

Portal Rescue Inc., Minutes of Annual Community Board Meeting

March 16, 2011

1.0 Call to Order (Bill Wilbur) The annual community meeting of Portal Rescue was called to order at 6:04 pm by President Bill Wilbur. Other board members attending included Susanne Apitz, Rick Beno, Dinah Davidson, David Johnson, Jackie Lewis, and David Newton. Nineteen community members attended: Delane and Rene Blondeau, Carolyn Dearing, Lee Dyal, Marvin Goldfogel, Gerry Hernbrode, Janice Hurd, JoAnn and Doug Julian, Barbara Miller, Robert Morse, Ken Pease, Reed Peters, Evelyn Squier, Chris Wilbur, Jeanne Williams, Mary Willy, Richard and Fran Zweifel. The active members present were: Susanne Apitz, Rick Beno, Lee Dyal, David Johnson, Jackie Lewis, and David Newton. **2.0 Adoption of Agenda (not enacted) 3.0 Acceptance/Correction of Minutes for February 16, 2011 (no action) 4.0 Reports**

4.1 President's report (Bill Wilbur)

Bill reported that it has been a good year, and he reiterated his thanks to Jackie Lewis, Susanne Apitz, JoAnn Julian, and everyone else who has contributed substantially to Portal Rescue. Thanks also to Rick Beno for his work on the new RCO office. Meeting participants were invited to inspect this facility after tonight's meeting.

4.2 Treasurer (Rick Beno)

Rick reviewed the past year's income and expenses in detail (see also recent past PR Board meeting minutes). Among the highlights:

Income

- Portal Rescue currently has \$111, 746 on hand, and that amount constitutes an increase from \$87,501 at the start of last year.
- The organization earned \$1,974 in interest income, more than the \$1,400 projected, despite the current difficult climate for investment. Rainy day funds invested in CDs are earning 2.65%, and are relatively liquid since the penalty for early withdrawal is just the current month's interest.
- We received about what was anticipated from grants, although more than half of that was not reimbursed until February 2011.
- Donations totaled \$31,478, or approximately double funds anticipated, due principally to income from the donation drive, headed by JoAnn Julian and her committee. When we asked for donations, the community responded, and we will be proactive in asking again next year.
- Fund-raisers (absent the pie festival) contributed \$10,948, somewhat less than the anticipated \$13,000.
- Fire income of \$14,510 was lower than the \$20,000 projected at the start of 2010.

Expenses

- Office expenditures were slightly over budget, but funds for construction of the RCO office were slightly less than anticipated.

- We spent much less than projected on EMS supplies and equipment, since we were already well-stocked, and a surplus of almost \$3,000 was registered for the two budget categories together.
- EMS training expenditures were under budget by more than \$2,000.
- We utilized just half the funds allocated for fire training.
- In bringing fire-fighting equipment up to certification for our AZ state contract, we were a little over budget in the combined categories of fire supplies and equipment, but were substantially under budget in vehicle operations, thanks to a good deal of maintenance help from active members and board members.
- Expenditures for insurance were right on target.
- No funds were expended for structure maintenance.

Altogether, we took in about \$62,999 and spent \$43, 849. Most of the extra funds came from the donation drive.

4.3 EMS Chief (Jackie Lewis)

- During the past month, we had one EMS call.
- Regretfully, we accepted the resignation of EMT Walter Schoepfle
- A new wheel chair ramp has been purchased for the PR classroom.
- **Community Health Education Day** is coming up on Saturday, March 26, at 10:00 am in the PR Classroom. All community members are cordially invited to attend. Highlights will include: (1) instruction in CCC, the new and better Continuous Chest Compression procedure that replaces CPR; (2) presentation of a stroke awareness program; (3) explanation by Lifeline helicopters of an insurance program covering unreimbursed medical evacuation expenses. A lunch of bratwurst sandwiches will be provided, but participants are encouraged to bring a cold dish or dessert. **Please RSVP** to insure that we have sufficient food and chairs.

4.4 Fire Chief (David Newton)

- David reported no operations during the previous month.
- A productive vehicle maintenance day was held yesterday.
- Guidance has come out for this year's VFA grants, and Dave will prepare our application.
- We have purchased some fire supplies and equipment (portable pump, adapters, 2 chain saws, etc.) from our 90:10 grant and 50:50 grants.

David expressed appreciation for all the support given PR by the community.

5.0 Old Business

5.1 Addition to 'Wall of Fame'

President Bill Wilbur presented the 'Wall of Fame' plaque, newly honoring Robert Squier for his service to Portal Rescue. Bob was active in PR from 1989 through 1999, when failing health and hearing forced him to retire. His passion was serving as an EMT, and PR honors his many contributions to the organization over the years.

