

**SRRS Advisory Board  
Meeting Minutes  
Draft  
January 22, 2019 - 5:30 PM**

Board Members In Attendance: Jerry Barcelow, David Kimball, Brenda Field, Thomas Hoyt, Carol Flint, Dustin Potter (late arrival)

Absent: Corinne Ingraham, Mary Gavin, Jeff Knudsen,

Staff 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- Brenda motioned and Dave seconded to approve the agenda. The motion carried.

Public Comments- There were no public comments this evening.

Vote the minutes of December 18, 2019 - Jerry motioned and Brenda seconded to approve the December 18, 2019 minutes. The motion carried.

**Administrators Report:**

1. Over time report: Zero hours of overtime last pay period.
2. \$400 was paid out for the EMT refresher course offered by WRVA.
3. Funding has been secured by Dr. White at Gifford to begin a home visit program. \$10k will be split between three rescue services. To start, 37 patients will be split among the three service providers based on location.
4. The Fire District approved the squad's budget at their annual meeting.
5. First responder bags are being put together for our crew members that respond from home. Sharon already has the bags and we are putting in the supplies.
6. One per diem employee is going to be hired. Currently the active roster is 16 people, ultimately would like to have around 20 people to make call coverage / staffing coverage manageable.
7. Becky Reported calls on fiscal year system- 222 from July to Dec 30 136 transports. 35 of the 86 non transports should be billed. Becky also has this information broken down per town. requested if becky can do this for fy 19 as well board is thankful for the info.

**Financial Reports:**

Income for the month of December is better than the budget. Payroll is over budget for the month of December and YTD. This is due to a large number of sick and vacation hours that

were used during the holiday season. Overall we are now \$17,962 better than the budget for the year.

The collections agency reports that all accounts are currently in active collection. However, they did note that many of the accounts they have received are of significant age which makes them more difficult to collect.

#### Report from the Building Committee:

The committee met with Patrick from Upland Construction. Patrick did not have any specific comments about the building itself. He estimated that the building cost would be \$600,000 - \$650,000 in turn key condition. Brenda reports that the site has a deep well with potential output of 15 GPM which should be adequate to support both the town office and the new building. Discussion ensued regarding next steps. Jerry requested that Dave come up with rough payment estimates for the next meeting.

#### Mailings

Paper mailings are in and are ready to be sent out. Cost of printing was \$358 postage is \$537 for a total cost of \$895. The mailing thanks residents and requests donations to support the purchase of nitrous oxide equipment for the ambulance. The next planned fundraiser is during the summer.

#### Other News

Discussion was had about the wording of the conflict policy and what meaning is being conveyed or could be interpreted. It was decided that some changes are still needed.

Dustin reports that there may be an additional town interested in contracting SRRS for coverage. Discussion ensued regarding the possible area for coverage and our response times.

Becky and David are co-teaching a training next week. The training will be centered around case reviews.

Meeting was adjourned at 6:17 PM.

Next meeting: February 26th, 2020 at 5:30pm.

Respectfully Submitted by Victoria Paquin