

Minutes of the Royalton Fire District #1 Joint Meeting of the Prudential Committee

January 11, 2017

Members attending: **Seth Stoddard** – Acting Chair, **David Whitney** – Member, **Don Lovejoy** – Member, **Wayne Manning** – Treasurer/Clerk
Guests attending: **Paul Brock** – Chief Engineer/Fire Chief, **Phil Gates** – Royalton Selectboard/Rescue Advisory Board member, **David Kimball** – Rescue Advisory Board member, **Heidi Vogt** – Bookkeeper/Administrative Assistant

Seth called the meeting to order at 7:04pm.

Seth suggested moving Fire and Water headings before Rescue since the Advisory representatives were not present at the call of the meeting. **Wayne** motioned to accept the agenda as amended, **Don** seconded, agenda passed 4-0.

The minutes for December 28th were amended as follows: Page 1, Fire heading, second line ending was changed to “since the Chief was not in attendance,”; Page 1, RFD heading, first line, removed the word “on” after “Board vs”. **Don** motion to accept the minutes as amended, **Wayne** seconded, minutes accepted 4-0.

FIRE: Paul updated for Fire: The Dept. has been very busy lately: Complete loss of the English garage, complete loss of mutual aid house on Moore Rd in Sharon, minimal damage to a crawl space fire caused by a wood stove, numerous car accidents with the icy weather.

Paul found that Lake Sunapee Bank would give [us] a much better rate than Ford Motor Credit for the utility truck. LSB offered 2.99%, payments would be roughly \$1,300 monthly for five years – a figure which is currently covered in our budget. **Paul** requests the Board finalize the application paperwork, and have Heidi prepare the remaining documents for it tomorrow. **David W.** motioned to allow the Fire Chief to move forward with the loan application process and acceptance of for the previously approved utility truck, **Don** seconded, motion passed 4-0.

Seth requested to see updates from the Fire Department once a month, on the opposite as the Rescue Department to free up meeting space for each. Fire opted for the first meeting week, Rescue for the second.

RESCUE: Phil and **David K** updated for Rescue: Monday at 4:45pm, the Advisory Board (AB) and David Palmer will be conducting interviews of the three applicants (all from within our Squad). They would like to have at least one Prudential member present. **Seth** volunteered.

The AB would like to renew the annual contract with New England Ambulance Billing.

The AB asked to have Heidi complete minutes for them twice a month. **Seth** requested notes and recordings of each meeting for her to be able to do so. The AB felt that recordings were not necessary, but it was the Prudential Committee’s (PC) choice. The PC decided there will be recordings of AB meetings.

Seth drafted an “outline” of the AB’s limitations of powers and make-up. After much discussion, it was decided that the outline was satisfactory with the following amendments; Adding David Palmer to initial bill payments submitted to the Prudential Committee that are not accompanied by his purchase order forms, alleviating the need for the checks to go back and forth between meetings. The AB will approve all of David Palmer’s purchase orders prior to submission to the PC. A PC member will visit the AB meeting for the first meeting of every month, and an AB member will visit the PC meetings on the second meeting of each month. Interviews will be conducted with at least one PC member and the Rescue Administrator present; the present PC member will then give their permission to the AB to choose the new hire as soon as possible after the interview process. **Seth** will be altering the document to reflect these changes and submitting it to the PC for

official vote at [our] next regular meeting.

David W. voiced his concern for what would happen if one Town stepped away. **David K.** reported that the AB is rushing to put a Contract in play for the upcoming Town meeting. They would prefer that the contract be for a three-year period with the clause that rates will be renegotiated each year.

Insurance liability coverage for the AB was discussed.

WATER: Wayne advised that the leak at Caron Circle was probably the culprit for the rise in usage he'd noted. Caron Circle's system was discussed at length. **Wayne** suggested that the PC will need to take some sort of official action soon to resolve the deteriorating conditions of the Circle. The out-of-district private lines, their location, and what could be done to resolve the situation, were all discussed at length.

Wayne suggested changing the Water fiscal year to a calendar year to aid in budgeting and rate calculations, minimizing the guesswork. What it would take to do so was discussed. Heidi was tasked with finding out from the auditors and VLCT if there would be a reason not to do so.

RFD: Heidi requested the office be closed February 28th and March 3rd for her family vacation. **Wayne** motioned to allow, **David W.** seconded, and the closing passed 4-0.

Wayne motioned to adjourn, **Don** seconded, and the meeting ended at 8:29pm 4-0.

Respectfully submitted,

Heidi L Vogt,

Administrative Assistant/Bookkeeper