

**South Royalton Rescue Advisory Board  
April 24, 2019 Meeting Minutes  
Royalton Town Office**

APPROVED: 5/22/2019

**Attendance**

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

Staff and Visitors: Administrator Stephen Belmont

**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.

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

**Minutes of March 27 meeting**

Approval of the March 27th minutes was tabled until Carol arrived.

**Public Comments**

No public comments.

**Vote New AB officers**

Dave Kimball made a motion, seconded by Mary Gavin, nominating Jerry Barcelow to be Chair of the Advisory Board for SRRS for 1 year. Motion passes.

Mary Gavin made a motion to nominate Phoebe Preston as Vice Chair, for 1 year; seconded by Corinne Ingraham. Motion passes.

Dave Kimball made a motion, seconded by Corinne Ingraham, nominating Carol Flint as Clerk, for 1 year. Motion passes.

At 5:35 pm, Thomas Hoyt and Carol Flint arrived to the meeting.

**Approval of the Minutes of March 27**

On a motion by Mary Gavin and seconded by Thomas Hoyt, the minutes of March 27 were approved unanimously with minor edits.

**Administrator Report**

1. Suction Unit: Steve Belmont reported the Squad needs a new suction unit. Cost is between \$650-\$680.

MOTION: Dave Kimball made a motion, and seconded by Corinne Ingraham, authorizing the Administrator to purchase a suction unit not to exceed \$700. Motion passes unanimously.

2. Sent letter GW Plastics: Steve reported they are waiting for an answer. No response yet.
3. OT report 9 hours for the last two weeks – which is the lowest it's been with Steve on board. 137 calls to date with 83 transports. In April 28 calls and 19 transports.
4. Official written warning to one employee (can explain if need be): Steve met with him regarding absenteeism. Steve noted that he has taken himself off the schedule.
5. One battery was replaced in the truck totaling \$150. Truck has been working well ever since.
6. Steve sent lettering/stripping to Mark for the new ambulance and is awaiting a proof.
7. Tim is back to full duty and is doing well.
8. Sam was cleared via doctor for first response, no lifting equipment or patients. She will respond if toned for an A-EMT.
9. Steve met with Carol Langstaff from Sharon Health Initiatives. She is bringing the idea of home visits to the Four Town Meetings tomorrow night for medical clinical assessments only to bridge the gap between the hospital and visiting nurses. Mary is also attending that meeting. Discussion followed.
10. Steve reported that Becky Owens will be back full time in a couple of weeks after being out on medical leave.
11. Critical Incident Debriefings Review. Steve summarized what a review entails and said that one was recently completed for the call in Chelsea.

#### **Executive Session to Discuss an Employment Issue**

On a motion made by Corinne Ingraham, seconded by Thomas Hoyt 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 6:02p.m., and exited at 6:08p.m.

No activity was created due to being in executive session.

#### **Bookkeeper**

The Finance Committee reviewed the March & YTD finances. Discussion followed.

MOTION: David Kimball made a motion, seconded by May Gavin, and unanimously passed, to accept financial reports as distributed by the Bookkeeper.

#### **Tunbridge Line Committee (if any news to report)**

Tabled.

#### **Change by-laws to reflect one full AB meeting per month?**

MOTION: Mary made motion to edit Section B.1D, Item 1B of the Advisory Board bylaws to read that the regular meetings will take place on the fourth Wednesday at 5:30 p.m. All other language in this section remains the same. Phoebe seconded the motion and it unanimously passed.

Carol will send a copy of the edited bylaws to the AB and Prudential Committee

**Building Committee Report**

Dave Kimball summarized the latest committee meeting discussion where they handed out assignments. Assignments will be completed by the end of May.

**Meeting Adjourned**

There being no further business to come before the board, Mary Gavin made a motion to end the April 24 meeting. Thomas seconded the motion, and it was approved unanimously. The meeting ended at 6:25 p.m. The next regular meeting will be Wednesday, May 22, at 5:30 p.m., at the Royalton Town Offices.

Respectfully submitted,

Carol K. Flint, Clerk  
Town of Sharon Representative