

**Portal Rescue Incorporated
Board Meeting and Annual Board Elections
Minutes of March 19, 2008**

1.0 Call to Order: 6:09 PM

2.0 Adoption of Agenda: Approved by all present.

3.0 Acceptance of the Minutes: Minutes from the Feb. 20, 2008 PR Board Meeting accepted.

4.0 Reports

4.1 President: Maya Decker

4.1.1 President Decker commented on the challenge of leading this organization and commended numerous area residents for their extensive commitment of time, energy, and labor to Portal Rescue. Decker recognized Past President Pi Irwin for comments she wished to make on the evolution of the organization. Irwin recalled that, in focus groups and a community survey conducted during her presidency in 2006, respondents had identified top priorities for the organization: recruiting more firefighters, more EMTs, and more Active members in outlying areas. She commended the organization for accomplishing all these goals.

4.2 Treasurer Shela DeLong: Review of 2007 Budget and Presentation of 2008 Budget for Feb. 2008. (see Appendix A for details of Feb. Budget)

4.2.1 2007 Budget: *Projected Revenue, \$49,121; Actual Revenue: \$56,203.* The additional revenue came primarily as a result of a)

the department earning more on state and federal fires than had been projected; and b) a \$5,000 donation earmarked for retrofitting fire trucks. *Projected Expenditures, \$49,700; Actual Expenditures, \$53,000.* Greater than projected expenditures

primarily due to a) pay to firefighters working on state and federal fires (this expenditure is offset by greater than projected fire pay from state and federal fires); and b) greater costs for training of firefighters than had been budgeted.

4.2.2 2008 Budget: *Projected Revenue, \$87,000; Projected Expenditures, \$92,000.* Part of the disparity between

revenue and expenditures is due to the fact that most of the department's outlays for retrofitting fire trucks will occur in 2008, but the \$5,000 donated for this purpose was made in 2007 and therefore cannot be included in revenues for 2008. The marked

increase in revenues and expenditures for 2008 compared to 2007 is also due to a \$26,000 grant the department received from the state to pay for fire abatement (i.e., brush crew) work.

4.2.3 "Rainy Day Fund" and Kay Muma Endowment: President Decker, Treasurer DeLong, and past treasurer Geoff Bender explained that the intent of the department's "Rainy Day Fund" is to provide funds to cover budgeted expenses for an entire year in the event that donations, fundraisers, grant awards, and other sources of income fall short. They also clarified that the \$15,000 endowment from the estate of Kay Muma is structured solely to generate interest income; the endowment money is not available for expenditures, but the interest income is deposited in Portal Rescue's general operating account. In accordance with

the wishes of the estate, the money is in an insured money market account; as of the end of December 2007, the interest rate on that account was 3.88%

4.3 Fire Chief: Barney Tomberlin

4.3.1 On March 29, Portal Rescue firefighters will attend a joint training with the Rodeo Fire Dept. only nineteen of our firefighters are slated to attend this training.

4.3.2 Tomberlin and Portal Rescue assistant fire chiefs **Mitch Webster** and **Geoff Bender** attended the March 26 Cochise County Fire Chiefs' meeting in Douglas. Participants at the meeting discussed the need for all fire departments in Cochise County to be prepared for an early and intense wildland fire season this spring and summer.

4.3.3 Portal Rescue Firefighters Lee Dyal, David Newton, Walter Schoepfle, and David Johnson participated in a U.S. Forest Service controlled burn in the southern Peloncillos for 2 days in early March.

4.3.4 Tomberlin turned the floor over to **Tony Godfrey**, Portal Rescue Fire Training Officer. Godfrey reported that he had submitted an application to the state the previous week for a Rural Fire Assistance grant. Portal Rescue applied for funds to purchase wildland firefighting gear, new fire shelters, and other miscellaneous equipment; as well as to pay for at least 12 firefighters to attend the AZ state fire school in Sept. 2008. This grant will cover 90% of costs and Portal Rescue will pay the other 10%; the department should hear about the grant award in late April or early May. Godfrey also reported that he would soon obtain donated equipment from the Tohono O'odham Reservation Fire Department consisting of 15 fire shelters, Nomex wildland firefighting gear, and tools to Portal Rescue.

4.4 EMT Chief: Jeff Gee

4.4.1 Gee pointed out that Portal Rescue's property, buildings, trucks, equipment, and gear are worth about \$1 million. He noted that, for the most part, this growth has been achieved for about 20 cents on the dollar, by obtaining grants and donated equipment, as well as community labor and other support.

