



**Business Meeting
 MINUTES
 August 4, 2008**

PRESENT: Ashley Bachelder, David Breed, John Burley, Paula Cutting, Polly Gadbois, Janet Norcross, David Rood, Wendy Sargeant, Jennifer Wright, William Wright

Meeting was called to order by Polly at 7:04 p.m.

Secretary=s Report B There was no secretary=s report to be presented

Treasurer=s Report B Polly presented the Treasurer=s report noting that subscriptions were down to 293 compared to 354 at this time last year. Some discussion of high interest or high yield savings account was held, however it was decided that keeping the money locally where the squad had quick access would be more beneficial then the small incremental interest which would be gained.

Old Business

BBQ - Polly advised that she had just received the statement from FFD on the BBQ and that there were still two or three invoices outstanding. No further discussion was held.

Rig Checks - John re-addressed the need for regular rig checks and an infection control schedule. MRSA has been noted in several cases at the hospital. We should be asking our patients if they have any history of infections when transporting them. Paula indicated that NMC had just been reviewing the OSHA regulations for infection control and that she would look into getting a copy for the squad. John also discussed the law regarding HIV and infectious disease notification and that he would look into it. Suggestions were made to have training on infection control and decontamination. Discussions were held suggesting a three-month schedule for full ambulance decontamination.

Training - From the training discussion above, Janet indicated that she would be willing to put together a spreadsheet with all the continuing education requirements and training held by Franklin Rescue. John welcomed Janet=s offer and indicated he would work with her in order to complete the spreadsheet.

Pay Clarification B Polly addressed the payment of members on overnight shifts. Much discussion was held around evening shifts being volunteer and that many members were unaware that FRS was paying for overnight shifts. FRS has always been a volunteer squad and should continue in that fashion wherever possible. Payment for night shifts will only be made for those who submit timesheets. The payment schedule that was voted and agreed upon is as follows:

Crew Chief B	EMT-I03	\$11/hr	EMT-B	\$9/hr from 18:00 B 24:00
	EMT-I03	\$2/hr	EMT-B	\$2/hr from 24:00 B 06:00
	Calls between 24:00 B 06:00 will be paid at time and one half, two hours for NMC & 3 hours for FAHC.			

Second Crew Member B	Transport to NMC	\$50
	Transport to FAHC	\$75

New Business

Administrative Director/Squad Leader Position B Polly thanked David Rood for his service as Squad Leader/Administrative Director. Jennifer Wright has expressed an interest in these positions and Polly presented a proposal for Jennifer Wright to assume the position as Administrative Director/Squad Leader. Polly advised that she, John and Mikal met with Jennifer during the week of July 21st and discussed her qualifications, salary, benefits, goals, objectives, etc. After that meeting they agreed that Jennifer would be a good candidate for this position. Polly advised that Jennifer would give up her current 40 hour/week position and cover four days and one night per week. Polly offered a copy of Jennifer=s resume to the members for review. David Rood presented concerns about the amount of work that the squad was asking Jennifer to take on as well as her experience as crew chief. Polly noted that Jennifer would be observing in Enosburg in order to accumulate more crew chief experience and will be scheduled with FRS crews as the second crewmember in order to gain crew chief experience. Given her background, there is no question that she can handle the administrative portion of the job. Jennifer answered questions from squad members regarding her qualifications and then she and William exited the room so that the squad could continue discussion.

After much discussion, the position was outlined as follows: Jennifer will cover a minimum of four (4) of the Monday thru Friday day shifts (6a – 6p) one (1) of the Sunday thru Thursday night shifts (6p-6a) and one weekend shift (6p Friday until 6p Sunday) per month. In addition, Jennifer will complete the EMT I03 class and become certified with Vermont EMS as an I03 before July 31, 2009. Jennifer will learn the billing system and keep billing current. In addition, Jennifer will be responsible for the following which prior to January, 2008 we done on a voluntary basis: prepare/distribute monthly schedules, ensure all shifts are covered, oversee vehicle maintenance, order/maintain medical supply inventory, work on recruitment/ schedule classes, perform rig checks on her M-F scheduled day shifts, set up weekly visits for vital checks at the Homestead/Carriage House and maintain card index of biographical information for the residents, investigate and write grants for squad approved major purchases and other duties deemed necessary by the members of the squad as discussed and voted at a regular squad meeting. In consideration of the above, FRS agrees to pay Jennifer an annual salary of Twenty-five (\$25,000.00) Dollars plus single health insurance coverage. On motion by Janet, seconded by John, the squad agreed to hire Jennifer to fill the position of Squad Leader/Administrative Director. There being no further discussion, the motion carried unanimously.

Jennifer re-entered the meeting, and was advised that the squad had approved the proposal and congratulated her on her new position. Jennifer thanked the squad members and advised that she would take on as much as she could during the month of August and would take the position full time on September 3, 2008.

Business Meetings B A request was made to stagger the business meetings with FFD in order to allow members who served both FRS and FFD an opportunity to attend both meetings. Jennifer committed to work with Howard and Justin to ensure that this happens.

Policy & Procedure Manual B David B. suggested that as we implement new changes in areas of rig checks, infection control, etc. that it might be beneficial for the squad to have a Policy & Procedures Manual. Jennifer committed to adding that to her list of objectives for the squad.

Health Screenings at Franklin Elementary School B David Rood advised that Alita Lott has requested assistance again this year with health screenings at the school, the dates are tentatively September 9th or 16th. Janet, Polly, David B. and David R. all expressed interest in performing the screenings. David R. committed to getting the dates back to these members when it was confirmed.

FRS Member BBQ B William Wright suggested an end of season barbecue to thank the members of the squad for all of their valuable service. Dates and availability will be collected from the members and a date set for the future.

Open Forum B no new items were discussed.

Meeting was adjourned at 8:30 p.m.