

## **Portal Rescue, Inc., Board Meeting: Minutes, December 16, 2009**

### **1.0 Call to Order**

President Bill Wilbur called the meeting to order at 6:07 pm. All board members were present, and three attending community members included Lee Dyal, Barbara Miller and Pat Owens, all from Portal.

### **2.0 Adoption of Agenda**

The agenda was adopted the addition of acceptance/correction of minutes and by a unanimous vote.

### **3.0 Acceptance/Correction of Minutes**

The minutes of the meeting on October 21, 2009, were approved unanimously (Susanne moved, Rick seconded).

### **4.0 Reports**

#### **4.1 President's report (Bill Wilbur)**

Bill thanked all who supported the November EMS chiefs luncheon. Leftover food was sent to Dylan Bean. The entire lunch cost \$149.84.

Bill also noted progress on the RCO room, and thanked Rick and others for their work there.

#### **4.2 Treasurer's report (Rick Beno)**

Since we are near the end of 2009, the current budget report approximates year-end results. All grants have now come, including one from 2007, and we are well over projected income for that category (by \$7,640. Including funds invested in CDs, those on hand were \$42,141 at the start of the year, and now total \$62,754. We received no EMS donations this year (see previous meeting minutes for possible reasons), though other donations (memorials to Jan Gee and Devorie Griffiths) brought in considerable support. We received \$7,096 over projected revenues from donations. Income from fundraisers was pretty much as predicted (low by just ~\$1,000). Fire income was substantially higher than predicted (by \$26,570), in this record fire season for SE AZ. Rents totaled \$183, and we received the normal credit from VTC.

Under expenses, office expenses (phone, etc.) were slightly over budget, and EMS supplies and training expenses pretty much on target. We were significantly over budget on fire supplies, in part because we solicited and won so many grants and were obligated to pay some portion of expenses. We were also over on fire pay, associated with the additional fire income. We were pretty much on target for vehicle operations. We had lower than expected expenses for radio operations. Insurance payments were a bit over budget, but these may come down now that we have eliminated overlap between fire-fighters and EMS personnel. Bob Walton's help enabled us to save on projected expenses for maintenance of structures. The \$614 left from funds assigned for construction of the new RCO office can be rolled over into next year's budget, since some needed items have not yet been purchased.

Muma funds remain sequestered (untouchable) in a separate CD. We did not need to tap the Rainy Day Fund. The first CDs in which those funds are invested will mature in late 2010; others will mature at 6-mos intervals thereafter.

Total revenues were \$93,996, against \$73,601 in expenditures. Liquid funds in checking now total \$29,602.

We received a bill for \$3,126 from the IRS, and Larry Moss has now requested abatement. His letter crossed in the mail with an urgent 'pay or else' letter, but Rick managed to get an extension of 63 days. IRS has now assigned a case worker who will get back to us within 45 days. If our request for a waiver of fines is denied, we can still appeal.

#### **4.3 EMS chief (Jeff Gee)**

The refresher course currently has 9 people enrolled, and Jeff is waiting to hear from other organizations that may send others. He hopes for a total of 15 attendees, since we pay for that number whether we have them or not. He is advertising on the EMS website for additional folks. Even

with 9 attending, our costs will be less than they would be for sending our people elsewhere. The instructor will stay at Jackie's and so we may get by with paying \$170, rather than \$200 per person. It's been quiet this month so far.

#### **4.4 Fire chief (David Newton)**

Dave adds his thanks for help with the Chief's meeting, and he reports no operations so far this month. Two weeks ago, some much needed small engine maintenance was done. Walter took a chain saw class last weekend. Bill asked whether fuel stabilizer has been put in fire vehicle fuel tanks. We are going to keep most engines dry during storage and be more conscientious about storage this year.

#### **5.0 Old Business**

##### **5.1 Updating the list of active PR members**

Rick presented the updated list of active PR members. The list submitted for workers' compensation includes board members and totals 27 people. RCOs do active work and are also covered, but none has ever requested active membership. Workers' compensation costs us \$50/person per year.

#### **6.0 New Business**

##### **6.1 Tentative budget template for 2010**

A tentative budget was constructed based on what was spent last year, but with funds transferred among categories where necessary. E.g., funds need to be supplemented in the category of office expenses (see above, and also adding \$400-500 for the newsletter). EMS training was increased by \$3,000 to cover recertification costs for 9 of our EMTs, and EMS equipment/supplies were also augmented, since no more donations or in-kind contributions are expected. We likely need to augment funds for fire supplies and fire pay (and it's another dry year). We didn't know whether the State would call frequently after we changed dispatch systems, but they did. We can reduce funds for radio operations, since we did not need the anticipated new repeater system. Insurance costs may come down (workman's compensation). Jackie suggests adding a column for fundraiser income and expenses, so that net contribution is easily calculated. This will reduce what we need in the miscellaneous category. Projected expenses now sum to a bit over \$51,600.

Revenues are projected at about \$67,900, permitting the projected difference between revenues and expenses (\$16,300) to go into the Rainy Day Fund. (This is also a good safety factor should revenues not meet our expectations. They are harder to predict than are expenses.) We should keep this contribution liquid; if invested in CDs and then pulled out for needed liquidity, we would lose money if bonds were to decline in value

##### **6.2 Cochise Community Foundation**

Bill noted that Helen Snyder sent information on this organization that reviews and funds 501c3 organizations that contribute to communities in Cochise County. The group made a presentation to SewWhat early this fall. This year's grant cycle has ended, but Bill has a phone appointment scheduled with Carol Sanger and wants to introduce the Foundation to what we do. Last year, they gave away as much as \$9,000 in a single award, and a total of \$72,000 overall. They aspire to give away 8% of their funds per year, and have \$800,000 currently. These funds are often acquired through bequests of citizens of Cochise County.

Jeff will supply Bill with a narrative he has used for replacement of an aging brush truck. It gives numbers, facts, and features of our organization.

##### **6.3 Replacement of Brush 6 or 9**

The Fry, AZ, fire department (just outside the city of Sierra Vista) has advertised a used brush truck, appearing to be in very good condition. It has a good pump and compressed air foam system. If we were to purchase it, we should be paying out much less in maintenance than the truck would earn. Brush trucks do not make us as much money as do tenders, but being first to fires, they are crucial to our mission. This is a great opportunity to replace Brush 6 or 9 (not increase the fleet) with a machine that has been well cared for by a dedicated mechanic. Fry recently lowered the starting bid, since no

offers were made at the higher level. The minimum bid is now \$2,500, but bids are sealed, and we might lose the equipment if we offer just the minimum. Another party is looking at the truck, so we may not want to offer just the minimum. Jackie moved, and Susanne seconded, that we submit a sealed bid for an (undisclosed) amount (so as not to tip our hand). The vote was unanimous in favor. Bill advocated replacement of Brush 6, which has higher maintenance costs than does Brush 9. Lee pointed out that an axle broke on Brush 6, and a wheel came off. Despite that, the truck could probably be sold as a farm utility vehicle. Jeff advocated taking off the good pump (\$2,600, 8 yrs ago) before selling the truck, and then placing it on Brush 9. Brush 6 could then be sold with Brush 9's smaller pump, possibly for as much as \$1,500-\$2,000.

#### **8.0 For the Good of the Order**

##### **8.1 Newsletter deadline**

Jackie announced that the deadline for the newsletter is Jan 15, and that no extensions greater than one day will be granted.

##### **9.0 Adjournment**

President Bill Wilbur adjourned the meeting at 8:07 pm.