5.2 This year's budget (Rick Beno)

Rick reviewed the 2011 budget approved at the February board meeting, and also described a new procedure designed to facilitate budgetary planning.

New procedure

Annual variation in fire income is very difficult to project, and because this income often contributes substantially to our budget, uncertainty extends to the budget as a whole. Rather than guessing fire income in advance, we now list no anticipated income and then 'deficit spend' from this category, nevertheless anticipating reimbursement of those expenditures. (Uncertainty this year is compounded by the fact that the government is operating on continuing resolutions. BLM 90:10 grants have not yet been advertised, but USFS has issued requirements for its grants.) The budget will be written for no more than one half of the available funds minus the value of the Muma fund.

Review of budget

- Office expenses have been bumped up a bit relative to 2010, taking account of expenses for the donation drive.
- Expenditures for EMS classes are not included, because no potential candidates have come forward. However, the Board has voted to send students if any apply.
- Most of budgeted funds for equipment and training will likely be reimbursed from grants. Much of what is budgeted is for new radios and upgrades to comply with narrow band and requirements for radios in 2013.
- In the category of fund-raising expenses, those for the Soup Kitchen are typically reimbursed by the Julians.

In response to questions from community members, Rick clarified the definition of fire income. On fires outside our tiny local area, we are paid a contracted hourly rate per vehicle that varies from \$86 to \$125. From that vehicle rate, firefighters that crew the vehicle are paid \$20/hour each.

Overall, we anticipate \$50,500 in revenues and expenses, and expenditures for 2011 have so far totaled \$9,342. Donations will likely come in late in the year, during the October donation drive.

5.0 New Business

5.1 Proposed changes to By-laws (action item)

Rick projected proposed By-laws changes to the screen from his computer. Due to the small size of the community served by PR, and to the difficulty constituting the 9-member Board and achieving a 7-member quorum for each meeting, it is proposed that the Board now consist of 7 members, with five attending members needed to reach a quorum. In response to Bill's request for discussion, Doug Julian spoke forcefully in favor of the change – referencing the observation (Parkinson's Law) that there is no relationship between the size of the workforce and the amount of work done.

Only the six attending active members were eligible to vote on these changes. (Jackie expressed disappointment that, other than active members on the Board, just one active member attended this year's annual meeting, and that same number of members was present last year. PR has 12-15 active members, and just a third or fewer are in attendance.) Rick put forward, and Jackie seconded, a

motion to accept the above changes to By-laws. A voice vote in favor of the By-laws changes passed unanimously.

Several community members spoke to the need to recruit more active members, especially EMTs. (Although four people have expressed interest in fire-fighting – commitments that must be made very soon – the situation for EMTs is approaching “critical”.) A substantial problem is that courses are given only through Cochise College (each semester), and thus require substantial commitments in transportation time and overnight (or entire month) stays for participants from Portal. Board members continue to talk with potential recruits, and we strongly encourage community members to do the same. Lee Dyal pointed out that the situation will likely become even more difficult, because the hours requirement will increase for EMT training. Moreover, existing EMTs will soon need to take 30-50 hours of coursework in order to recertify. The main difficulty in our community is that most younger community members work (either full-time or part-time) and/or are just part-time residents.

5.2 Nominations and elections

Active members

Jackie nominated David Johnson, who accepted.

Susanne nominated Rick Beno, who declined.

Rick nominated Susanne Apitz, who accepted.

Bill solicited discussion, but there was none, and since all candidates were running unopposed, active members elected the slate of active member candidates by acclamation. Bill thanked and welcomed participation of these board members.

Community members

Barbara Miller nominated Bill Wilbur, who accepted.

Bob Morse presented the nomination of Reed Peters, who accepted.

Barbara Miller nominated Dinah Davidson, who accepted.

The slate of candidates was again running unopposed, and the community voted to elect them by acclamation.

Bill Wilbur expressed great thanks to Rick Beno, who has done a tremendous job of keeping our accounts, and of tailoring the budget system to our specific needs.

Delane Blondeau expressed her gratitude to EMTs, Fire-fighters and board members for their work on behalf of the community.

7.0 Executive Session

The Board then went into Executive Session, in order to determine which members would occupy specific offices. They returned and announced the following appointments:

President: Jackie Lewis
Vice-president: David Johnson
Treasurer: Bill Wilbur
Secretary Dinah Davidson

8.0 Addenda (none)

9.0 For the Good of the Order (nothing)

10.0 Adjournment

There being no further business, Bill moved to adjourn, Susanne seconded the motion, and the decision to adjourn passed unanimously at 7:?? pm.