

Portal Rescue Incorporated Board Meeting

April 20, 2011

1.0 Call to Order The meeting was called to order at 6:07 pm by President Jackie Lewis. All board members were present (for the action item, see section 6.1), and community member Rick Beno also attended. **2.0 Adoption of Agenda** Two changes were proposed: (1) moving item **5.1** forward to the Treasurer's report, and addition of a letter of thanks from a community member at the end (**see section 8.2**). David Newton moved that we adopt the agenda as amended, Susanne seconded, and the Board voted unanimously in favor. **3.0 Acceptance/Correction of Minutes**

3.1 February 2011 minutes

David asked for a one-word amendment, then moved for acceptance (Susanne seconded), and the vote was unanimous.

3.2 Extraordinary March meeting

No minutes were available at the meeting, but they are up on the PR website. These minutes will be considered at the next board meeting.

3.3 March 2011 minutes

Bill proposed that minutes be accepted as written, Susanne seconded his motion, and the vote was unanimous in favor.

4.0 Reports

4.1 President (Jackie Lewis)

Jackie has received, and is reviewing, PR board meeting documents and files from as far back as 2004. If she finds action items that were not closed, she will bring them to the Board for discussion and action. She hopes to have the Policy Manual as complete as possible by the end of this year. This is an important priority, in part because the Board often revisits items voted on as policy in the past; having written records will enable issues to be changed more easily if necessary. The Policy Manual will also provide guidelines for new board members.

Jackie, David Johnson and Dinah visited Chase Bank to fill out signature cards. Edward Jones has sent paperwork to be filled out and signed by the newly elected treasurer, president, and vice-president (**see section 4.2**).

4.2 Treasurer (Bill Wilbur)

Bill posed the question of who should have signing authority for the Rainy Day Account with Edward Jones. Activity on that account occurs just occasionally, and previously, only Rick Beno (then Treasurer) possessed this authority. Bill had the VP and Treasurer added to the account already bearing his name and made the form available for the signatures of these two officers. Dinah waived signing authority for the Secretary.

Bill announced that Walmart surprised us by responding to our grant request for \$500 in 2012 by donating \$1,000 in 2011. He will write a letter of thanks.

Bill also reviewed income and expenditures for the month. Donations totaled \$1,243, and \$147 came in from fund-raising (phone-book sales and aluminum recycling). We earned just \$18.07 on investments, but interest is paid out irregularly. A small amount (\$100) of fire income came in for dust abatement at Carl Anderson's. Monthly income totaled \$2,614.

Expenditures for the month totaled \$3,707.09, including \$1,665 paid out for insurance. 519.54 in fire equipment and \$958.86 in vehicle operations.

In addition to investments in the Rainy Day Fund, we have \$56,949 in checking.

Bill thanked Rick for his help working out the highly specific PR accounting system and inquired whether board approval was needed for CD rollovers. The Board agreed that a vote was unnecessary. Jackie noted that it would be appropriate to include this decision in the new Policy Manual.

4.3 Fire Chief (David Newton)

David reported no operations for the month.

Ten fire-fighters attended the refresher class.

David has submitted a 50:50 VFA grant application that, if funded, would obligate us to spend \$1100 on training, \$320 on supplies, and \$1060 on equipment, in order to be reimbursed at the level of \$1,250.

The question was raised as to whether we should we repair the timer on the battery charger, in view of the recent overcharging of two expensive (>\$160) batteries. We will look into buying a new charger (estimated cost just \$40-\$80) with the capacity for maintenance charging.

4.4 EMS Chief (Jackie Lewis)

Susanne and Jackie attended the Tucson Medical Center's Quality Assurance meeting on April 5th. Many standing orders are being changed, and PR EMTs will need to attend continuing education classes (in Douglas, due to budget cuts). We will carpool to the extent possible. On April 28, Dawn will review all of the standing orders.

A standard operating procedure (SOP) had to be written in order for PR to comply with ADHS rules regulating our EMS drug box. Jackie wrote both the SOP and a checklist for the drug box. Both were approved by Dawn and will be instituted immediately.

