

**SRRS Advisory Board  
Meeting Minutes  
Draft  
April 29, 2020 - 5:30 PM  
This meeting was held virtually via zoom**

Board Members In Attendance: Jerry Barcelow, David Kimball, Brenda Field, Dustin Potter, Mary Gavin, Jeff Knudsen,

Absent: Thomas Hoyt, Carol Flint, Corinne Ingraham

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 5:45 PM.

Mary motioned to approve the agenda. Dave seconded and the motion carried.

Public Comments- There were no public comments this evening.

Mary motioned to approve the minutes of February 26th. Dustin seconded and the motion carried.

Steve reports that monthly calls have been on par with what we expect. PPE supply levels are adequate and being utilized appropriately. Gifford has developed a protocol for cleaning N-95's and we will participate when we have a worthwhile accumulation to bring in for cleaning. Gifford and Upper Valley are performing fit testing.

We utilized some overtime in the last two pay periods. We had two staff members who were out of work with non-covid related issues.

Steve is gathering quotes to adjust our internet and telephone provider. Objective is to lower costs if possible, but also to obtain a separate phone and fax line for the rescue house.

Carol and Steve are working on staff reviews and hope to deliver by mid May. Wage increase proposal should be ready by the next meeting.

Steve has been having a weekly phone call with other ambulance services in the district. They have discussed rotating staff among the services if someone is short handed due to COVID.

Steve shared with the board that he has obtained his real estate license in New Hampshire. He does not anticipate that this will impact his work with the Rescue Squad.

Steve noted that EMS week is coming up and that he will be purchasing a small gift for the crew members.

Victoria reports that the financials look great. Income is ahead of budget for the month and year to date. Expenses are up slightly, however, this is largely due to additional supply purchases for COVID readiness. Year to date, we are now \$26,000 better than budget.

Victoria noted that we have received COVID relief funds through the Health and Human Services Department. These funds are to make up for additional expenses and lost revenues due to COVID. At this time it seems unlikely that we will need to apply for FEMA.

Meeting Adjourned at 6:01PM

Next meeting: May 27, 2020 at 5:30pm.

Respectfully Submitted by Victoria Paquin