

**CHARLOTTE SELECTBOARD
TOWN HALL
MINUTES OF MEETING
JUNE 26, 2012**

APPROVED

MEMBERS PRESENT: Charles Russell, Chair; Ed Stone, John Owen, Winslow Ladue, Dennis Delaney (arrived at 6:17 p.m.).

ADMINISTRATORS: Dean Bloch, Selectboard Assistant; Gloria Warden.

OTHERS: Roger Richmond, Robert Marble, Mary Mead, Chris Davis, Jon Davis, Lindsay Longe, David Stewart, Chris Mack, Carrie Spear, Carol Casey, Charlotte Citizen, and others.

CALL TO ORDER

Mr. Russell called the meeting to order at 6:05 p.m.

CONTINUE DISCUSSION WITH CHARLOTTE FIRE AND RESCUE ON GOVERNANCE AND RELATIONSHIP WITH THE TOWN

Mr. Russell reviewed two issues:

- Research the governance of surrounding town's rescue squads (researched by Ms. Warden), and
- An outline of the duties of the Fire Chief and Rescue Chief (drafted by the Fire and Rescue departments).

Chief Davis noted that Shelburne spent more money and had a higher call volume than Charlotte. He submitted an SOP for Rescue, job descriptions of the chiefs, a copy of the bylaws, and how department operations were carried out using his 15 years of experience. He puts in 6-8 hours per week of administration work, 3-4 hours per week for training for a one-half time position as Fire Chief, explained Chief Davis.

Mr. Ladue asked for clarification regarding work duties and level of pay scale. Chief Davis said that Chris Mack, Ian Pomerville, and he combined the work duties done by Kay Gault with the Assist Chief position. Kay was asked to update her job description for next week. If the two positions became a single job the department would still need clerical assistance. A SOP short term solution for the Rescue governance issues addresses Rescue leadership and assigning roles, said Chief Davis.

There was discussion regarding additions/changes to the CVRS Standard Operating Procedures, Title 2: Administration that included Page 24, 1-2a, the Rescue Chief duties would be done by Ian and David Stewart; page 25, 1-3c, add scheduling, staffing, etc in this section; the Rescue Operations Manager position may be a paid position only at this time. The bylaws (version from 2009) says a Board of Directors hires, supervises and manages all paid personnel, or appoints a committee (Mr. Stewart said that he sent a change and that the wording "...the Board of Directors was solely responsible for..." has been struck).

Mr. Russell said that all the materials need to be read before the next meeting.

Mr. Stewart said that the membership voting on the materials have all seen the proposed changes at the June 12th meeting. He would send an electronic copy of the Rescue bylaws to the Selectboard, said Mr. Stewart.

Mr. Russell said that Gloria Warden had contacted surrounding towns and created a matrix for discussion.

Ms. Warden reviewed the matrix that included the Vergennes budget of \$382,978, and the Shelburne Rescue department's budget of \$204,000 that was covered entirely by billing. Shelburne had no dispatch expense, no equipment costs, little building maintenance costs, and the town covered insurance, workmen's compensation, etc. Employees answered to the Shelburne Town Manager. The squad included paid employees and a stipend for volunteers that were paid out of the \$204,000 budget. They worked three shifts and a fourth shift was an incentive shift. The employees were considered part time employees. Vergennes was a non-profit private organization that serviced several towns (Vergennes, Ferrisburgh, North Ferrisburg, Addison, Panton, Waltham, Monkton, etc.) at \$5 per capita charge per town and money from subscriptions. The per capita fee will be going up. The balance of the money comes from billing, memorials and donations. Vergennes has two full time EMT's and two part-time EMT's and incentive volunteers, explained Ms. Warden.

Mr. Russell said that the Colchester organization was interesting. The Assistant Chief was elected by the membership, said Mr. Russell.

Ms. Warden was thanked for her detailed report.

There was discussion on how to increase call volume (Shelburne has a high call volume due to a larger population and several retirement housing complexes), a concern that the data did not indicate what was a call, or a transport; a past discussion related to a tri-town shared rescue service that included Charlotte, Shelburne, and Hinesburg; and the current Hinesburg First Response squad's efforts to increase service with a new building and ambulance. Mr. Stewart suggested that if Charlotte could provide ambulance service to Hinesburg that would increase the Charlotte call volume and provide outreach to the Hinesburg squad for more experience and more volunteers for Charlotte.

Chief Davis said that a tri-town shared service test was done, but he didn't know where the data went. Mr. Stewart explained that Hinesburg was serviced primarily by St Michael's College, and the expense was covered by billing. The Charlotte ambulance could get to CVU quicker than St Michael's and that could be a place for potential growth. Charlotte was unique in that there is little commercial business, a smaller population, and the funds come from the taxpayers, said Mr. Stewart.

Mr. Russell suggested further research that could include having a current Rescue Chief from Burlington, Rutland, or St Albans come to speak to Charlotte with ideas and guidance.

Mr. Stewart said that the Town and Fire and Rescue relationship and a pipeline for disseminating information were gray areas that needed defining. Mr. Ladue said that a balance was needed between Town needs and Fire and Rescue needs. For example, the Rescue bookkeeping was now done by the Town Treasurer. Ms. Mead has recently adopted a procedure that if she has a signed invoice from Rescue then she writes a check. The invoice was reviewed by the Selectboard. What expense what fund on the revenue side was a gray zone that needed clarification, said Mr. Ladue

Mr. Owen said a question was who was in charge and what policies should be followed - the Town's or the Corporations. Mr. Ladue suggested that it was the Corporation policies, unless they were considered Town employees. There are Rescue Special funds that were the Corporation's job to manage, but rules and policies were needed, said Mr. Ladue.

ACTION ITEMS:

- Identify what expenses and revenues come from what funds, and list Special Funds.
- Define the duties of Kay Gault and/or a paid Administrative person.
- Clarify Page 26, 1-3c of the SOP, dated 10/07/2008.
- Outline the Corporation Chief's responsibilities, the Administrative Assistant's responsibilities, and the Fire Chief's responsibilities.
- Identify donations received by the Fire and Rescue.
- Follow up on insurance money for the truck that tipped over.
- List Fire and Rescue recommendations, which could include Special Funds, and if employees should be handled through HR, or not.
- Set a direction to go; should the Town take over rescue, leave it and/or just fund it.
- Draft policies.
- Identify problems and how to address them, for example; the Town funds the departments with no control on how the funds were spent.

The next meeting of the Selectboard, Fire and Rescue was scheduled for Tuesday, July 10, 2012, at 6:00 p.m.

ADJOURNMENT

MOTION by Mr. Ladue, seconded by Mr. Owen, to adjourn the meeting.

VOTE: 5 ayes; motion carried.

The meeting was adjourned at 7:11 p.m.

Respectfully submitted, Kathlyn Furr, Recording Secretary

TO DO LIST

- Mr. Stewart would send an electronic copy of the Rescue bylaws to the Selectboard.
- Mr. Stewart to draft a job description of the Rescue Chief
- Chief Davis to draft a job description of the Administrative Assistant
- Fire and Rescue to draft the funds and policies and how they fit together accounts and patient billing.
- Staff to invite a person with experience to come and speak to the Selectboard and Fire and Rescue personnel, for example, South Burlington.