

Portal Rescue, Inc., Board Meeting: Minutes, 16 September, 2009

1.0 Call to Order

President Bill Wilbur called the meeting to order at 6:05 PM. All board members except Susanne Dyal (attending to a family emergency) were present, and just one community member (Maya Decker) attended.

2.0 Adoption of Agenda

Dinah moved to adopt the agenda, including O'Leary Squire's request to consider the matter of monthly classroom cleaning. Jackie seconded the motion, which passed unanimously.

3.0 Acceptance/Correction of Minutes

The minutes of the meeting on August 19, 2007, were approved as amended previously by board members, and after correction of a typo in section 6.3. Jackie moved and Jeff seconded the motion for acceptance, and it passed unanimously.

4.0 Reports

4.1 President's report

Bill Wilbur reported on a quiet month for PR business. He circulated a letter from Gerry Hernbrode regarding the very successful September pie festival. Sixty-three cooks (versus 65 last year) provided 137 pies. Jackie's team alone (including Cecil Williams, Marsha Troller, and Alexandra Dawson) provided 23 pies, and Zola Stoltz contributed 14. After five years as chair of the festival, Gerry has other commitments that preclude her serving in this capacity in the future, but she is willing to remain on the steering committee. **Community members please note! Portal Rescue is soliciting a volunteer or volunteers to serve as Chair or co-Chairs in the future.**

Bill Miller (President of the Cochise County EMS Council) will continue forwarding materials regarding training.

4.2 Treasurer's report (Rick Beno)

Rick reported that a \$2,000 VFA grant was funded. We have also received fire pay for the Whitetail Canyon fire. Including \$140 in donations, the Pie Festival raised \$1,975.

By the time the Board had a chance to approve investment of more rainy day funds in 3-year CDs, the interest rate on those CDs had declined from 2.3% to 1.7%. However, Rick was able to put the \$25,000 instead into a 5-yr CD, paying at a rate of 3%. \$18,000 of these funds came from our checking account, and the remainder from the Rainy Day Fund. Unfortunately, interest on these CDs is paid into a money market fund, so the compounding of interest will occur at that lower rate.

Discounting Muma funds, we have approximately \$43,000 in the rainy day fund (not quite our goal of a full year's budget).

Rick pointed out that we pay worker compensation insurance for all active members, and we need to update our roster so that we don't pay this for former EMTs and FFs who are no longer active. Because our current EMT and FF lists (about 23 and 10 individuals, respectively) overlap by 6-7 persons, we should get a refund or credit of about \$300-\$500. Although EMT-only members are not paid, they are listed for purposes of worker compensation at pay of \$400/month. No RCO has yet filed for active membership, but if they did, they too would be listed at \$400/month.

Some supplies are still over budget prior to reimbursement. We are over budget in the miscellaneous category but will need more receipts for Walmart spending before we can ascertain by exactly how much. Budgeted funds in this category should probably be augmented for next year. Happily, fire income has been \$24,920 more than budgeted.

The State will require a W-9 vendor authorization number for upcoming grant applications. After the meeting, we'll work on how to fill out forms for acquiring a number.

Larry Moss will submit 2008 tax forms when he hears from Rick.

4.3 EMS chief (Jeff Gee)

We have had two recent calls (description confidential).

A meeting this Saturday will focus on revisions to CPR procedure. If administered quickly, the new technique (CCR, or cardio cerebral resuscitation) is estimated to provide a 5:1 improvement in outcomes. Jackie, Susanne and Rick have already seen a demonstration of the procedure, and Rick will illustrate it (including by a video presentation) for other EMTs. The technique can also be demonstrated to interested community members by persons other than registered instructors, and PR will solicit participation by such individuals in a session to be scheduled sometime soon. Our base hospital and the State of Arizona now require the new technique, though the American Heart Association has not yet changed its recommendation.

Jeff received a 4-5 page questionnaire to fill out for addition of Portal Rescue to a data base sponsored/certified by the Better Business Bureau. Maya pointed out that, by helping to establish our *bona fides*, inclusion in the data base could enhance opportunities for contributions from philanthropists and local businesses. Jeff was unsure whether or not there is a cost for inclusion, but he will determine this.

