

South Royalton Rescue Squad Advisory Board

July 24, 2019

Final

In Attendance:

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

Staff & Visitors: Administrator Steven Belmont, Deputy Administrator Becky Owens, Bookkeeper/Office Manager Victoria Paquin

Call to Order & Vote the Agenda:

Jerry Barcelow called the meeting to order at 5:30pm. Mary Gavin motioned to approve the agenda as written seconded by Corrinne.

Public Comments:

There were no public comments this evening.

Vote the Minutes - June 26, 2019

On a motion by Brenda Field and seconded by Mary Gavin the minutes were approved as presented

Administrators Report:

1. **New Ambulance-** Performing well, power load needs some slight adjustment, the crew is very happy.
2. **Old Ambulance-** Lifeline's offer still stands \$7500 as is.
3. **OT Update-** 6.5 hours last pay period 2.5 hours previous pay period.
4. **Polish for new Ambulance?-** The board discussed the current Ziebart undercoating that was applied by Lifeline. The wax coating that is available will prevent the ambulance from rusting over its lifetime. The wax will be applied to the ambulance by White River Toyota at a cost of \$500.
5. **Other Items-** Last weekend Dave Barker worked a detail. Requests for details have increased in recent months. David Barker is working on writing policy and procedure for covering details. Discussion ensued regarding the liability issues that may arise during event coverage and the amount that should be charged in order to cover our costs. It was determined that event coverage will be billed at a base fee of \$150 plus a fee of \$25 per employee per hour.

Old Ambulance:

Mary motioned to sell the old ambulance to lifeline for \$7500. The motion was seconded by Nathan and passed with no dissent. David wondered if it was necessary to have a second or back up rig in case our ambulance is out of service. Some discussion ensued. Nathan reminded everyone that we are welcome to use Sharon Car 1 when necessary.

Financial Report:

Fiscal Year 2019 ended ahead of budget by \$39,000. This surplus was due to increased revenues thanks to the crew for being diligent about paperwork.

The equipment fund is slightly lower than expected due to the 7 year maintenance agreement (\$7956) for the power load, which resulted in a higher portion of the ambulance invoice being drawn from the equipment fund. This is currently a prepaid expense which we can budget into the coming years to replenish the equipment fund if desired.

Mary enquired as to how the running average for income per call is calculated. Victoria will send her the Excel file for review.

The FY '19 balance sheet shows a high dollar accounts payable along with high dollar bank balances. This is because of how Quickbooks reports invoices related to the purchase of the new ambulance. It was noted that we will need to keep this in mind when working on the budget for fy'21.

Tunbridge Line News:

No accurate update on the response division line in Tunbridge. At this time it is unclear if the line has been moved or where it was moved to. Mary and David will work on obtaining clarification. On July 31st rt 110 will be closed from Monarch Hill north. During the closure SRRS will cover everything south of the closure.

Duck Race Update:

So far we've sold about \$800 worth of ducks. The duck race will be held on August 17th.

Building Committee Report:

David provided the board with a proposed layout for a new building. Discussion ensued regarding the layout and changes that the board would like to see. David will create an updated layout based on these suggestions. The board asked Phoebe to arrange time on the selectboard's agenda for August 27th so that the boards can discuss building placement possibilities.

Adjourn:

Mary motioned to adjourn at 6:25 pm. The motion was seconded by Carol and passed with no dissent. The next meeting of the Advisory Board will be Wednesday, August 28th 2019 at 5:30 pm.

Respectfully Submitted,
Victoria Paquin
Office Manager