

**Portal Rescue Incorporated Board Meeting  
Saturday, March 24, 2012**

**1.0 Call to Order (Jackie Lewis)**

President Jackie Lewis called the meeting to order at 13:06 pm. All board members were present, and a list of other attendees is provided as Appendix A.

**2.0 Adoption of Agenda (Jackie Lewis)**

The published agenda was adopted without change (motion by Susanne, seconded by Reed, vote unanimously in favor).

**3.0 Acceptance/Correction of Minutes (Jackie Lewis)**

Reed moved to accept minutes from the January 25, 2012 meeting. Susanne seconded the motion and the vote was unanimously in favor.

**4.0 Reports**

**4.1 President's report (Jackie Lewis)**

Jackie expressed her hope that the enthusiasm of the EMT students rubs off onto more of our current active and community members. These students have a great desire to do their utmost for the people they will be called upon to assist in a time of need. They are putting Portal Rescue in the front of many parts of their lives and, in so doing, are raising the visibility of PR in our community. Jackie urged those present to help us share the pride in our organization. When you have a new neighbor, do you introduce yourself and tell them about the area's amenities? How about introducing Portal Rescue to them at the same time? Brochures and a few newsletters are available to take home today. Take them and take pride in Portal Rescue!

**4.2 Treasurer's report (Bill Wilbur)**

Bill reviewed income and expenses during 2011, and (year-to-date) 2012.

**2011 budget** (see also the two last sets of minutes): Net income was \$144,079, and net expenditures totaled \$97,569. Largely due to the Horseshoe 2 fire in 2011, we had a net surplus of \$46,510. Currently, our total assets, including checking and investments, sum to \$154,409.

**2012 budget:**

*Revenue:* This year, no revenue has yet come from grants. \$6,890.00 has been donated, and \$6,289.40 has come from fundraising efforts. Interest income now totals \$399, and \$473 has come in as fire income. Counting some other minor categories, revenues to date total \$14,480.

*Expenses:* Expenses to date include \$1,354 for office supplies, \$1,408 for EMS supplies, \$650 for EMS training, \$1,532.68 for fire supplies, \$567 for fire training, \$658 for fire equipment, \$2,841 for vehicle operations, \$3190 for radio operations, \$3279 for insurance, and \$3,000 in refunds to EMS students now affiliating with Portal Rescue. Including some other minor categories, expenses total \$18,858.

*Summary of Assets:* Currently, our investments total \$64,319, and we have \$90,070 in checking. Including petty cash and earned interest, assets total \$154,409.

**4.3 Fire Chief's report (David Newton)**

**Grants:** We received a 50/50 VFA grant for PPE, nozzles, hose, and two spots at September's Fire School in Mesa. We will spend \$2400 and be reimbursed \$1200.

**Training:** We had a good vehicle work day on Feb 29th. One soon-to-be Firefighter attended a 3-day hazmat course where the instruction was (unfortunately) poor. Prospective fire-fighters Tim Barrett and Jerry Racicot are taking their second and final weekend of Basic Wildland Firefighting as we speak.

**Tax issues:** IRS 1099-MISC's were mailed out to any fire firefighter who made \$600 or more in 2011.

**Problem with dispatch:** Arizona (State Forestry) Dispatch mucked up a fire call for us. The situation should be corrected now and they've demonstrated they can tone us out correctly. Also, Bisbee 911 has shown they can correctly tone us out for fires.

Contract reporting: A new 2 year contract for our fire-fighting apparatus has been sent to the AZ District Forester for a signature. A change this year is that our personnel will be invoiced separately from the equipment. This should have no net effect on our income, but does add to the paperwork burden.

#### **4.4 EMS Chief's report (Jackie Lewis)**

Calls

In 2011, PR had a total of nine calls but, as of March 23, we have had six calls already this year.

Training

In February, 14 EMTs and EMT students received training in documentation and practical skills.

In March, seven students were introduced to Rescue 4 and use of the gurney. They also learned the locations of supplies for restocking rescue vehicles.