4.4 Fire chief (David Newton)

A small fire near milepost 401 netted us \$302.

Three firefighters attended fire school in Mesa (at just \$450/person). Money was saved by staying at the Marriott, rather than at the official hotel. The school did not provide subsidies. Nothing new is known about pending grant applications, including our 2009 RFA proposal.

5.0 Old Business

5.1 Selection of Vice President

Bill moved that Rick Beno be elected to fill the now vacant position as Vice-President, Cheri seconded the motion, and the vote was unanimously in favor. Rick can hold the offices of Vice-President and Treasurer simultaneously, and he agreed to the nomination so long as Bill promised not to quit (!).

5.2 Per diem

The Board discussed changes to rates for per diem, lodging and mileage. Based on research conducted on meals at Denny's, Bill proposed increases in per diem of (with receipts) up to \$10, \$15, and \$15 for breakfasts, lunches, and dinners, respectively. (These changes represent an increase over the \$8, \$10, and \$12 formerly allowed.) Cheri seconded his motion, which the Board approved unanimously. Jackie moved, and David seconded, a motion to permit reimbursement for lodging (with receipts) up to the previously approved \$70/person, and the motion passed unanimously. It was noted that members need not stay in sponsored hotels and may often save money (to as low as \$30/night) by not doing so. However, Jeff mentioned that presence in lobbies of official meeting hotels often pays off in networking opportunities.

The federal mileage reimbursement rate for volunteers is now 14 cents/mile. Augmenting that by the previously approved 6 cents/mile puts PR's current mileage reimbursement rate at 20 cents/mile, with receipts and with mileage based on MapQuest. Rick moved that this be confirmed as our reimbursement rate, and Dinah seconded his motion, which was approved with a single dissenting vote.

Rick will make any necessary changes to forms.

5.3 Portal website

The site exists, but Karen has been out of town again, and certain board members need to meet with her next week (probably at Bill's) to resolve problems of access.

5.4 Logistics of November CC EMS luncheon

Bill will meet with Nancy McAvoy soon to determine the customary menu, and Bill and Jeff will see what we can get from Walmart. Bill will contact board members individually with requests for help in preparing the feast.

6.0 New Business

6.1 Donations from community members

A few community members have inquired about how to make donations to PR. It was noted that, although donations are formally requested just once per year in the newsletter, they are accepted year-round. Checks may be sent to Portal Rescue at Box 16331, Portal, AZ 85632.

6.2 09 RFA grant update

We have had positive responses to grant applications submitted in January and three months ago. The BLM has requested more specific details on expenditures. Monies have not yet been received, but Dave requests authorization to continue proceeding with these grants. Bill so moved, and Jackie seconded the motion, which was approved unanimously.

6.3 Update EMT, FF, RCO lists (see also above)

We need to be proactive in updating lists of EMTs, FFs and RCOs, due to the costs for worker compensation. Names of the Stammers, Billy and Mistie Webster, Larry Stone and Missy Legetzke have been, or will be, removed from lists, and Walter Schoepfle's name has been removed from the EMT list. We need to get Cheri and Dave on the firebar, and Larry Stone off. (Bill is trying.) Eventually, the sign-up form will have a line indicating resignation date. A written letter will suffice for resignation.

7.0 Addenda

7.1 Classroom cleaning

O'Leary Squire has been managing the monthly schedule of volunteers, but volunteers are increasingly reporting competing obligations. Several volunteers are willing to pay for someone else to clean in their stead. Were this to be organized by PR itself, it would increase organizational outlays for worker compensation. However, if someone (e.g., O'Leary) could handle this at her/his level, it would remove us from liability and constitute an acceptable solution.

Community members please note! Additional cleaning volunteers are needed. Please contact O'Leary if you are willing to volunteer to take classroom cleaning responsibilities for one or more months. This is a great way to donate to PR!

8.0 For the Good of the Order

Jeff mentioned that he still has some RCO keys to distribute to any RCO that doesn't already have one. Dinah requested scanned forms to include in the Policy and Procedures manual now in preparation.

9.0 Adjournment

At 7:34 pm, a motion to adjourn was made, seconded and passed unanimously.