

**Portal Rescue Board Meeting
December 17, 2008**

1.0 Call to Order: The meeting was called to order at 6:15 p.m.

2.0 Adoption of Agenda: The board adopted the meeting agenda without changes.

3.0 Adoption of Minutes: Minutes of the November board meeting had not yet been prepared, but Decker said they would be available for review at the January, 2009 meeting.

4.0 Reports:

4.1 President's Report: Maya Decker

4.1.1 Community member **Dori Brooks** reported that the "**That's My Pan**" fundraiser she conducted at the Portal Oktoberfest netted a total of **\$400** for Portal Rescue: 301.00 from profit of items sold; a \$25 rebate from That's My Pan for selling more than 50 items; and cash contributions of \$75.00. Decker pointed out that Brooks had invested a lot of time on the fundraiser, an example of how "people in the community still working hard ... to raise funds for Portal Rescue."

4.2 Treasurer's Report: Maya Decker

4.2.1 Decker said this report would be discussed along with the development of the 2009 budget as part of Agenda Point 5.0, Old Business.

4.3 Fire Chief's Report: Walter Schoepfle for Fire Chief Barney Tomberlin

4.3.1 Incident Report: Schoepfle reported that PR responded to one fire call since the last meeting, a car fire in Rodeo. PR firefighters were on standby at the scene, but the Rodeo Fire Dept. handled the situation without needing PR's assistance.

4.3.2 New Dispatch System: As of this day, PR has discontinued the use of 558-2222 as the emergency call line; community members should now use 911. Schoepfle said the system works well for users – i.e., those calling in an emergency – although EMTs and firefighters still want to do "some fine tuning and adjustments under hood to make it work to our satisfaction." He noted that EMS calls will come from Douglas Dispatch and fire calls from the Cochise County Sheriff's office. Sometime in early 2009, PR will have volunteer Radio Control Operators (RCOs) work from the station during calls for on-the-job training. Vice President Rick Beno added that, although some of the RCO training will be during real calls, PR will also have to conduct some training via scenarios or "mimicked" calls. He anticipates that this type of training will begin in January. In response to an audience question, Beno added that the 558-2222 number is still active, but that calls will be answered by an answering machine that will direct those with emergencies to hang up and call 911; the machine will not be programmed to take messages. Decker noted that plans to redirect 2222 calls automatically to 911 are on hold pending some additional work that needs to be done by Valley Telecom.

4.4 EMS Chief's Report: Jeff Gee

4.4.1 New Dispatch System: Gee thanked all PR EMTs for agreeing to serve as the "first line of defense" under the new dispatch system by accepting radio tones from Douglas Dispatch. He noted that the first EMS call made under the new system had "a few bugs, but no delay in patient care at all."

4.4.2 EMS Training Equipment: Gee reviewed the status of EMS training equipment PR has purchased with a grant from the Southeast Arizona Emergency Medical Services (SEAEMS) Council. So far PR has received the IV training and Combi-tube training devices; two other devices should arrive soon.

Tomberlin added that PR had to date spent about \$12,000 on fire and equipment under the 90/10 **RFA Grant** that we received earlier in the year. PR needs to spend an additional \$8,000 to be spent in order to receive \$18,000 in reimbursement under the terms of the grant. He reported that he extended the grant period from Jan. 1 to April so PR had more time to make purchases.

5.0 Old Business – Maya Decker

5.1 Review of the 2008 Budget:

5.1.1 Revenues and Expenditures: Decker recalled that the creation of the 2008 budget had presented many challenges because PR at the time was faced with a \$15,000 bill for repairs and upgrades to Engine 2 and \$26,000 that would need to be paid in advance to "brush crew" workers in order to be reimbursed under the terms of the Fire Fuels Reduction grant. To balance the budget with these expenditures, the board had had to set "outrageous" goals for revenues. However, she said, the organization has brought in those revenues: \$103,000 gross, \$15,000 of which was deposited into

Portal Rescue's "Rainy Day Fund" to replace withdrawals earlier in the year — making 2008 "a very unusual year."

Although 2008 revenue projections seemed excessive at the start of last year, Decker pointed out that the organization exceeded those projections in three of four categories:

Fire Income: Projected – \$18,000; Actual – \$21,690.00.

Grant Money: Projected – \$29,000; Actual – \$35,000.

Fundraisers: Projected – \$13,500; Actual – \$17,000-plus.

The fourth revenue category, Donations, was projected at a "ridiculously high \$22,000 in order to balance the budget," said Decker. Actual donations equaled \$13,500, which she pointed out is more than PR has ever received in any prior year. Decker added that expenditures for the year, projected at \$87,000, will likely actually top \$90,000.

5.2 Developing the 2009 Budget:

5.2.1 Budget Planning: Decker suggested items to consider as the board worked on the 2009 budget. She recommended that the board reduce the number of expenditure and revenue categories in order to simplify the budget process to make it more easily understood. She also asked for more realistic projections of EMS supply and equipment expense than those made in the 2008 budget.

5.2.2 New Budget Program: Decker introduced a new budget program Beno had designed that would allow tracking of individual expenses and revenues, as with a check register, and then produce reports from that register. The board entertained questions from the audience about this new program, including whether the program would allow PR to track the spending of "restricted" funds – i.e., earmarked donations. The board discussed a proposed policy to refuse such earmarked donations in the future, so as to prevent donors from charting the course of PR expenditures and capital investments. Nevertheless, said Beno the new budget program would allow such tracking if such a donation were to be accepted.

Beno also noted that he added two new categories, Draws from the Rainy Day Fund and Replacement of Funds to the Rainy Day Fund, to track "deficit spending" such as that necessary in 2008 when \$13,000 was drawn from that fund to cover the cost of Engine 2 repairs.

5.2.3 Current and Projected Revenues: Decker reported that PR's Rainy Day Fund currently held \$42,105, \$15,000 of which is the base endowment that cannot be spent. She noted that, at the beginning of 2008, the earnings interest rate on that fund was 3.3 percent; now it is at less than 1 percent. Therefore, projected interest earnings for 2009 are likely to be much lower than the \$1,200 projected for 2008. PR's checking account currently holds about \$12,000. Board and audience members discussed further the tracking of expenses and revenues with the new budget program.

5.2.4 Budget Meetings: The board discussed whether it would be necessary to hold a special budget planning session before its regular January meeting, and concurred that such a meeting would not be necessary.

6.0 For the Good of the Order: Gee noted that on a recent call, Douglas Dispatch was very impressed by PR's new locator system and the reports that system produces for responding firefighters and EMTs. Douglas asked Beno, who designed Portal's system, to create a similar one for Douglas.

7.0 Adjournment: The meeting adjourned at 7:25.