

Portal Rescue, Inc., Board Meeting: Minutes, February 17, 2010

1.0 Call to Order

President Bill Wilbur called the meeting to order at 6:08 pm. Attending board members were Rick Beno, Dinah Davidson, Jeff Gee, Jackie Lewis, David Newton, Kristine Stone and Bill Wilbur. Susanne Dyal and Cheri Greenwade were absent. Attending from the community were Maya Decker, JoAnn and Doug Julian, Gerry Hernbrode and Barbara Miller.

2.0 Adoption of Agenda

The agenda was adopted by a unanimous vote (Rick moved, Jeff seconded) after the addition of several items.

3.0 Acceptance/Correction of Minutes

Susanne Dyal's January's minutes, covering both the interrupted meeting and its continuation at a special meeting, were accepted by unanimous vote (Dinah moved, Jackie seconded) after amendment to show Jeff's presence at the second meeting.

4.0 Reports

4.1 President's report (Bill Wilbur)

Bill received a letter and a check from John Stair, thanking PR for caring for Gerry Hernbrode. Bill thanked JoAnn Julian and her Soup Kitchen Committee for their generous dedication of time and effort during the recent fundraiser. He noted that the amount raised substantially exceeded the target of \$6,000. Bill also expressed gratitude to Bill Walters of Umphries Propane, who came up twice (and made a special trip) to deliver propane. Maya suggested that PR send a written thank you note to Bill, acknowledging his contributions. Finally, Bill noted that he and PR are working on a design for mounting a spare tire on the new Brush 6, since there was no predetermined place to put it.

4.2 Treasurer's report (Rick Beno)

So far this year, PR has received \$1,782 in general fund donations, plus \$200 that is entered under EMS donations. The Soup Kitchen raised \$5,616, plus the general fund donations collected there. We have also collected some classroom rental fees.

Expenses include \$2,550 for training of 8 EMTs. Doug and JoAnn Julian covered some fund-raising expenses associated with the Soup Kitchen. Including Muma funds (\$15K) that are untouchable, PR has on hand \$89,986, \$61,153 of which is invested with Edward

Jones. That account earned \$222.48 in interest last month. Liquid funds in checking amount to \$28,834. David Johnson pointed out that, in handling our taxes, Larry Moss made mistake that would make it necessary for firefighters to pay Social Security taxes, but Larry will file an addendum to correct this.

Rick asked the Board to consider a proposal for saving money by consenting to a 3-yr contract for a policy offering accident and sickness insurance. This policy is a supplement to workman's compensation and is paid as a set fee for the organization, not per individual. Instead of \$767 for a single year, we can pay \$713 per year for the exact same contract over 3 years. This seems like a good deal since the price increased \$70 this year alone. Jeff moved to lock in the lower price,

Jackie seconded his motion, and the vote was unanimously in favor. The \$713/yr rate will be paid once per year for the next three years.

4.3 EMS chief (Jeff Gee)

Jeff thanked Jackie for volunteering to replace him as EMS Chief; a vote electing her as Chief occurred at the last EMT meeting. Eight PR EMTs recertified at the recent good refresher class. Two individuals will not be recertifying. Some new people

(two since the last meeting) have mentioned to Jeff that they would like to take the next class, and

PR could use some new volunteers. Setting up a new class may be a bit difficult, since there are no 'floating' instructors, and people will have to go to Cochise College for a 16-wk course (6-10 pm Tues and Thurs). Some participants may be from New Mexico, where courses don't teach to national standards. Jackie will check with Cochise College to determine whether they might award in-state tuition for NM EMTs. The next major training session will be held Aug 12-13, 2010, at the Southern AZ Trauma Conference. No rates have yet been published, but \$89 per room should be okay with 2 persons per room. Scholarship aid has been cut, but we'll explore that anyway. Frank Lara was a Douglas Paramedic and may have time to come and teach here. Jackie will check to see if he's qualified to instruct.

4.4 Fire chief (David Newton)

David reported no recent operations. Vehicle contracts with AZ State Forestry have been renewed. Five PR fire-fighters will attend the Wildfire Academy in Prescott (12-19 March). Because they will miss the March meeting, Jackie offered a motion, seconded by Rick, that fire-fighters be allowed to vote by proxy for bylaws and policy changes and new members. The motion carried unanimously. Contrary to expectations, VFA and RFA will offer grant programs this year, but they are still hashing out guidelines.

5.0 Old Business

5.1 Changes to by-laws/policy: signature authority

Rick has proposed that two changes be brought before the community at the March meeting. First, to facilitate acquisition of the two signatures required on each check, he proposes that the Secretary should have the same signing authority as do other officers. At present, the Secretary does not have signing authority, but just verifies (at the bank) the identities of other officers with such authority. Second, he proposes that the Treasurer's signature should suffice for, e.g., utility and insurance bills that must be paid on a regular schedule. (On one occasion, a second signature was not available, and Rick had to write a personal check, for an amount that was eventually reimbursed.) Bills qualifying for a Treasurer-only signature will be defined in the Policy Manual. Rick will experiment with the exact wording for the two proposal and welcomes input from other board members in getting the wording right. The proposals must be made available to the community 7 days in advance of the March meeting, and Rick will have them ready 14 days in advance so that fire-fighters can consider them before leaving for training.

