

**SRRS Advisory Board
Meeting Minutes
Draft
November 20, 2019 - 5:30 PM**

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

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

Vote the Agenda- The agenda was approved by all with the additions of voting for the November 8th meeting minutes and an executive session to discuss a personnel issue.

Public Comments- There were no public comments this evening

Vote the minutes of October 23, 2019 - On a motion by David and seconded by Brenda the minutes were approved by all.

Vote the Minutes of November 8, 2019 - On a motion by Brenda and seconded by Corrinne the minutes were approved by all.

Administrators Report

1. The last pay period had zero hours of Over Time.
2. Snow tires were purchased and put in service for a total cost of around \$1600. At the same time two recall notices were attended to and a coolant leak was repaired.
3. Holiday schedules are completed with full coverage for the holidays.
4. The Zoll monitor has been serviced and returned to the ambulance
5. Met with Tavian to discuss confidentiality issues that could arise as a result of completing CQA within the SIREN system. We have not experienced any issues with this, simply ensuring that our practices are not exposing us to liability.
6. High performance CPR class is scheduled for December 4th. Local Fire departments and others are invited. Eventually this type of CPR is what will be required. Staff will be paid and receive credit hours for attending.
7. The Squad conducted a blood sugar clinic alongside the Lion's Club at Welch's. They also conducted blood pressure checks at Red Door Church. Both events were well received.
8. Steve requested that the Advisory Board authorize paying workers time and a half for shifts worked on Thanksgiving Day, Christmas Eve night shift and Christmas Day. On a motion by Brenda and seconded by Jeff all approved paying overtime for Thanksgiving Day (7a-7p) Christmas Eve night shift (7p-7a) and Christmas Day (7a-7p).
9. Corinne asked Steve for some clarification regarding who takes the lead on a call. Particularly when there are other emergency services on a scene or if an additional

member of SoRo staff arrives on scene. Steve described that any person coming on to a scene should act as support for the staff already present unless otherwise requested to take over or if the patient is in imminent harm. Discussion ensued regarding whether this information was accurately portrayed in the handbook or the SOG. It was suggested that these materials should be reviewed in the spring.

Financial Reports

Victoria reports that the squad is currently \$14,596 ahead of budget for the fiscal year. This is due to the increase in collected revenues combined with good adherence to the budget when it comes to expenses. Part of the reason we gained so much this month is due to reimbursing expenses that were paid with duck and coin drop funds.

Report from the Building Committee

David reports that the committee met with Bruce Martin from the Fire Marshal's office and discussed the building plans. They received good information regarding how to avoid needing a sprinkler system, permitting, and egress requirements.

The committee is going to solicit estimates for the cost of constructing the building. The committee will request a variety of quotes - stick built and modular or steel construction.

Mary asked Jerry to obtain a copy of Royalton's Procurement Policy and send it to her.

Discussion was had regarding future planning and whether or not fire district water could be made available at the site. Jeff suggested that there is water at the VLS lot across the street from the town office. Victoria will find out where the RFD water line terminates.

Contracts

Dave suggested that Tunbridge be offered a three year contract with capped per capita. Discussion ensued regarding the benefits of a five year contract instead of a three year contract. It was determined that a three year contract may be best at this time. It was pointed out that the Town of Tunbridge has a 60 day notice exit clause, and that the Rescue Squad should have a similar provision in the new contract. Dave requested that the finance committee determine the per capita cap amount for the new contract. On a motion by Corinne and seconded by Carol all approved the finance committee to establish details for the contracts.

Annual Campaign

Carol reports that we should find a way to get more fundraising into our budget. We were quite successful in obtaining \$15,000 in donations for the new ambulance with our letter writing campaign last year. Carol offered several suggestions for fundraising methods and the various merits of each were discussed.

Executive Session:

On a motion by David and seconded by Jerry executive session was entered at 6:38 PM to discuss a personnel issue. Steve was invited to stay. Executive session was concluded at 7:15 pm on a motion by David and seconded by Mary with approval by all. No action was taken.

Meeting was adjourned with approval by all at 7:20 PM

Next meeting: Dec. 18th at 5:30pm

Respectfully Submitted by Victoria Paquin