

**South Royalton Rescue Advisory Board
March 27, 2019 Meeting Minutes
Royalton Town Office**

APPROVED: 4/24/2019

Attendance

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

Staff and Visitors: Deputy Administrator Becky Owens, Administrator Stephen Belmont, and Bookkeeper Angela Russell.

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 a couple of updates 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.

Jerry welcomed Phoebe Preston, new on the Royalton Selectboard and its representative replacing Gidget Lyman.

Approval of the Minutes of January 9

On a motion by Mary Gavin and seconded by Brenda Field, the minutes of January 23 were approved unanimously. The meeting of February 12 was canceled.

Administrator Report

Administrator Stephen Belmont reported on the following:

1. New Ambulance (delivery update) – The contract has been received and the ambulance will arrive near June 15. Steve and Nathan Potter shared examples of paint colors, logos, and lettering suggestions.
2. Power lift Update – The quote for a new power system and retrofitted bed is about \$15-20,000. David Kimball would like to explore ways to purchase this if the grant doesn't come through.
3. Staffing update: Two members have been out for injuries and Steve reported that he has been able to cover the absences with minimal overtime. He would like to hire two more employees.
4. Overtime Update: Approximately 16 hours of overtime was required during the last pay period.
5. Old Ambulance: John Leighton has been keeping up to date with repairs, and the ambulance is working well at the moment.
6. Recertification: Steve reported that he would like to assist an employee with paying a \$250 fee and creating a contract to repay it as soon as possible. The AB agreed with Steve to use the training budget money to do so.
7. Home Visits: Steve is still talking with the state and insurance companies to establish non-emergent visits to homes, to serve the community between hospitals and visiting nurses. Becky Owens and Susan Root met with Carol Langstaff and other members of the Sharon Health Initiative who requested a

mission statement and a proposal. There is an interest in creating a trial program in Sharon, taking the clinician side of the tasks. Discussion followed.

8. Becky reviewed numbers from January to March 27 (year to date). There were 103 calls and 39 were non-transports.

9. Becky thanked the AB for supporting leadership to attend a communications workshop. They learned a lot and are already implementing things they've learned.

Bookkeeper

1. Feb and YTD Finances: Angela Russell reported that the budget numbers are looking good. Revenue has been coming in and expenses have been in line and consistent. Angela noted the final truck loan payment was made in February. The monthly amount will continue to go into the ambulance fund and will be put toward the new ambulance. Discussion followed. The AB was reminded that the stability has helped bring per capita down for FY20 for the three served towns as well as raise salaries for the crew and save money for a new ambulance and building.

2. Policy for transferring \$\$ from Checkbook to Money Market Account: Jerry reported that the Finance Committee met and discussed transferring money to the money market. Angela noted that keeping a balance of around \$25,000 would be a safe amount to keep in the checkbook for any unexpected expenses. Angela suggested reviewing the account quarterly. The Finance Committee wants to allow Angela to have the discretion to move when necessary. Mary Gavin asked for a policy. Angela will look into any limitations of moving money out of the money market.

MOTION: Mary Gavin made a motion to authorize Angela Russell to keep a balance of \$25,000 in the checking account to cover usual expenses. Anything above that, Angela will be directed to move money into the money market account. During the last week of the month, the balance of the checking account will be evaluated and a decision will be made to move money at that time. The motion was seconded by Thomas Hoyt and approved unanimously.

3. Other items

1. Tunbridge Line Committee: Tunbridge Selectboard is still putting together a committee and Tunbridge representatives will update the AB at the next meetings.

2. Change by-laws to reflect one full AB meeting per month: Jerry would like to move to once a month meetings to the last Wednesday of the month.

MOTION: Mary Gavin made a motion to change the bylaws of the Advisory Board to reflect that the board will meet once a month on the fourth Wednesday of each month. The motion was seconded by Corinne Ingraham and approved unanimously.

3. Collection Agency: Mary Gavin noted that there still is the question of accounts moved from Anne's billing to the collection agency. Mary has emailed Anne to ask. Angela spoke with First Financial and is awaiting paperwork.

4. Building Committee Report: Dave Kimball distributed a Building Committee Report describing a suggested structure and living quarters. Discussion followed and included cost and payment options, including private and federal grants. It was suggested that the AB begin meeting with the Royalton Selectboard.

Executive Session to Discuss an Employment Issue

On a motion made by Dave Kimball, seconded by Mary Gavin and unanimously approved, the AB went into Executive Session to discuss an employment issue and invited Steve Belmont to join. The board entered into Executive Session at 6:50 p.m., and exited at 6:53 p.m.

MOTION: Mary Gavin made a motion to approve the recommendation for wage adjustments beginning the first pay period in April. The motion was seconded by Brenda Field, and approved unanimously. Steve will alert the bookkeeper.

Meeting Adjourned

There being no further business to come before the board, Mary Gavin made a motion to end the March 27 meeting. Thomas Hoyt seconded the motion, and it was approved unanimously. The meeting ended at 6:58 p.m. The next regular meeting will be Wednesday, April 24, at 5:30 p.m., at the Royalton Town Offices.

Respectfully submitted,

Carol K. Flint, Clerk
Town of Sharon Representative