

**SRRS Advisory Board
Meeting Minutes**

Sept 25, 2019 - 5:30 PM

Board Members In Attendance: Jerry Barcelow, David Kimball, Mary Gavin, Brenda Field, Carol Flint, Absent: Thomas Hoyt, Nathan Potter, Corinne Ingraham,
Public in Attendance: Steve Belmont SRRS Administrator, Becky Owens SRRS Deputy Administrator, Victoria Paquin Bookkeeper, Dustin Potter

Call to Order: The meeting was called to order by Jerry at 5:30 PM

Vote the Agenda- On a motion by Mary and seconded by Brenda the agenda was approved by all as submitted

Public Comments- There were no public comments this evening

Vote the minutes of Aug 28, 2019 - On a motion by Carol and seconded by David the minutes were approved by all as submitted

Administrators Report

1. Coin Drop money just over \$2000
2. OT 4 hours first week: Second week was 45 minutes
3. No issues with ambulance, the broken piece of bumper has been replaced.
4. District is planning an MCI event October 17th- The State Police, Royalton PD and others will be participating.
5. Working on a formal CQI/CQA procedure and policy
6. Working on a formal job description for deputy admin - Mary believes that we have a job description and that Becky should have a copy. She will check her files and pass along to Steve. Steve still intends to review the job description incase it needs updating.
7. Stretcher upgrades have been purchased and installed.
8. Bought Ipad \$498
9. VLCT paid us back for driver training class. \$650
10. Awarded \$3000 from VLCT grant to go to power load on a motion by Mary and seconded by ? all agreed that the funds from VLCT shall be deposited into the Vehicle & Equip Acquisition account.

Financial Reports

1. Month of Aug and YTD finances- Financials look great for the month of August. We're catching up on the YTD budget, currently we're only over budget by \$1300.
2. Collection Agency- We're ready to move forward with the collection agency. Keith will sign the paperwork this evening and it will be submitted by next week.

3. FY 21 Budget due date- Budgets are due to the Selectboard by close of business on November 1st.

Report from the Building Committee

David reports that they have made a few adjustments to the building layout based on suggestions and necessary changes for fire protection. They are working on designing the building so that a sprinkler system will not be necessary. The elevation drawings will need to be reworked, the original elevation drawing would not fit the aesthetic that we are looking for.

Future meeting dates

On a motion by Mary and seconded by Brenda all approved that the November and December meetings shall be held on the third Wednesday of the month at 5:30 pm at the Town offices.

Vacancy on the Board

As Nathan is now the fire chief in Sharon he will be leaving the advisory board. Carol motioned that Mary Gavin present Dustin Potter's name to the Sharon Selectboard for consideration as the new representative to the Advisory Board. The motion was seconded by Carol and all approved.

Adjourn :

A motion to adjourn was made at 6:35 pm. All approved

Next meeting: Oct 23rd

Respectfully Submitted,
Victoria Paquin