

Portal Rescue Incorporated Board Meeting

September 19, 2007

1.0 Call to Order: at 6:01 PM by President, Maya Decker

All Present: Maya Decker (President), Rick Beno (Vice President), David Johnson (Secretary), (Shela DeLong), Treasurer, Dennis McAvoy (Fire Chief), Jeff Gee (EMS Chief), Jim Algots, Ken Joens, Roberta Ward came later.

2.0 Adoption of Agenda: adopted as presented, by all present.

3.0 Acceptance/Correction of Minutes for August 14, 2007

Minutes approved as corrected, after correction of spelling, changed to Ed Roose

4.0 Reports

4.1 Appendix A Letter to Board from Pi Irwin

Pi Irwin thanked Helen Snyder for her outstanding work on the Audit Committee. Helen Snyder reported on the Audit Committee's findings. The Committee noted that Treasurer's position is quite a big task.

The intention of the team was to balance the checkbook compare it to bank statements and to check for any mathematical mistakes.

Another goal was to examine information in order to track budget expenditures month by month. The Audit Committee looked for a history of late payments and found no consistent pattern.

Problems identified:

- checks were not issued correctly,
- checks not categorized to budget correctly,
- missing checks, and checks voided and destroyed.
- Online payments that leave no hard copy to track. It was noted that online payments, which require no signatures, could cause problems.

There was no evidence of any criminal activity.

The Audit Committee gave the Board the following recommendations.

PORTAL RESCUE TREASURER DUTIES

We need to protect the integrity of past years' records when assuming the position of Treasurer of Portal Rescue. Protect the organizational and individual financial information during tenure.

Enter transactions into Quicken by download from Chase Bank.

Manually itemize deposits and payments according to established budget categories, using 'split' and 'category' functions in Quicken. Add or alter established categories only with Board approval.

Pay bills and deposit donations within 21 days of receipt.

Pay bills using sequentially-numbered paper checks from checkbook. No online payments, Record identical information on check stub and memo line of check. Identify budget category in this information. Archive all register stubs, deposit slips and receipts, and voided checks.

Label paid invoices with date received, date paid, budget category, and check number. File hard copies by budget category, chronologically.

Create a record of each deposit by photocopying deposit slip and checks together on a page or pages.

Maintain an Excel file of donors' names and addresses, amount or item given, date received, date receipt and thank-you sent. Record non-cash donations as well. Send information to thank-you note volunteer.

Reconcile transactions with bank statement monthly. Check for bank errors.

Back up Quicken and Excel files after every use.

Prepare Treasurer's report for monthly and annual meetings showing income and expenditures which track budget compliance.

Track budget and alert board to impending budget category overruns or shortfalls.

Prepare and file IRS and state tax returns.

In January, prepare 1099-MISCs for personnel paid more than \$600 in the previous tax year.

Prepare quarterly Worker's Comp reports and pay required amounts.

Assist in preparation of upcoming year's budget.

Transfer all records (Quicken files, bank statements, invoice files, deposit records, tax records) – in good order to successor.

18. Provide training for incoming treasurer

Community feedback and comments to Audit Team members

1. Felt good about focus groups in 2006 and imputed Board to train more Firefighters and EMT's. 2. Feeling that spending is out of control, no one is on watching expenses.

3. There is no advance planning for acquisitions of big equipment

4. Present Board not following previous Boards policy.

5. Board not enforcing prior authorization of purchases.

6. There appears to be a trend of loose financial responsibility.

7. Financial reports are not easy to understand.

8. There is a lack of communication between Board and community

9. There needs to be a return to budget compliance.

10. Non-emergency expenditures should be authorized by Board.

11. Free trucks aren't really free, they come with costs to make them roadworthy, and yearly

registration and insurance expenses.

12. There should be written proposals for equipment requests, and Board should authorize them.

13. That fire income is unpredictable and difficult to budget for.

14. That we need a hotline for better communication

15. That community members should come to Board meetings for information.

16. That donations are one half of income and as such should be considered soft money.

17. There is a feeling that the Board is unable to current correct problems.

18. There is a concern that donations may not continue at historical levels, if problems continue.

19. There is a need for a handbook of policies and minutes. so that future Boards and Treasurers then can have easy access and awareness of past Board actions on policy changes.

The Audit Committee also recommended actions for the Board to approve

1. Track year to current year budget to expenses.
2. Make it easier for new Board and Treasurer to learn procedures.
3. To insure Board's decisions are followed from previous Board's
4. Recommended Treasurers Duties must be adopted by Board

5. Board needs to take active control of money.
6. Board needs to standardize bookkeeping.

7. Board needs to ensure that the budget is followed.
 1. Board needs to enforce spending authorization, and needs to regain control.
 2. Board needs to adopt and enforce a policy of not accepting gifts that involve ongoing costs.
 3. Board needs to create a policy manual to ensure consistent fiscal policy from one Board to the next.

4.2 and 4.3 Maya Decker President and Treasurer pro tem

(See Appendix B "PR Budget August 1, 2007")

Maya reviewed the budget and Treasurer's reports through Sept 19, 2007

Discussion of line items on expense and revenue

- Revenues to date \$42380.38
 - Expenses to date \$40630.47
 - Checking account balance \$ 9734.55

4.4 Fire Chief

- Sept 5-9, twelve Firefighters went to Arizona State Fire School in Mesa.
- Mid August to mid September Firefighters responded to a car accident, a structure fire, and a fire in the National Forest.
- . On Sept 15, ten Firefighters attended the monthly meeting. Discussion included our experiences at AZ State Fire School. Improving communications with a phone tree to call Firefighters. We had some discussion on driver training. Later we inspected and did light maintenance on all the vehicles
- Fire Chief McAvoy is receiving grant-writing aid from USDA Rural Development.
- Summary on **Firewise** project information
- We have received an offer from Bowie Fire Dept for a free brush truck. Our acceptance is pending more information from Chief McAvoy about projected costs and the authorization of the Board.
- Our Engine 2 is going to Fry Fire Dept for its pump test.

- At request of Chief McAvoy, Ken Joens has agreed to be Assistant Fire Chief.
- Dennis started discussion on a grant for Fuel Reduction Plan from Arizona State Forestry, Jeff will present detailed information.

4.5 EMS Chief

- Discussed broken alternator belt on rescue vehicle. It did not affect performance of vehicle for the short trip to the emergency call.
- We've had a few EMS calls since last meeting, which we can't discuss.
- Sept 15 Portal Rescue had EMS training with a good turn out.
- Discussion about Brush grant, AKA Fuel Reduction grant approved by AZ State Forestry for \$52K. This grant is contingent on acceptance by the Board. Portal Rescue has to bank the grant. We will pay crew to clean yards and Portal Rescue has to wait for grant funds to refill our bank account. Jeff will hold an informational meeting to advise the community. He will have to see what needs to be done at each property. Then they will schedule the day that work is started.

4.6 Fundraising

Gerry Hernbrode reported that the Pie Festival was a big success, there was with wonderful cooperation from the Rodeo, Portal, and Paradise communities. This joint community effort raised \$1,583 for Portal Rescue.

4.7 Building dedication committee

No report

9.0 Adjournment at 8:23