

**Portal Rescue Incorporated Board Meeting  
July 16, 2008**

**1.0 Call to Order:** 6:06 p.m. Portal Rescue President Maya Decker was out of town, so Vice President Rick Beno led the meeting.

**2.0 Adoption of Agenda:** EMS Chief Jeff Gee suggested the nomination of a Portal Rescue Member of the Month. Beno said the question would be addressed as an addendum to the agenda. The Board accepted the agenda with the addendum.

**3.0 Acceptance of the Minutes:** Minutes from the June 2008 meeting are amended as follows: The correction to previous minutes regarding \$1,800 in expenditures on a brush truck was still incorrect. The money was spent on Brush Truck 6, not Brush Truck 9. The Board accepted June minutes as corrected.

**4.0 Reports**

**4.1 President's Report: Vice President Rick Beno** (Maya Decker is out of town on vacation)

**4.1.1 Kudos to Portal Rescue Members:** Beno read a letter Bob Morse had written applauding **Portal Rescue** (PR) firefighters' and EMTs' service in the area on July 5. On that day, he said, two firefighters were working on the Buck Fire in the southern Chiricahuas, a number of EMTs responded to a call in Sulphur Canyon, two other firefighters were in Rodeo to provide radio relay for those EMTs, and other firefighters were conducting a vehicle check at the PR **buildings**.

**4.2 Treasurer's Report: Treasurer Shela DeLong**

**4.2.1 Revenues:** PR recently received the first of two payments due from the Fire Fuels Reduction (i.e., "brush crew") Grant, \$13,951.08, all of which was deposited in the general checking account. Since then, checks totaling \$3,415 have been disbursed for various expenses, leaving \$11,062 in the general checking account. The Edward Jones Money Market Account (a.k.a. "Rainy Day" fund) currently holds \$26,291.

**4.2.2 Expected Revenues:** PR is awaiting the following payments: 1) approximately \$19,000 for its participation in various fires on state and national forest lands, the applications for which have been submitted; and 2) approximately \$12,000, the second and final payment from the Fire Fuels Reduction Grant.

**4.2.3 Grants:** PR was recently awarded a grant of \$18,000 from the Rural Firefighters Association, but under the terms of that grant, the organization must spend the money first, then be reimbursed. PR also applied for money from a Federal Emergency Management Agency grant program, but has not yet heard about the awards.

**4.2.4 Expenditures:** To date, PR expenditures for EMS supplies totaled \$1,136.92, significantly more than the \$100 budgeted for the year.

Telephone and office **expenditures to date are \$560 over budget;** DeLong said she was working to eliminate the long-distance service on the phone at the PR building. **In May and June, PR paid a total of \$2,796.51 to fill vehicle fuel storage tanks. Although those expenditures were listed in the June Budget Report under Maintenance and Operations category, they should be listed in the Vehicle Operations category.**

**4.2.5 Appropriation of Funds:** EMS Chief Jeff Gee suggested that PR put \$10,000 of the brush crew payment into the money market account, since PR had spent \$15,000 from that account to cover the costs of repairs to Engine 2. Board and community members then discussed the amount that needed to be kept in the general checking account, noting that monthly expenditures vary significantly depending on fires and other occurrences. Gee then suggested that at least \$7,500 – half of what had been withdrawn from the money market account for Engine 2 – should be deposited in that account now. (See 4.2.7 below)

**4.2.6 Changes to EMS Supplies Budget:** Gee reported that much of the \$1,136 spent went to finish outfitting Rescue 4, PR's new ambulance; he said he doesn't anticipate many upcoming expenses in

