

**South Royalton Rescue Advisory Board
May 22, 2019 Meeting Minutes
Royalton Town Office**

DRAFT: 6/13/2019

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, Deputy Administrator Becky Owens, Bookkeeper/Office Manager Angela Russell, and Victoria Paquin

Call to Order and Vote the Agenda

Chair Jerry Barcelow called the meeting to order at 5:30 p.m., and distributed an updated agenda at the meeting. There were a couple of updates to the agenda: Corinne Ingraham asked that the Tunbridge Line item be moved earlier as she needs to leave early, Steve Belmont added more items to his administrative report.

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

Public Comments

No public comments.

Tunbridge Line Committee

David Kimball asked to go into Executive Session.

Executive Session to Discuss a Contract

On a motion made by David Kimball, seconded by Mary Gavin, and unanimously passed, the AB went into Executive Session to discuss a contract issue and invited all present to join. The board entered Executive Session at 5:33 p.m., and exited at 5:41 p.m.

No action occurred due to the executive session. Many members of the AB will attend the Tunbridge Line Committee on Wednesday, May 29.

Approval of the Minutes of April 28 and May 8

On a motion by Mary Gavin, seconded by Corinne Ingraham the minutes of April 28 and May 8 were approved unanimously.

Administrator Report

Steve Belmont reported on the following items:

1. New Ambulance status update.
2. Power Lift Donation from GW Plastics: He received final estimates to purchase a new power lift and now considering payment options.
3. EMS week (May 19-25): RB's and Upper Pass Coffee are giving discounts to those who wear a SRRS uniform during EMS Week. Steve also purchased appreciation gifts for the crew, including a notebook, cup, and pen/multitool.

4. Steve gave an update on staffing.
5. Steve gave an update on overtime, stating it was 7.5 hours this past pay period.
6. Old Ambulance: Wyatt fixed the cracked rail and reported that the bushings need to be replaced. Steve requested \$800 for the new repairs. Discussion followed whether these should have been caught during the inspection. Discussion followed.
7. Betterment Fund: Angela Russell noted that \$10,000 was received from Royalton's Betterment Fund. Corinne Ingraham also gave Angela a \$5,000 check from the South Royalton Rescue Association.
8. Royalton 250th Fundraiser: Steve announced that SRRS is organizing a Rubber Ducky race during the weekend of August 15-17 in the White River.
9. Home visits: There is a meeting scheduled on June 19 with Dr. White and others at Gifford. Steve reported that Gifford is on board with helping to get this program established. One Care Vermont has metrics for success rates and funding for those meeting metrics could receive grants. On behalf of the AB, Mary Gavin thanked Susan Root for all her work on getting this up and running.
10. Steve noted that two calls were received when the old ambulance was down and the WRVA ambulance was being used. He was grateful they offered the use as SRRS received \$1,400 in service fees.

Bookkeeper

Angela Russell reported that April & YTD finances are looking good and ahead of budget. There has been an increase in revenue and donations. Expenses are about the same as last year's year-to-date. Angela answered questions from the board about the reports she distributed prior to the meeting.

Jerry announced this is Angela's last meeting. She is moving her family to San Louisa, California. Victoria Paquin will replace her temporarily while a search is being conducted. Angela noted that she has canceled her credit card, and removed Angela's name and added Victoria's name to accounts. All keys and passwords have been given to Victoria and she has trained Victoria on the day-to-day operations. Angela has alerted everyone that today is her last day.

On behalf of the board, Carol Flint thanked Angela for all her that she has done for the AB. All congratulated and thanked her. Her work was much appreciated at SRRS.

Collection Agency

Jerry mentioned that the contract was sent to Tavian Mayer for review. Tavian recommended that the AB train someone in house to make calls instead of hiring a collection agency as it would be cost beneficial to do this. Discussion followed. Jerry collected questions from the AB to take back to Tavian. He will report back at the next meeting.

Building Committee Report

Brenda Field reported that she is going to Deerfield Valley Rescue on May 29 to look at a building design.

Shall we finalize how much we want to finance for the new ambulance (and powerlift?)

Jerry began a discussion about financing the new ambulance and powerlift. Discussion followed. It was decided that the Finance Committee will meet to finalize the financing between meetings.

On a motion made by Mary Gavin, seconded by Dave Kimball, and approved unanimously, the Finance Committee was authorized to secure up to \$65,000 in financing towards a new ambulance with an

interest rate not to exceed 4.5%, in a term not to exceed 7 years, and present the plan to the Prudential Committee.

On a motion made by Mary Gavin, seconded by Phoebe Preston, and unanimously approved, the AB authorized the Finance Committee to secure a loan to purchase a Stryker Power Load in the amount not to exceed \$20,000, interest not to exceed 4.5%, not to exceed 7 years, and to present the plan to the Prudential Committee.

Executive Session to Discuss an Employment Issue

On a motion made by Dave Kimball, seconded by Carol Flint, 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 6:48p.m., and exited at 6:57 p.m.

MOTION: Mary Gavin made a motion to extend an offer to a candidate for the position of Bookkeeper/Office Manager for \$17/hour. The motion was seconded by Phoebe Preston and unanimously approved.

Meeting Adjourned

There being no further business to come before the board, Mary Gavin made a motion to end the May 22 meeting. Phoebe Preston seconded the motion, and it was approved unanimously. The meeting ended at 7:05 p.m. The next regular meeting will be Wednesday, June 26, at 5:30 p.m., at the Royalton Town Offices.

Respectfully submitted,

Carol K. Flint, Clerk
Town of Sharon Representative