On the morning of March 26, PR will take part in Evacuation Day at the San Simon School.

Later that day, eight new EMT students will receive radios and instruction in their use.

Epi-pens

Jackie described how costs for Epi-pens (with just a 9-month shelf life) have escalated during recent years. These costs alone will put us over budget in the EMS supplies category this year. Jackie continues to solicit donated Epi-pens from Dey Pharma.

Files necessary for EMTs, TMC and OSHA are being updated or created.

Finally, Jackie expressed her thanks to Fire Chief David Newton for his help with EMT training in radio communications and the Incident Command System.

#### **5.0 Old Business (none)**

#### **6.0 New Business**

##### **6.1 Acceptance of new EMT members (Jackie Lewis)**

Jackie listed names of the new EMTs applying to become active members of Portal Rescue. She then moved that PR accept these applicants. Her motion, seconded by Bill, was approved unanimously in a vote by active members.

##### **6.2 Addition of a mutual aid agreement to the Policy Manual (David Newton)**

During a recent audit, the Hidalgo County Fire Marshall noted that Portal and Rodeo have never had formal agreement for reciprocal (free) assistance during fire calls. Encouraged by the NM State Fire Marshall, the County Fire Marshall asked that such an agreement be written, and we are now very close to having a contract ready for the PR President and Fire Chief to sign. Signatures would also be required from Ramon Escobar (Rodeo Fire Chief), as well as the Chairman of the Hidalgo County Commission and the Hidalgo County Fire Marshall. David moved to insert a blank page for this purpose into the Policy Manual. This action would permit the Board to vote on the issue without a requirement for an additional community meeting. Jackie seconded this motion, which carried unanimously. Cooperation between EMS personnel in Portal and Rodeo would not be affected by this agreement. (Although there once was a mutual aid agreement, its whereabouts are now unknown.) It was suggested that the agreement should be sent to our insurance carrier for a look.

##### **6.3 Election of 2012/2013 board members**

Nominations of active members (two open positions)

Pat Owens nominated David Johnson, who accepted the nomination to serve for another year. Jeff Gee nominated Jerry Racicot, whose wife Jennifer, accepted the nomination during Jerry's absence. There being no additional nominations for the two open positions, the two candidates were approved by acclamation.

Nominations of community members (three open positions)

Dinah nominated Harold Farmer, who accepted the nomination. Lee Dyal nominated Bill Wilbur, and Jeanne Williams nominated Reed Peters; both also accepted their nominations, and again the nominees were approved by acclamation.

The two Chiefs and the newly elected board members then retired to an Executive Session in the bay to determine who would fill the various official positions on the Board. Results of these deliberations are as follows for 2012:

President – Jerry Racicot (absent, but agreed to by Jennifer)

Vice-President – David Johnson continues for a second year.

Treasurer – Bill Wilbur continues for a second year.

Secretary – Harold Farmer

**7.0 Addenda (NONE)**

**8.0 For the Good of the Order (NONE)**

**9.0 Adjournment (Jackie)**

Susanne moved for adjournment at 14:11; Dinah seconded the motion, and hearing no dissent, Jackie declared the meeting adjourned at that time.

#### **Appendix A: Attendees at the PR Annual Community Meeting**

##### Community members

Vicki Beno  
Carolyn Dearing  
Maya Decker  
Kate Fackelman  
Harold Farmer  
Gerry Hernbrode  
Don Korleski  
Reed Peters  
Jennifer Racicot  
Helen Snyder  
Greg Wayman  
Bill Wilbur  
Frances Zweifel  
Richard Zweifel

##### Active members

Richard Beno  
E.T. Collinsworth  
Lee Dyal  
Susanne Dyal (Apitz)  
Jeff Gee  
David Johnson  
Jackie Lewis  
David Newton  
Pat Owens  
Lance Shultis  
Bob Walton

##### Soon-to-be active members

Dinah Davidson  
Donna Meenach  
Joe Meenach  
Stevie Wayman  
John Yerger