5.2 Disposition of old Brush 6

David Johnson will buy the former Brush 6, complete with hose and pumping capability. Jeff volunteered to help David switch out the pumps.

5.3 Fire-fighter 'by-laws' (actually fire-fighter policy)

Based on a discussion at the December board meeting, Kris raised a concern about how the list of active fire-fighters is maintained, i.e., who has the authority to exclude people from the list. Because the original discussion had involved specific named individuals, Rick proposed (Jackie seconded; no vote required) that the matter be considered in an Executive Session, to immediately follow this meeting. It was easily resolved during that session, in that the question arose from a misunderstanding of what was said at the December meeting.

5.4 Open-meeting law

Kris requested that we consider again whether our meetings are subject to Open Meeting Law. Susanne had specifically requested that this discussion be postponed until she could be present, so the matter was tabled until the April meeting.

6.0 New Business

6.1 Review of Fundraisers (JoAnn Julian)

JoAnn summarized some significant problems regarding the Soup Kitchen and another fundraiser (Pie Festival). Organizing fundraisers has become increasingly difficult because both the leadership pool and work-force are shrinking as the population ages.

Both food donations and patronage are down, and it was difficult to get volunteers to work more than one day. This year's Pie Festival raised the same amount of money as did recent prior festivals only because of the extraordinary contributions of

Jackie Lewis, Marsha Troller, and Zola Stoltz. Fewer individuals must do more and more to ensure the success of these events.

Unless this worrying trend is reversed in a sustained way, it is inevitable that PR will have to rely increasingly on support from individual donations. JoAnn suggests that, starting soon, a committee be established to consider how best to increase

donations. The PR Board should have representation on this committee, and the new effort should begin at least as soon as Oktoberfest. Efforts should include emails, phone calls, and person-to-person solicitations of contributions. As in the past, we may

wish to display a thermometer showing the funds PR needs to operate, and how close we are to that goal. To replace the two fund-raisers, and also some of the larger donations from elderly residents who have died or moved away, we'd need

contributions of between \$80-120 per household per year. To secure the future of PR, fund-raising efforts must be sustained. Several board members brought up the need to revise the brochure, both to provide new dispatch information, and to state more

clearly how the community still relies heavily on PR. At the upcoming (March) community meeting, the Board should make a recommendation to help carry the momentum over to the new Board.

The Soup Kitchen can continue as a social event, but must have sustained volunteerism. JoAnn has taken charge of the Soup Kitchen for 8 years, and she is willing to continue for another 2 years if two conditions are met before next August: (1) A

replacement must be found for Vicki Beno, who has been in charge of soliciting food contributions, and (2) a co-leader must be found for JoAnn, and this individual must plan to take the function over in 2 yrs.

6.2 Borrowing PR Items

We need to implement a system for both keeping track of items (tables, trays, etc.) borrowed from PR, and assuring that key items required for PR functions are available when needed. Jackie has drawn up a sign-out sheet for the Board to consider. The

Board was in general agreement that no borrowing should take place without permission of the President or a Chief, and that all borrowers must check out items on a sheet that also lists the date of their anticipated return. No motion was put forward, but

this must be dealt with formally in the future.

6.3 Defining classroom charges

Currently, classroom rental costs \$25 per half day, \$50 for an entire day, and an extra \$25 for use of the kitchen. However, these charges are too high for small groups. Jackie proposed that rental fees be either 12.5% of participant fees or the above

rate, whichever is lower. Dinah so moved and Kris seconded the motion, which passed unanimously.

6.4 New fire-fighter onboard

Susanne Sheffer recently completed her training. Bill moved and Jeff seconded a motion that she be accepted as a PR fire-fighter; the motion passed unanimously.

6.5 Training cost allowance (over-run)

David urged that we compensate Susanne Sheffer for the cost over-run (\$165 versus the \$140 allowed) at a Benson motel during her training. Altogether, her mileage, meals and accommodation were less than the maximum for summed expenses (\$312.70 versus \$434). Kris moved that we follow David's recommendation, and Bill seconded the motion, which passed unanimously. David pointed out that some of this expense will come back on 90/10 grant.

7.0 For the Good of the Order

7.1 Two years ago, Jeanne Williams suggested that we establish a "Wall of Fame" to honor deceased individuals who had made extraordinary contributions to PR. The Board proposed to add the names of Jan Gee and Devorie

Griffiths to the plaque, and to display the plaque in a prominent place. The proposal passed unanimously.

8.0 Adjournment

President Bill Wilbur adjourned the meeting at 8:19, and the Board briefly went into Executive Session.