

**SRRS Advisory Board
Meeting Minutes
Draft
February 26, 2020 - 5:30 PM**

Board Members In Attendance: Jerry Barcelow, David Kimball, Brenda Field, Thomas Hoyt, Carol Flint (Late arrival), Dustin Potter, Corinne Ingraham, Mary Gavin, Jeff Knudsen,

Absent: None

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- Mary motioned and Dustin seconded to approve the agenda. The motion carried.

Public Comments- There were no public comments this evening.

Vote the minutes of January 22, 2020 - Mary motioned to approve the January 22nd minutes with requested changes and David seconded. The motion carried.

Administrators Report:

1. Becky provided a monthly call report, with the number of calls in each town. Mary inquired about our billing practices when the patient does not survive. Becky replied that we do use a substantial amount of supplies on these calls, but will contact Anne to clarify our policy. Mary asked if we could calculate the percentage of non transport calls each month as part of Becky's report.
2. Steve stated that he would like to separate the phone and fax line from the firehouse and have a separate number for faxes. Currently there is no way to distinguish between a call for the fire house, a call for rescue or an incoming fax. Steve will explore our options and get pricing information.
3. Overtime for the first pay period in Feb. was two hours. The last pay period was 5.5 hours. This OT was largely due to calls coming in right before shift change.
4. Contract with VLS to do their AED maintenance is in place. Corinne asked if the squad could check the one at the Academy building as well. There was some discussion about the AED's at WRVSU Royalton campus and who is maintaining those machines. Becky has asked the new owner of the SHaron Trading Post if they would be interested in an AED. Mary will provide Becky with the manager's contact information.
5. The intercept contract will be reviewed at the next meeting. There was some discussion regarding the difference between mutual aid and paramedic intercepts.
6. The powerload had to be repaired due to a failure of a sensor in one arm. Without the maintenance plan this repair would have cost \$1300. There was some discussion about the length of the warranty on the equipment.

7. Home visits will be starting in April. Representatives from Gifford recently met with staffers from the Sanders campaign who offered additional funding suggestions for this program and letters of support if needed.
8. The per diem candidate that Steve had hoped to hire declined the offer. We are still looking for a few more per diem staff members.
9. Steve spoke with Anne on Monday. Anne stated that Careplus will be sent to collections. Anne also asked if we had considered her suggestion to lower the price of subscriptions. The idea is that a lower subscription price generates additional revenue through an increased number of subscribers. Mary requested to see Anne's numbers and reasoning behind the change.
10. The truck is running well but we have noticed some rusting on the rims. Steve has been in contact with Specialty Vehicles and will contact Ford if necessary to resolve the issue.
11. Preparations for the duck race have started. We are currently seeking sponsors. This year the prize focus will be around fly fishing, but will have a kayak again this year as the grand prize.

Financial Reports:

Income for the month of January was under budget by about \$4,000, which is likely due to the fact that we only had 23 calls in December.

Expenses including payroll were well controlled. We have made up about half of the payroll overage that occurred in December. We also had an undersink water filter installed in the rescue house and will no longer be buying bottled water.

Year to January we are now \$18,631 better than our budget which is an increase of \$2,888 from last month.

Report from the Building Committee:

The building committee worked up financing numbers based on Upland's estimate. Financing could be 2200 to 2500 per month over 20 years. Our hope is that this number will ultimately be less after a capital campaign. We're expecting another cost estimate this week which should be more detailed, and likely more expensive, than our previous estimate. Discussion ensued regarding any next steps that may be needed with the Royalton Select board. There were no additional steps or concerns at this time. Mary inquired about grants that may be available to help fund the new building. Steve stated that there are a few grants that may be available and that he and David Barker are currently working on writing a grant for new radios.

Carol suggested that at the next meeting performance reviews should be on the agenda. Discussion ensued regarding the practice of previous years and if peer reviews should be conducted again this year. It was suggested that using a survey to get feedback from staff would be useful.

Mary motioned to enter an executive session to discuss a personnel matter at 6:12 PM. Dave seconded and the motion carried.

Mary motioned to exit the executive session at 6:19 PM. Brenda seconded and the motion carried.

A motion was made to increase the rate of pay for an employee by an average of \$35 a week effective March 1, 2020. The motion passed by unanimous vote.

Meeting adjourned at 6:30 PM.

Next meeting: March 18, 2020 at 5:30pm.

Respectfully Submitted by Victoria Paquin