Jackie has spoken to two people about becoming EMTs. One is seriously considering the proposition. Seven of our eight EMTs attended our meeting on Saturday, April 16. We discussed the drug box SOP and first-care forms and performed vehicle checks.

The charger was left on the batteries for Rescue 3. David Newton will purchase two new 12-volt batteries.

5.0 Old Business

5.1 Update on Wal-Mart grant application (Bill, see section 4.2)

5.2 Update on VTC grant application (Bill)

Bill spoke with the VTC Vice-President in Willcox about the types of awards they grant. They are interested in an application from PR, but it must be for a specific item that falls within their area of interest (communications). The amount needed for reprogramming narrow band radios is too small. Rick Beno suggested that we apply for funds for a mobile repeater so that people in the field could talk directly to base over handhelds, without returning to vehicles or relaying information by (error susceptible) voice commands. This item would cost approximately \$5,000, plus the price of an antenna, power supply and new license. Bill moved to table discussion until we have accurate figures. Dinah seconded the motion, which passed unanimously.

Bill has spoken with a representative of Verizon, who verified that they could not erect a cell tower unless they could project a profit from it. Dinah noted that Giffords' office was pursuing such a tower, and Bill will contact them directly.

5.2 Update on classroom usage (Jackie)

Cleaning would be simpler if a push broom were made easily available. Ours is now housed in a closet with IVs, needles, etc., i.e. things that must be locked up. Cleaning equipment should be removed to a more accessible location, e.g., perhaps a supply closet in the ladies rest room. Jackie will follow up on this.

6.0 New Business

6.1 Monthly, Bi-monthly or Quarterly Board Meetings (Jackie)

Jackie suggested that we may wish to reduce the number of meetings held each year. Our By-laws require us to meet only quarterly, and we could choose either to meet on that schedule or in alternate months. Such a change would not preclude special meetings (with 24 hrs, or preferably greater notice) to deal with items of new business advanced by board members, or community members (through board members). A monthly budget report should still go out to board members, and members of the Board could legitimately phone Bill to ask about budget matters, so long as no action item is discussed.

Both Susanne and Dinah spoke in favor of starting with alternate months, to determine how a reduction in meetings works out. Dinah moved that, beginning immediately, we meet bimonthly (so next meeting would be in June), with the annual community meeting in March organized as a separate (seventh) meeting. (It was suggested that the community meeting could even coincide with Community Health Day.) Susanne seconded this motion, and the vote was unanimous in favor. Dinah should ask Karen to post the budget summary, along with the minutes, on the PR website. Jackie requested that agenda items generally be submitted to her at least 2 wks before meeting, so that the intervening time can be used to research and educate ourselves about the issues involved. To accommodate the schedule of new board member Reed Peters, **future meetings will now be scheduled at 6:30 pm, rather than the customary 6:00 pm.**

7.0 Addenda (none) 8.0 For the Good of the Order

8.1 Community Health Day Review (Susanne)

About 60 people attended, and feedback was good. We will repeat this program next year, perhaps following up on suggestions for adding information on choking and snake bites to a refresher on CCC and strokes.

Community members not attending the event in March, 2011, may contact Susanne with information on the helicopter insurance program. Please note that there is **no guarantee** that people with insurance will get one of Lifeline's helicopters, since TMC will choose the closest and best for each health emergency.

8.2 Dog droppings (Dinah)

A community member brought the Board's attention to the dog waste accumulating during the veterinarian's visits to Portal (next scheduled for May 7). Board members pointed out that the problem exists at other times as well. It was decided to post signs requesting owners to clean up waste deposited by their pets. Bags will be available on days of vet visits. Community members are advised **please to not walk dogs in the immediate area of PR**, and to insure that dogs running loose do not contaminate the area.

8.3 Wheelchair ramp (Jackie)

Jackie read a letter from Carolyn Dearing, thanking the Board for purchasing the new wheelchair ramp and urging ample labeling to avoid theft.

9.0 Adjournment (Jackie) There being no further business, Jackie asked for a motion to adjourn. Dinah so moved, Susanne seconded, and the meeting was adjourned at 7:15 pm with unanimous consent. **Barring the need for a special meeting, our next meeting will be held on June 15th at 6:30 pm. NOTE THE CHANGE IN TIME!**