4.4.2 Gee reported that of the 18 people who started the EMT basic training class held here in the spring of 2006, 14 graduated (a record number, he says, for the average volunteer EMT class). Of those, several have since retired for various reasons. Portal Rescue now has 11 active EMTs. While this is a good roster, Gee suggested that Portal Rescue prepare to respond to attrition by offering another basic training course in Portal this winter, preferably with at least 10 students. He noted the Portal area needs to have about a dozen committed EMTs to ensure adequate coverage; a minimum of two are required to respond to a call, and periodically some EMTs are out of town or otherwise unavailable.

4.4.3 Gee recognized current and retired EMTs at the meeting.

5.0 Old Business

5.1 President Decker noted that, at the last meeting, the Board unanimously approved a motion to hold an annual potluck recognition luncheon for Portal Rescue firefighters and EMTs. The Board unanimously voted to hold the first luncheon on Sat., April 26, 2008. Decker asked for volunteers to assist with the organization of the event.

5.2 Proposed Changes to Portal Rescue Bylaws:

5.2.1 Board member Rick Beno summarized the proposed changes to the Portal Rescue Bylaws: Making a member of Portal Rescue Dispatch, chosen by the dispatchers, an automatic member of the Board of Directors; clarifying how the Fire Chief, EMT Chief, and Dispatch Representative are elected to the Board; redefining the officers of the Board — President, Vice President, Secretary, and Treasurer; and delineating those on the Board who have authority to sign for Portal Rescue financial transactions — the President, Vice President, and Treasurer.

5.2.2 Discussion and Comments: A community member noted that making a dispatcher an automatic member of Board of Directors would reduce from 3 to 2 the total number of Active members who were elected to the board by fellow Active members. Active member Ken Joens asserted that the board was out of order for voting on the amendments to the bylaws because Portal Rescue had not complied with the stipulation in its bylaws that requires 7 days prior written notice to Active members about proposed changes to the bylaws. Joens said almost half of the active members had not been notified in writing, contending that the notice posted at the Portal Rescue Bulletin Board at the Post Office was insufficient notification. Decker responded that on March 12, in addition to posting the proposed changes on the Portal Rescue Bulletin Board, she sent a notification by email to 114 households in Portal, Paradise, and Rodeo — 26 of which were the households of active members. March 12 was seven days prior to the annual meeting and therefore complied with our bylaws. She went on to cite the Arizona Revised Statutes governing incorporated

agencies, which state that email or public posting satisfies the definition of written notice *(see note at end of minutes regarding steps that have since been taken to ensure that Portal Rescue public notices will also be posted in a timely fashion at the Rodeo, NM Post Office bulletin board).

- 5.2.3 Past President Irwin suggested that the 21 active members present at the meeting could vote as to whether they wished to proceed with vote on bylaws amendments or not. A community member suggested that to address the notification issue in accordance with the AZ Revised Statutes, a special meeting could be held to address the proposed amendments to the bylaws. Active member Jackie Lewis made a motion to proceed with the vote on the amendments and not have a special meeting; active members Barney Tomberlin and Chris Husband seconded the motion. By a vote of 20 for and 1 against, active members voted to proceed with the vote on bylaws amendments instead of having a special meeting. After some additional discussion, the active members adopted, by a vote of 17 for and 4 against, the amendments to the bylaws.

6.0 Election of PR Board of Directors (Ballot Counters: Pi Irwin, Alice Newton, Susanne Dyal, & Pat Owens)

6.1 Active Member Positions: Five Active members were nominated for the two Active member positions on the board; one declined to serve.

Of the nominees, Rick Beno and David Johnson were elected.

6.2 Community Member Positions: Seven community members were nominated for the four community member positions on the board. Of these, Maya Decker, Shela DeLong, Lisa Bender, and Paul Irvine were elected. Decker thanked members of the 2007 Board of Directors for their service.

6.3 Election of Officers of Portal Rescue Board of Directors: Decker announced that Portal Rescue Dispatchers had elected Misty Webster to serve as their representative on the Board. By voice vote, the Board of Directors nominated and elected officers: Maya Decker, president; Rick Beno, vice president; Shela DeLong, treasurer; and Lisa Bender, secretary.

7.0 For the Good of the Order: Fire Chief Tomberlin announced firefighters meeting on Sat., March 22.

8.0 Adjournment: 8:46 PM; motion by Maya Decker, seconded by David Johnson.

Respectfully Submitted by Lisa Bender, Secretary Portal Rescue Board of Directors April 7, 2008

* Bill Wilbur has graciously offered to post notices in Rodeo P.O., Café, and Laundromat.