmont, Deputy Administrator Becky Owens, and EMT 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 prior to the meeting. There were no changes to the agenda.

On a motion made by Mary Gavin, and seconded by Corinne Ingraham, and passed unanimously, the agenda was approved as written.

Public Comments

No public comments.

Approval of the Minutes of December 12

On a motion by Mary Gavin, seconded by Corinne Ingraham, the minutes of December 12 were approved unanimously.

Administrator Report

Steve Belmont reported on the following:

- 1) Money that was left on Steve's desk was misplaced or taken. He plans to bring this up at the next staff meeting.
- 2) The year-end solicitation for the new ambulance is now totaling just over \$5,000 to date. All donors have received a thank-you letter. Steve has also received other donations.
- 3) Steve is going to purchase stretcher batteries as they are getting old.
- 4) Steve reported that he hasn't heard from Al and is still waiting for the engineering drawings. Nathan Potter will assist and connect with him and will report back to the AB. Regarding the purchase, Mary Gavin asked Jerry Barcelow to review the requests from Mrs. Byrne so we make sure we are keeping up with her expectations.
- 5) Steve would like to table discussion on the policy on shift requirements until the next meeting as he's still collecting edits to the document..
- 6) Steve reported that Chris White will be taking the A class at WRVA and has requested assistance. The AB requested that Steve follow the guidelines of the written policy.
- 7) Steve reported there has been one Building Committee meeting so far. Steve noted that Matt Thornton and he have started collecting information for the building. He is also starting a collection of information that would support certain grants.
- 8) Mary noted that the AB should start planning for conversations regarding town contracts. She suggests having them earlier in the year.

Tunbridge Line Committee

Brenda Field and David Kimball would like the AB to appoint a representative to the Tunbridge Line Committee. David Kimball made a motion, seconded by Mary Gavin, and approved unanimously to appointment Steve Belmont as the representative with Corinne Ingraham as an alternate.

Nathan Potter brought up the idea that perhaps SRRS should review all of their coverage areas in preempt of contract agreements. Discussion followed about other mutual aid agreements.

Update from the Auditors

Jerry read a letter from the auditors stating they have not completed the audit yet. Discussion followed. Steve will ask Angela to request 15 copies for AB and ask Victoria how many additional copies the PC would like.

RFD#1 Annual Meeting

The RFD#1 Annual Meeting is on Monday, January 14. Steve will attend as the SRRS/AB representative to answer any questions. They will approve the budget at this meeting.

Meeting Adjourned

There being no further business to come before the board, Mary Gavin made a motion to end the January 9 meeting. Brenda Field seconded the motion, and it was approved unanimously. The meeting ended at 6:19 p.m. The next regular meeting will be Wednesday, January 23, at 5:30 p.m., at the Royalton Town Offices.

Respectfully submitted,

Carol K. Flint, Clerk
Town of Sharon Representative