

## **Portal Rescue Inc., Board Meeting: Minutes, October 20, 2010**

### **1.0 Call to Order (Bill Wilbur)**

President Bill Wilbur called the meeting to order at 6:10 pm. All board members except Jackie Lewis attended. Community members Maya Decker and Barbara Miller also attended.

### **2.0 Adoption of Agenda**

The agenda was adopted as modified to include an Executive Session after the monthly meeting adjourned (Rick so moved, Dinah seconded, vote unanimous).

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

Because no copy of the September minutes was available, consideration of those minutes was put on hold until the next (December) board meeting.

### **4.0 Reports**

#### **4.1. President (Bill Wilbur)**

Work on red Brush 6 has been completed, and the truck is ready for transfer to the station.

It's great to see the beautiful new phone books, and Bill again thanked Barb Miller and Susanne Dyal for all their efforts.

Thanks go out JoAnn Julian and the Donation Drive Committee for their very successful work on the new brochure and the drive.

Thanks also go to David Newton for his updating of information on the new website.

#### **4.2. Treasurer (Rick Beno)**

*Revenues:* It's been a good month for revenues from the donation drive; we took in over \$11,000 in October alone. Coupled with memorial donations (for Mickey Bogert and Bob Squier), not included on the donations thermometer, annual donations now total more than \$22,000. Contributions have come from visitors from all over the country, and some local folks who gave earlier in the year gave a second time as well.

Rental income and interest income continue trickling in, the latter more rapidly than anticipated.

No grant reimbursement or fire income has come in yet.

Income from fundraisers will increase when phone books begin to sell.

#### *Expenses:*

Those for EMS supplies have been very limited.

David has purchased fire equipment to spend out grants before deadlines arrived, and these funds will be reimbursed later. Little has been expended on vehicle ops, since much of the work has been *pro bono*.

The final insurance payment has been made.

The RCO office was completed just slightly under budget.

Fund-raising expenses for the phone book were about \$1200, and other expenses were incurred for the donation drive (mailing of brochures, etc.).

We are slightly over budget (\$2,267) for the year, but only because fire income has yet to arrive.

Three or four fire-fighters have requested payment on HS fire, so we have already had outlays there.

We currently have more than \$62,000 in the Rainy Day Fund.

We will be putting next year's budget together at the December meeting, and Rick will also advocate for a more straightforward way of establishing revenues.

#### **4.3. EMS Chief (Susanne Dyal for Jackie Lewis)**

We have had just one call since the last board meeting.

Seven EMTs attended the last monthly meeting, and six attended the joint training exercise with fire-fighters. Lifts, patient moving, and gurney use were reviewed, as well as vehicle and personnel placement at the scene of road accidents. Thanks go out to David Newton for his role in these exercises.

Instruction in CPR for Healthcare Providers will be given on Friday, November 5<sup>th</sup>, for a cost of \$40 per person. The instructor is coming from Tucson, and by way of FYI to the Board, Jackie would like to reimburse his fuel costs.

EMTs are encouraged to be visible at Oktoberfest and are also invited to the Chief's meeting on November 17<sup>th</sup>.

#### **4.4. Fire Chief (David Newton)**

There have been no operations since the September meeting, but a good training exercise was held last Saturday.

We needed to spend down the entirety of two grants (almost \$5,000) by end of September; most were 90:10 funds, but some 50:50 expenditures were also included.

As expected, our application to FTC for narrow banding is still pending.

Vests have been distributed to fire-fighters and EMTs, to be kept in their vehicles for use while directing traffic.

Arizona's Department of Public Safety has accepted our application to use their interagency VHS radio frequencies (AIRS) on our radios.

Portal Rescue's 2010 NIMS assessment has been completed.

Fire and RCO sections have been updated on the new PR website.

#### **5.0 Old Business**

##### **5.1 Donation Drive (Bill Wilbur; see 'thank you' item 4.1 above)**

##### **5.2 Review of Frances Grill's email on health clinic (Kristine Stone)**

Francis understands that we have asked the Hospital's CEO for a lease agreement that would be given to us for review by our lawyer, and that the Hospital must reimburse our legal fees. Rick noted that, rather than contacting a lawyer directly, we may just be able to run the agreement by lawyers at our insurance company, without incurring any fees.

Kris wondered whether the Hospital needs to insure the building as well as the property in which the clinic resides. Rick responded that our insurer will not insure any hospital property, but that the building itself is covered. The Hospital must assume liability for any injury to their patients or personnel. Rick will contact our insurer about this, and because our non-profit status is critical to our insurance policy, he will also ask them about how other for-profit events like yoga class, gun class, Dr John's clinic, and gallery classes should be handled.

