

**Meeting of the Royalton Fire District #1 Prudential Committee**  
**February 10<sup>th</sup>, 2016 @ 5:30PM**  
**at the Royalton Town Offices**

Members attending: **Bill Ballou, Wayne Manning, David Whitney, Don Lovejoy, Seth Stoddard**  
Guests: **Phil Gates – Royalton Selectboard, Theron Manning**

**Bill**, Chair, opened the meeting at 7pm welcoming our guests.

PUBLIC WALK-INS: There were no public walk-ins.

APPROVAL OF MINUTES: The meeting minutes from January 27<sup>th</sup>, 2016 were reviewed. **Wayne** motioned to accept as submitted, **Seth** seconded, and the minutes passed 5-0.

APPROVAL OF AGENDA: Rules with regard to agendas & meetings were discussed. **Wayne** motioned to accept the agenda as presented, **Seth** seconded, and the agenda passed 5-0.

There was acknowledgement of the Royalton Fire District #1's acceptance for 100% grant to complete the Preliminary Engineering Report for Lake John Dam repairs.

**RESCUE:**

Administrator Workspace: VLCT reported that there were no legal or insurance concerns with the Administrator's workspace moving to the Rescue House. **Theron** suggested re-classifying the building for Fire code purposes.

**Wayne** is not in favor of any work being done "from home", **Seth** doesn't see the harm in it if it's done legally.

**Theron** recommended speaking with the State Fire Marshall for direction. **David W.** will ask Paul Brock, Fire Chief, to obtain an inspection of the Rescue House via the Fire Department.

Advisory Board: The Advisory Board was voted in at the special meeting. **Theron** voiced his concerns with regard to the Chair, David P also agreed that it should not be himself.

**FIRE:**

Standard Operating Guidelines: **Wayne** would like a fine or some accountability instilled upon the firemen that they complete all NFPA recommended inspections that are required via these guidelines. It is the Prudential Committee's responsibility to make sure these things are being done. **David W.** assures that these are being done, but agrees that the Prudential Committee should be seeing the checklists or paperwork that says so. **Seth** agrees; it is important the [we] figure out how to help them make sure these guidelines are being followed. He will discuss this with the Fire Chief. **Don** requests a small written report at each meeting from each Department head, even if it just says nothing to report.

**WATER:**

**Wayne** reported that the loss prevention advisor, Wade Masure, from VLCT didn't show up to the schedule inspection last week of the water treatment plant. **Wayne** also reported that he has been updating the plant for safety guidelines and has recently purchased some safety supplies and labels.

**Wayne** requested that the extra motor/pump requested should be added to the Lake John construction estimate. He has emailed Dufresne and USDA. This pump was already included in the FY 2017 budget.

**RFD:**

Heidi request for time off: Heidi requested 2 meetings and three office days off: February 24<sup>th</sup> meeting, and office hours for February 25<sup>th</sup>; July 27<sup>th</sup> meeting, and office hours for July 26<sup>th</sup> & 27<sup>th</sup> of 2016. **Wayne** voiced his concerns again with regard to work being done outside of the office as well as office hours. He would like to see the office go back to being open four days a week, though the public has not openly voiced their displeasure with the current. He also voiced concerns about work Heidi is doing from home via connecting to the office computer. **Theron** has been working on job descriptions, and they will be clear on this matter. The possibility of a computer administrator was discussed. **Theron** will be talking with Rose at the Town with regard to personnel policies and job descriptions. **Seth** motioned to accept Heidi's request for unpaid time off, **David W.** seconded, and Heidi's time off was accepted 5-0.

OTHER DISCUSSIONS:

**Don** requested that someone be sure to inform David Palmer about the status of his workspace change.

**Theron** asked the Board members to review the Bylaws he'd sent them and let him know if they're happy with them or not so that [we] can move forward.

Meeting warnings were discussed.

Seth motioned to adjourn, Don seconded, and the motion passed 5-0 adjourning the meeting at 8:20pm.

**Next Meeting:** Wednesday, February 24<sup>th</sup>, 2016; 6pm @ Royalton Town Offices

Respectfully submitted,

Heidi L. Vogt,  
Administrative Assistant & Bookkeeper