this category, as both the vehicles and the supply cabinet were well stocked. The \$100 budgeted for EMS supplies for 2008 was, he said, an arbitrary amount he suggested just to get the budget completed. In addition, he noted that some of the costs of outfitting Rescue 4 were covered by the \$25,000 donation made for that vehicle in 2007. He suggested that PR leave the budget at \$100, so that, at the PR's 2009 annual meeting, attendees will see how the growth of the community has affected the budget. Board Member David Johnson responded that the budget report should be structured to show that the donation money from the previous years actually covered much of the costs for EMS supplies. Beno said the budget as now structured wasn't deceiving, because the money for Rescue 4 is "buried" in the amount shown in the money market account, which in turn helped covered expenditures over budget in 2007 – namely, Brush 2 costs. Gee noted that there were other EMS supplies purchased, including IVs and Combi-Tubes, which a number of EMTs were recently certified to use. The \$100 amount budgeted was just an initial budget amount, not realistic. David Johnson asked whether Gee could look at expenditures in this category at the end of the year and come up with a realistic budget amount for 2009. Gee said he was working on that, adding that \$550 in donations had been received so far this year for EMS services provided, and that supply costs varied greatly from year to year.

**4.2.7 Other Discussion: Board members and community participants discussed postponing the deposit of funds in PR's money market account until other, expected revenues come in.**

Johnson suggested that the Board consider changing its fiscal year so that it began in **September**, after PR had received all the "fire pay" (i.e., reimbursement for work on fires) for the season. Beno said that topic would be put on the agenda for the next meeting. Community participant Helen Synder noted that changing fiscal year might require a change in the bylaws.

**4.3 Fire Chief's Report: Fire Chief Barney Tomberlin**

4.3.1 No report for this meeting since Chief Tomberlin was out of town.

**4.4 EMS Chief's Report: EMS Chief Jeff Gee**

4.4.1 Fire Fuels Reduction Grant: As one of its final tasks, the brush crew cleared and widened a footpath between the end of Cathedral Rock Road and Poorwill Road, creating an additional evacuation route for the residents of both roads. Bob Chew has agreed to pay for a culvert that is needed for the connecting road. A complete report on the work of the brush crew this year will be posted at the Portal Post Office. Portal Rescue will apply for the Fire Fuels Reduction Grant this year; if awarded, the brush crew will begin work this winter.

4.4.2 Training: The Southern Arizona Trauma Network (SATNET) annual training will be held in August; PR has received enough scholarships for this program to send all its EMTs while paying for only five. **The Southeast Arizona Emergency Medical Services Council (SAEMS) has awarded PR a Provider Grant to cover two training devices – a dummy for practicing use of the Combi-Tube intubation**

**device and a dummy arm for practicing use of intravenous lines. SAEMS will purchase and ship both devices.**

4.4.3 EMS Supplies Budget: Gee had nothing further to report on this, as it had been discussed during the Treasurer's Report.

4.4.4 EMS Calls: Since the last Board meeting, PR had responded to eight medical calls: two patients were transported by helicopter, the other six by Douglas ambulance. Four of the eight patients were undocumented aliens.

**4.5 Dispatchers Report: Dispatch Representative Misty Webster**

4.5.1 Jack Wood Fire: During the Jack Wood Fire in Horseshoe Canyon **in June**, PR dispatchers and Fire Chief Barney Tomberlin received — on the PR emergency line, the dispatchers' home phone lines, the PR business phone, and Tomberlin's home phone line — over 100 phone calls. Most of the calls

were from residents asking if they should evacuate, where to go, and if PR could help them evacuate. Gee and Snyder responded that the level of calls indicated a need to provide some sort of “refresher” to the community on the evacuation plan, and perhaps even update the plan. Snyder suggested that PR might be able to use the Portal website during fires to provide updated information from the U.S. Forest Service and other evacuation recommendations, thus relieving Dispatch of some of the burden of communications. Board members and meeting participants discussed the particulars of the Jack Wood Fire and residents’ responses to it.

**5.0 Old Business:** No old business

**6.0 New Business:** No new business.

**7.0 Addenda**

7.1 Member of the Month: Gee recommended that Bob Morse, resident of Portal and former PR firefighter be nominated “Volunteer of the Month.” During the Jack Wood fire, Morse spent two entire nights at the PR building handling dispatch duties to help the regular dispatchers. The Board unanimously approved the nomination.

**8.0 For the Good of the Order:** No additional commentary.

**9.0 Adjournment:** The meeting adjourned at 7:25 p.m.