

**Portal Rescue Incorporated Board Meeting  
17 June 2009 (by Susanne Dyal)**

**1.0 Call to Order**

President Tom Davidson called the June meeting to order at 6:01. Attending were all board members except Dinah Davidson. Four community members also attended: Bob Morse, Maya Decker, Alicia Davidson, and Barb Miller.

**2.0 Adoption of Agenda**

The meeting agenda was accepted (moved by Rick, seconded by Jackie) after the addition of two items: driveway paving discussion and firefighter grant discussion.

**3.0 Acceptance/Correction of Minutes for 20 May 2009**

David moved and Bill seconded a motion to accept the minutes of the 20 May meeting. The board accepted the minutes unanimously.

**4.0 Reports**

4.1 President's Report (Tom Davidson)

President Tom Davidson announced that he has accepted a teaching position in El Paso this fall and will be out of town from Tuesday through Thursday every week. Tom advised that he would step down as president if required, but would be able to remain on the board if monthly meetings were to be held on Mondays instead. It was decided to discuss this during "New Business".

Tom read a letter from Kim Gee resigning from Portal Rescue due to the defeated Pledge of Allegiance vote from the May meeting. A copy of Kim's letter has been placed in PR's permanent file.

Bob Morse brought a CD of historical photos. Bill Wilbur volunteered to be the historian.

4.2 Treasurer's Report (Rick Beno)

Pothole fire pay came in; firefighters have been paid. Fire income received so far is \$15,350, with Skeleton fire monies still coming in. Income so far this year is \$37,000; approximately \$23,000 has been spent. Rick added a structures maintenance category to the spreadsheet. This will cover such items as the recently-completed water tank work, which cost \$654 instead of the estimated \$1500 because a concrete pump was not needed. The money budgeted for office construction (\$1000) was taken out the of rainy day deposit to balance expenses. Balance sheet as of 6/16/09 shows \$20,050 in the checking account, and \$62,320 total assets. The checking account balance, which is rather high, has not yet been transferred because liquidity is needed to handle vehicle repair bills and insurance quarterly installment. Since money markets currently pay virtually no interest (0.1%) there is no advantage to moving the money.

4.3 EMS Chief's Report (Jeff Gee)

The monthly EMT meeting has been moved to June 27<sup>th</sup> from June 20<sup>th</sup>. SATNET (the annual EMT trauma conference in Tucson) attendees will be finalized then.

Jeff received word from Pepsico that a Gatorade donation was available, and he drove to Phoenix to pick up two pallets of the drinks. He could have taken three, but since each pallet weighs almost 2000 pounds couldn't hold more in his truck.

Jeff once again is receiving a \$500 donation from Wal-Mart. Typically this is used for bottled water, batteries, and other supplies not covered by grants. Jeff will put the grant into the form of a gift card to be used over the course of the year. He will submit the receipts all at once when the card is depleted. The donation is presented in the form of a giant cardboard check, and is a photo op for the Douglas paper.

Medical calls have been quiet this past month. Jeff went to Sierra Vista to teach an envenomation class to their fire department.

4.4 Fire Chief's Report (David Newton)

There have been three wildfires in the past month. The first was the Cienega fire in New Mexico, where Portal firefighters assisted at Rodeo's request. Although this was a good learning experience,

Portal Rescue will probably not be compensated because we have no contract with New Mexico. Maya commented that although we have a mutual aid agreement with Rodeo, we do NOT have one with New Mexico. Jeff pointed out that this kind of cooperation happens both ways, and Rodeo will assist us if necessary.

The second fire was the Blind Canyon fire, which should gross Portal Rescue \$3,200 (and net \$2,840).

The third and largest fire, the Skeleton fire, should gross about \$16,900 and net \$9,057.

Tender 1 drove to Hwy 80 to stand by while a crashed vehicle with a fuel leak was towed away;

Douglas P.D. called us directly for assistance. In addition, Brush 9 was asked by Rodeo to help block traffic while a natural gas leak was being repaired.

One firefighter received CPR training; another attended a three-day ICS class in Douglas.

Grant deadlines have been extended. Only \$16,000 has been spent on the 2008 90/10 grant; another \$4000 needs to be spent. De-obligation from the FEMA compressor grant has been accepted, and David will close off the grant in November.

Brush 5 returned from the Skeleton fire with a leaking hub seal and bad tires. Repairs have been completed (including 8 new tires) and the brake job on Tender 7 is almost done. Credit for parts research and helping with quick repairs goes to Lee Dyal.

The void under the Portal Rescue water tank was filled with sand and grout; credit for finishing the job in a timely manner and under budget goes to Bob Walton, with thanks to Geoff Bender for backhoe time.

## **5.0 Old Business**

5.1 Tree wells—Dinah got Jan Hiatt to water the trees, but wells around trees still need to be dug, as health issues have prevented Cheri's husband from working on them.

### **5.2 Policy manuals**

5.2.1 The board discussed and approved the wording for Dinah's submission.

Discussed; Dinah's wording accepted. Wording for travel mileage reimbursement was discussed and will be changed to clarify the mileage reimbursement. Web site discussion (including email) will be discussed next month after input has been received by Bill from Board members.

5.2.2 Maya wrote the RCO job description; discussion ensued about wording, including how much of the procedures should be in the manual. One possibility is to include the RCO manual as an appendix to the policy manual. Maya proposed tabling discussion until the July meeting so Tom and others have had a chance to review RCO procedures. A motion for the delay was made by Jeff, seconded by Bill, and unanimously passed.

5.2.3 The board discussed Rick's draft submission on Treasurer's duties. Language appears too specific; references to Quicken and particular procedures required will be removed. Rick moved to accept changes; this was seconded by Jeff and approved. Tom requested exemplars of Excel forms.

5.2.4 Portal Rescue forms include travel form, First Care form, Expense Reimbursement form, monthly budget spreadsheet, and the Classroom agreement. Tom requested that all forms be sent to Dinah for the record and to be included in the policy manual. Jackie moved to accept the rental application form; this was seconded by Cheri and approved.

### **6.0 New Business**

Jackie moved and Bill seconded changing the monthly meeting date to the 3<sup>rd</sup> Monday to accommodate Tom's schedule. This was unanimously approved, and meetings will be on Mondays beginning in July. A special email is to be sent out apprising the public of the new meeting dates. Jeff mentioned that SATNET hotel rates are in the vicinity of \$100 per night; more than the \$70 reimbursement amount. Jeff moved and Susanne seconded waiving the \$70 limit for the SATNET conference; this was approved.

### **7.0 Addenda**

7.1 Maya suggested asking the county to have the Portal Rescue driveway paved while they are working here on Portal Road. Cheri volunteered her husband to look into the matter. Jeff mentioned that a culvert would probably need to be added before any work can be done. Jackie said she believed a culvert is already in the plans for the bottom of the drive as part of the work currently being considered by the county.

7.2 David Newton announced two grant opportunities. The first, the "Assistance to firefighter fire station construction" grant, a FEMA grant, is due July 10. More information is needed, such as what type of grant it is (50/50? 90/10?). David will research.

Also, the Western States Wildland Urban Interface Grant Program is coming due. This appears to be the 50/50 grant we have received in the past for brush cutting and clearing. Jeff thinks these grants are not being awarded unless there is a protection plan in place. Although we have one, it doesn't currently meet their criteria. Newton will send out more information to board members.

8.0 For the Good of the Order

40 people have made reservations for the luau fundraisers to be held tomorrow at Barbara Miller's house. Thanks to Jackie for organizing this.

9.0 Tom adjourned the meeting at 7:50 p.m.