

**SRRS Advisory Board
Meeting Minutes
Draft
May 27, 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, Carol Flint, Corinne Ingraham

Absent: Thomas Hoyt,

Staff in Attendance: Steve Belmont SRRS Administrator, Becky Owens SRRS Deputy Administrator, Victoria Paquin Bookkeeper (Late Arrival)

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

Mary moved to approve the agenda with the addition of discussion of rental coverage, discussion of officers and discussion of the Sharon contract. Dustin seconded and the motion carried.

Public Comments- There were no public comments this evening.

David motioned to approve the minutes of April 29th 2020. Mary seconded and the motion carried.

Steve reports that OT hours last period were 17.5 hours due to unexpected call outs and late calls. Overall budgeted payroll hours are doing okay.

Steve has hired two EMT's and one A-EMT. All have started training and background checks are in progress.

Steve would like to purchase a zoom account in order to conduct staff training. Steve will contact Zoom to ask about possible discounts. The possibility of sharing a zoom account between the fire district or the Town was a possibility. Steve will explore additional options.

Ford has said they are not responsible for the ambulance repair. VLCT has said that the mechanical failure of the ambulance will not be covered under our insurance policy. Therefore they will not pay for a rental vehicle. Steve has reached out to Specialty Vehicles for warranty information on the vehicle. Is still waiting to hear from the involved parties. Still waiting on the engine to come in in order for the ambulance to be repaired. Discussion continued regarding how the breakdown happened and who might be responsible for remedying the issue. The truck checklist and regular checking of fluids was discussed. The board determined that they would consult with an attorney regarding our options.

Steve provided that an ambulance could be rented from a company in New York at a rate of \$250 per day. This is the closest rental place available if needed. Mary asked if there were costs in addition to the daily rental, such as a per mile cost. Discussion was had regarding how quickly the engine will be replaced and whether we can find a different Ford dealership for continued maintenance. Dustin said that at present, Alan Beebe does not expect to be reimbursed for lending us their ambulance. We should consider how to reimburse Upper Valley Ambulance for their generosity.

Last week was EMS week, we got all of the staff a backpack and stocked the cabinets with snacks. Red Door Church sent over a cake which was most appreciated.

State has relaxed PPE standards for calls, allowing a surgical mask only on calls that do not have COVID suspicion. Steve has given this information to staff, and also let them know that they may continue wearing N-95's if that is how they feel comfortable.

Steve has been giving reviews and the crew has been completing surveys. The process is going well.

Fundraising this year may be limited. Old Home Day and Tunbridge Fair have been cancelled, so we may be missing coin drops and also the duck race. Brenda suggested that a duck race could be held with proper social distancing. Becky and Steve will investigate a good plan for this fundraiser.

Staff raises for the new fiscal year were discussed. Mary suggested that Steve take the budgeted staff increase and go through the roster to determine wage increases and present it to the finance committee.

Carol suggested that another letter for fundraising might be sent out in July or August. We should also consider whether the mailer is worth the postage cost or if we should consider using social media or email.

Steve asked whether the cost of subscriptions should be changed. Anne has suggested that we might lower the cost. Jerry stated that he has not seen enough information on why we should lower the subscription cost.

Dave reports that the finance committee met to discuss financing the building. Previously, we received approximately 60% of what is billed. The last six months of 2019 we collected about 68% of what was billed. We project going forward to collect about 65% of what we bill, which for the FY 21 year will be in line with the budget. Aging accounts receivable have dropped dramatically over the last year. Overall, there is not much opportunity to dramatically increase our collection percentages, if calls do not increase, there is not much to be gained. Organization is well run and the forecast is good. Bottom line, if we want to build a building we will need to raise approximately \$450,000 on a \$700,000 building in order to keep our occupancy costs the same. Given the current fiscal environment, this is likely not the time to continue pursuit of a new facility.

Jerry asked Victoria about the zoom account and whether it can be shared with the Prudential or Town account. Victoria reports that the Prudential Committee and the Town each have a zoom account, but are only paying for one user each. The account could potentially be shared, but you would need to add an additional paid user. Carol suggested that there may be a free software such as google hangouts that could be used in place of zoom. Steve will find the best option and initiate use.

Victoria reports that the finances for April look good. Revenues do not seem to yet be affected by COVID. Expenses are in line without any major overages. Nothing major to report, we gained about \$14,000 in April compared to budget.

David requested if there is any information about people who may have lost their insurance. Victoria hasn't seen any information regarding insurance loss at this point.

Jerry reports that Dustin, Brenda and Himself are up for reappointment to a three year term or replacement, as the committee sees fit. David moved to recommend all three individuals for three year terms. Corinne seconded the motion. Discussion was had regarding who needs to remain on the committee and to ensure that the current members are still willing to serve. Victoria will contact the selectboards from each town to request reappointment. It was discussed that appointment of officers will be on the agenda for the next meeting.

Sharon town contract expires on June 30th 2020 and needs to be renewed. Mary asked what the per capita should be set at. The current contract states that the per capita cannot exceed \$57.00. Mary expects that the Sharon selectboard would like comparable language. David suggested that the Tunbridge contract contains such language and that the contracts should be consistent. Mary requested a copy of the Tunbridge contract for reference.

Carol requested that all official documents be given to Victoria for appropriate filing. The google drive was discussed as an option for easily sharing information. Victoria will ensure that the google drive is properly updated with all important documents.

Meeting Adjourned at 6:25PM

Next meeting: June 24, 2020 at 5:30pm.

Respectfully Submitted by Victoria Paquin