

**South Royalton Rescue Advisory Board  
January 23, 2019 Meeting Minutes  
Royalton Town Office**

APPROVED: 2/27/2019

**Attendance**

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

Visitors: Deputy Administrator Becky Owens.

**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 January 9**

On a motion by Brenda Field and seconded by Corinne Ingraham, the minutes of January 9 were approved unanimously.

**Administrator Report**

Jerry Barcelow gave a report in Steve Belmont's absence on the following items:

- 1) Truck going well. It is scheduled for maintenance tomorrow, but it may be canceled due the weather.
- 2) Steve and Susan Root will be speaking with local doctors about home visits and asked that Corinne Ingraham join them.
- 3) Staffing is going well.
- 4) New ambulance contract should arrive the end of this week. Nathan Potter noted it's not confirmed.
- 5) Becky Owens reported that they had five calls on the last snowy Sunday.
- 6) Fundraising for the new ambulance has collected \$6,000 in donations.
- 7) Becky noted that the bays of the firehouse were not plowed out on Sunday during the storm and it was very difficult. Becky requested that the town crew be asked to plow the driveway. Becky will ask Steve to talk with Paul Brock.

**Review December Financials**

Mary Gavin and Jerry Barcelow gave a review of the December financials and noted that we are \$17,000 ahead. Income is up almost \$20,000 from what was budgeted.

**Update from the Auditors**

Mary reported that she has read the audit report done this past fall from RHR Smith. Unfortunately, they combined all three departments and it was difficult to focus just on SRRS. No material findings occurred, and there didn't seem to be any issues with internal controls. She noted it was a good report. Jerry

Barcelow thanked Angela Russell and Victoria for getting ready for the auditors. Jerry would like to add a sentence to the town reports to note the audit was completed. Mary suggested "For Fiscal Year 18, a fiscal audit is available for review at the Royalton Fire District Office." Mary also suggested it be added to the web site.

David Kimball arrived at 5:40 p.m.

**Update about new Ambulance**

See above in the Administrator Report.

**Executive Session to discuss an employee issue**

On a motion made by Jerry Barcelow and seconded by Gidget Lyman, the AB went into Executive Session to discuss an employee issue. The board entered into Executive Session at 5:50 p.m. and exited at 6:19 p.m.

Mary Gavin made a motion, seconded by Gidget and approved unanimously, that Jerry will speak with the employee in question.

It was decided that there will be two meetings in February and start with only one in March.

**Meeting Adjourned**

There being no further business to come before the board, Mary Gavin made a motion to end the January 23 meeting. Nathan Potter seconded the motion, and it was approved unanimously. The meeting ended at 6:25 p.m. The next regular meeting will be Wednesday, February 13, at 5:30 p.m., at the Royalton Town Offices.

Respectfully submitted,

Carol K. Flint, Clerk  
Town of Sharon Representative