

**Portal Rescue Inc.**

**Board Meeting Minutes**

**August 20, 2008**

**1.0 Call to Order:** 6:03 p.m.

**2.0 Adoption of Agenda:** The agenda was adopted with two revisions: adding a report on telephone book sales to Section 4.6, Fundraisers; and, including a discussion of ways to solicit additional donations from the community in Section 7.1, Addenda.

**3.0 Acceptance of Minutes:** The minutes from July 2008 were amended as follows: the heading for Section 4.25 should be amended to read "allocation" not "appropriation"; and the time of Buck Fire should be changed from June to July 4.

**4.0 Reports**

**4.1 President's Report – Maya Decker**

**4.1.1 Payment for Jack Wood Fire:** Portal Rescue (PR) recently received payment for its participation in the Jack Wood Fire in June. Fire Chief Barney Tomberlin, while recovering from knee surgery, is working on the allocation of payments to firefighters and to the organization.

**4.1.2 2008 Earnings from Fire Work to Date:** So far in 2008, PR has earned \$21, 718.12 for work on state or USFS fires, all of which the organization has received except the 2710.96 for the Buck Fire in July.

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

**4.2.1 Changes to Budget Report:** The Budget Report for August includes several changes to reflect recent income received and decisions made at the July board meeting. The \$11,860 received for work on the Jack Wood Fire and \$6737.16 received in June for the Whitmire Fire has been moved from Accounts Receivable to Fire Income. The \$5,000 donation made last year for work on fire trucks is now included in the Vehicle Operations budget for this year.

**4.2.2 Changes to Telephone Service:** VTC is now the long-distance carrier for PR's business and emergency telephone lines; The AT&T service was cancelled because the base fee of \$70/month, was too expensive. This change should help reduce upcoming expenditures in the Telephone & Office Expenditures budget.

**4.2.3 Accounts Payable:** PR made a \$2024.00 insurance payment in July with the last payment for the year of the same amount coming due in October.

**4.2.4 EMT Supplies Budget:** As discussed at the July board meeting, the \$100.00 allocated for the 2008 EMS Supplies budget is inadequate. President Decker, having reviewed EMS supply costs in previous years, made a motion to set the budget for this category at \$2,000.00 by moving \$1,500.00 from the Vehicle Operations budget and \$400.00 from the Fire Pay budget. EMS Chief Jeff Gee seconded the motion. However, after some discussion of whether reducing the Fire Pay budget would leave it in the red for 2008, Gee motioned for an amendment to the previous motion, whereby only \$1,500.00 would be reallocated from the Vehicle Operations budget to the EMS Supplies budget, leaving the Fire Pay budget as is. DeLong seconded the motion, which passed by majority vote.

### **4.3 Fire Chief's Report – Maya Decker** (reporting for Fire Chief Barney Tomberlin)

**4.3.1 State Fire School:** Three or four PR firefighters had signed up so far for the annual state fire school, scheduled for Sept. 4-7 in Mesa. Portal Rescue has \$3,600.00 from a Rural Firefighters' Association grant to pay tuition for up to 10 firefighters to attend fire school. The money for the training portion of the RFA grant will be received after all the receipts for training expenditures are sent in.

### **4.4 EMS Chief's Report – EMS Chief Jeff Gee**

**4.3.1 SATNET Conference:** Seven PR EMTs attended the Southern Arizona Trauma Network (SATNET) conference in [early Aug?], where they received 12 hours of training and also networked with vendors and SATNET officials. Gee asked for money from three medical helicopter agencies that respond to PR emergencies to buy gravel for our new helispot.

**4.3.2 Final Payment for Brush Crew:** Gee has been calling the State Land Dept. and expects the final \$12,000.00 owed to Portal Rescue under the Fire Fuels Reduction (brush crew) Grant (FFRG) to arrive soon.

### **4.5 Dispatchers' Report – Misty Webster, Dispatch Representative**

**4.4.1 Slow Month:** Dispatch did not have anything new to report, as Portal Rescue has received no fire calls and few EMT calls in the month since the last board meeting.

