

**South Royalton Rescue Advisory Board
May 8, 2019 Meeting Minutes
Royalton Town Office**

APPROVED: 5/20/2019

Attendance

Members: Jerry Barcelow, Brenda Field, Carol Flint, Mary Gavin, Thomas Hoyt, Corinne Ingraham, David Kimball, and Phoebe Preston. Absent: 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. There were a couple of updates to the agenda. Jerry noted that he would like Steve Belmont to update the AB on the ambulance, Jerry would like to speak about the bookkeeper applicants.

On a motion made by Mary Gavin, seconded by David Kimball and passed unanimously, the agenda was approved with changes.

Public Comments

No public comments.

Line Committee

Steve Belmont and Corinne Ingraham will be representing SRRS Advisory Board at the meeting with Tunbridge Selectboard to discuss the service boundary in Tunbridge. Steve will ask that a meeting take place the week of June 10. It will be a public meeting and all are encouraged to attend.

Executive Session to Discuss an Issue

On a motion made by Brenda Field, seconded by Tom Hoyt, and unanimously passed, the AB went into Executive Session to discuss an employment issues and invited Steve Belmont to join. The board entered Executive Session at 5:33 p.m., and exited at 5:55 p.m.

No decisions were made in Executive Session.

New Ambulance Update

Nathan shared a photo of the new ambulance. All is going well.

Old Ambulance Update

Steve gave an update on the old ambulance. A state DOT safety inspection was done last week. The maintenance issue this week was a caliper sticking and that cannot be predicted. Brake pads were changed as preventive maintenance. The rest were "minor issues.". Service was conducted by Wyatt Stultz. He also checked over the front end. Steve noted that SRRS missed two calls and WRVA transported for mutual aid. Becky will be back tomorrow.

Bookkeeper Position

Mary Gavin gave an update regarding the Bookkeeper position. She summarized the applications. Interviews will take place on Monday, May 13.

Collection Agency

Jerry Barcelow reviewed the collection agency contract. He noted that a privacy policy (including our HIPAA policies) should be listed on the website. David Kimball asked that the State of Massachusetts, where listed on the contract, be stricken. Jerry will ask Tavian Mayer to review the contract before it is signed by Keith Grimes.

Temporary basis – Victoria – same rate of pay

It was approved for Victoria to be responsible for the Bookkeeper duties until one is hired. Angela will train her before she leaves. Jerry will conduct an exit interview with Angela before she leaves where she will hand over any keys and last-minute instructions.

Meeting Adjourned

There being no further business to come before the board, Mary Gavin made a motion to end the May 8 Special Meeting. Thomas seconded the motion, and it was approved unanimously. The meeting ended at 6:29 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