Kris also asked about what the Hospital would owe for utilities. If they are already paying the \$50 per day fee for building use, they need not pay extra for utilities.

Dr. Harley also requested an estimate of the number of patients likely to use the clinic; he would like to know this before starting to build. The answer is that we don't know this. Francis will be at Oktoberfest to inform the public about available services, and the Board feels it is fine for Kris to be there with a clipboard for signing up those potentially interested in being patients. Those signatures will indicate to the Board how enthusiastic the community is about this service, though we already have 52 signatures from people who attended the forum on the clinic.

##### **5.3 Church services at the PR classroom (Barbara Miller)**

Barb had an inquiry about classroom use for a church service, but she had neither any follow-up with the minister, nor additional information on what church was proposing to hold services here. The matter will only be discussed by the Board if the group follows up after Barb quoted them the day use fee.

##### **5.4 Search for the Policy Manual (Bill Wilbur)**

Bill has found some documents summarizing the proposed manual, and he asked how we should build on this foundation. Bill and David Newton will look at minutes from April-May 2009, to determine whether summaries of the secretary's, treasurer's and RCO's responsibilities can be found. By-laws emailed around by Bill were not the latest version.

## **6.0 New Business**

### **6.1 Petty cash for cleaning (Bill Wilbur and Rick Beno)**

Bill now calls Sheila with a block of possible classroom cleaning days. Sheila then chooses dates, and we pay her in cash for cleaning. On the last cleaning date, Rick paid from personal funds and was reimbursed with a check co-signed by Bill. This is not a long-term solution, because it could give the appearance of impropriety. Rick would like board permission to maintain a cash fund limited to Sheila's expected wages over a 6-month period. He would reimburse her directly from that fund. Susanne so moved, and Kris seconded the motion, which passed unanimously.

### **6.2 Funds for November CCEMS meeting (Bill Wilbur)**

Walmart has not yet replied to our request for in-kind donation of food for the November CC-EMS meeting. Bill proposed board authorization for funds (a \$350 limit) that Chris Wilbur could spend on this event; she would then submit receipts and be reimbursed. Susanne so moved, and Kris seconded her motion, which passed unanimously.

### **6.3 Prison crew cleanup (Kristine Stone)**

The Board had requested detailed information on security issues related to prison crews that might request permission to stay at the station while working on local projects. Kris provided that information in an email, now attached to these minutes.

Last month at the Fire Chiefs' meeting. Flip Elliott approached David Newton to float idea of using a prison crew to clean up brush around the fire station. This would be a 'one-shot' thing, and the crew would be paid with lunch. David wrote to ask definition of "lunch" and was informed that a high-calorie meal of, say, burgers, beans, chips and sodas would be acceptable. More than brush clean-up is at stake here; we are also investing in a relationship for the future. Kris moved that we ask the Portal Café to cater such a meal for 22-24 men at \$10/head. Cheri seconded the motion, which passed unanimously, and she said that the Café would be willing to do this even on a Wednesday when they are closed. (Yoga classes are held on Tuesdays, so that day in out.) She will contact Mitch. David will tell Flip and ask that the job be done before the Chiefs' meeting on 17 November.

## **7.0 Addenda (none)**

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

**8.1.** Barb Miller noted that she doesn't always make entries regularly on the calendar here in the classroom, but that the master calendar is now available online at our website.

**8.2.** Bill noted that our next meeting will be held in December, rather than November, due to a conflict with the November Cochise County Chief's meeting in Portal on November 17<sup>th</sup>.

### **9.0 Adjournment (to Executive Session)**

Susanne moved for adjournment, and Rick seconded her motion. With unanimous agreement, Bill adjourned the public meeting at 7:18 pm. A remaining community member departed, and the Board went into Executive Session.

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Content of email from Kristine Stone

Good Morning all,

Thought I'd send info ahead of meeting in case anyone had more questions. I spoke with Sgt Auggie Ballesteros who is the head of the inmate wild land Fire crews. He can be reached at 520-266-8719. There is 20-member inmate crew out of Douglas and an 18 member crew out of Safford/Ft Grant. Each crew is supervised by 1 Sgt and 2 officers. The inmates are never alone. All Sgts and officers are crew and engine bosses. All inmates are wild land fire certified and have red cards. Each crew has 2 inmate squad bosses. They run the crews like hot shot crews.

They have stayed at numerous fire houses throughout the state and there has never been an incident. They do all of there own cleanup. The inmates on the crews all have security clearance through their

prison advisors. All are minimum security. All are training to be firefighters when they leave prison. It is considered a privilege here to be selected for one of these crews.  
Hopes this addresses some previous concerns and answers questions, Kris