**4.4.2 New Locator Book:** Vice President Rick Beno, who has been working on an updated version of the PR Locator Book, demonstrated the new book is being designed to allow dispatchers to sort listings by area. As a result, if there is a fire in a particular part of PR's coverage area – say, Sulphur Canyon – the dispatchers will be able to identify and call only those residents in the area affected. However, Beno said, better descriptions of specific areas within PR's coverage area are needed. He is going have a booth at the Sew What Oktoberfest where residents can check their listings and amend them, including their location, as needed.

### **4.6 Fundraising**

**4.6.1 Pie Festival:** Organizers of the Pie Fest on Aug. 30, proceeds of which benefit Portal Rescue, are expecting more than 100 pies to be donated.

**4.6.2 Phonebook:** Barbara Miller reported that as of the of the board meeting, sales of the Portal/Rodeo phonebook produced this year by Friends of Portal Rescue has earned \$2,607.00 for PR.

**4.6.3 New Donation:** DeLong added that PR had recently received a \$1,000 donation for fire and EMS services from the family of an EMS patient.

**4.7 Volunteer Recognition Luncheon:** Decker reminded all present that the PR Volunteer Recognition Luncheon, a pot-luck affair, would be held Sept. 27<sup>th</sup> at the PR building, and announced that Jackie Lewis had agreed to coordinate the planning and work involved. She asked for anyone willing to volunteer to help out with the luncheon to call Jackie Lewis at 558-2287.

### **5.0 Old Business**

**5.1 EMS Budget:** This was resolved during the discussion of Treasurer's Report (see 4.24 above.)

**5.2 Transferring Funds to PR's Edward Jones Account (the "Rainy Day Fund"):** As of the date of the board meeting, PR's general checking account held \$28,447.47; few upcoming expenses were

expected other than the payment of firefighters on the Jack Wood Fire. Decker recommended that PR transfer \$15,000 to the Rainy-day Fund to replace the \$15,000 withdrawn from that account earlier in the year to pay for repairs to Engine 2.

Beno noted that PR is \$13,000.00 behind the amount budgeted for donations in 2008; he suggested that if we transfer \$15,000.00 to the Rainy-day account now, we may soon have to take some of it back out again. Board Member David Johnson suggested transferring \$10,000.00 into the account now, and transferring another \$5,000.00 when the \$12,000.00 grant check from the FFRG arrives.

Secretary Lisa Bender agreed, noting that PR will need to start purchasing equipment and supplies covered under the \$18,000 Rural Firefighters' Association (RFA) Grant, in order to complete the expenditures and be eligible for reimbursement under the grant by the end of the year.

Gee made a motion to transfer all \$15,000.00 into the Edward Jones account now; Decker seconded the motion. Johnson made a motion to transfer \$10,000.00 now and \$5,000.00 later; Bender seconded the motion. Gee noted that, \$3,600.00 of the RFA Grant was earmarked for State Fire School tuitions, and PR would not likely spend that much on those tuitions. Johnson replied that PR should

keep that \$3,600.00 for other training purposes and not reallocate it to equipment/supply expenditures.

Decker accepted Johnson's motion as a friendly amendment and asked for a vote on the motion to transfer \$10,000.00 into the Rainy-day Account now, and another \$5,000.00 when the FFRG payment arrives. The Board voted 7 to 1 in favor of the motion.

## **6.0 New Business – No New Business**

### **7.0 Addenda – Donations**

**7.1 Seeking Additional Donations:** Decker said it would not be productive to brainstorm during the board meeting about ways to boost donations to PR, and suggested that the board should agree to create a committee to deal with the issue.

Gee suggested that PR issue some sort of notice or advertisement of the need for donations. He noted that PR needs to have enough money in the Rainy-day Account to cover an entire year's budget, which is not now the case.

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

**9.0 Adjournment:** The meeting adjourned at 7:17.