

**Portal Rescue Incorporated Board Meeting  
August 17, 2011**

**1.0 Call to Order** President Jackie Lewis called the meeting to order at 6:30 pm. All board members were present, and three community members (Rick Beno, Lee Dyal, and Barbara Miller) also attended.

**2.0 Adoption of Agenda** The agenda was adopted without change (Susanne moved, Dinah seconded, vote unanimous). **3.0 Acceptance/Correction of June Minutes** No amendments were proposed to the minutes. Susanne moved that the minutes be approved without change, and Bill seconded the motion, which was approved unanimously. **4.0 Reports**

**4.1 President (Jackie Lewis)**

We have procured a class date for an EMT Basic Course through Cochise College. Classes will be held in Portal on Saturday and Sunday, October 15 – December 11 (November 26 & 27 off), with finals in Douglas during the week of December 12. A minimum of 10 students will be required to conduct the class. We have advertised the opportunity to other units in 'nearby' communities.

The phone tree for flood warnings has turned out to be more difficult than anticipated, due to problems with projecting water levels based on up-canyon information. Nevertheless, efforts will continue.

**4.2 Treasurer's Report (Bill Wilbur)**

*Revenues:* Income totaled \$28,379. We've received \$1,690 for June through present, and \$1,062 from fundraisers, mainly from tee-shirt sales at the Museum). Rental income includes both \$100 from Dr. John and \$4,700 from the State for use of building during the Horseshoe II fire. Fire income totaled \$1,833.63, and we are still awaiting payment for the balance of the Horseshoe II fire, as well as for the Hilltop fire.

*Expenditures:* Expenditures totaled \$53,378. We had outlays of almost \$1,000 for utilities, due mainly to heavy use of utilities during the fire. Some fire and EMS equipment was purchased. Payments to fire-fighters totaled \$34,578, and vehicle ops cost us \$5,492. Insurance and workman's compensation payments totaled \$6,014.90. EMS training (SATNET) cost us \$210. We're expecting about \$90,000 from the State for expenses incurred during the fire.

Our current balance in the Rainy Day Fund is \$63,406.13, up from \$62,904.59 at the start of the year. We also have \$23,393.68 in checking.

Bill expressed thanks to Rick Beno for all the work he did getting our finances and budgeting process in order. It has made Bill's life much easier.

**4.3 Fire Chief (David Newton)**

Tender 1 completed its work on the Horseshoe 2 fire on June 26<sup>th</sup>. David has invoiced the State for \$91,390.93, and that invoice has passed review. We paid our fire-fighters \$33,137, and our net proceeds will be about \$58,254.

On July 14<sup>th</sup>, Brush 5 responded to a burning oak tree in Whitetail Canyon, inside the Horseshoe II perimeter and flaring up weeks later, even after rain. David invoiced the State \$472 for that fire. At last month's training, we talked about flood response and familiarized ourselves with creekside residences in Cave Creek Canyon.

We've had no word on our 2011 VFA grant application.

Installation of the new tank for Brush 9 is awaiting drawings from the company.

David has accepted the resignation of Sue Sheffer from the department and thanks her for her two years of energetic service.

Two firefighters will be attending AZ State Fire School in Mesa in early September.

David expressed thanks to JoAnn Julian for last year's fundraising success that has allowed us to pay all the firefighters in a timely manner for their extended work on the Horseshoe II fire.

**4.4 EMS Chief (Jackie Lewis)**

PR EMTs answered one call in the interval since our last meeting.

Portal Rescue hosted a Trauma Day presentation by Dan Judkins of UMC. Prospective students Chris Wilbur, and Donna and Joe Meenach joined us. About 8 people came in from other agencies. Six EMTs attended training, and another training session is coming up on Saturday. Susanne and David Newton helped with RCO training. Thanks to Susanne for sending out information to RCOs who were not able to attend, as well as to David for designing excellent exercises for group practice. We'll try for another RCO event this winter.

## **5.0 Old Business – Policy Manual, Treasurer’s Duties (postponed). 6.0 New Business**

### **6.1 Disposition of Tender 8 (David Newton)**

Tender 8 and Brush 5 were acquired originally from Huachuca City, using special AZ State Forestry monies for building up fleets. In addition to the 3-4 ton flatbed truck, we purchased steel for fabricating tanks for each vehicle. That work was completed on Brush 5, but not on Tender 8, because funds were inadequate for that task, and the remaining steel still sits on the back of that Tender 8. David Newton moved that we sell the vehicle and steel back to Huachuca City for \$10, and Susanne seconded his motion. In response to a question from David Johnson, it was concluded that we have no contractual agreement to keep the vehicle or to complete fabrication of the tank. It was agreed that everything that came with the vehicle but did not go into Brush 5 should go back to Huachuca City. During the Monument Fire, that agency had one tender on each of two fires (Monument Fire and Horseshoe II Fire) and was short on tenders to deploy in the City itself if needs arose. The motion was restated passed unanimously.

### **6.2 Policy manual – fire chief duties (David Newton)**

The Board considered and commented on David’s list of duties. Jackie moved (Susanne seconded) that David’s list be added to the developing Policy Manual. The vote was unanimous.

### **6.3 EMT student up-front tuition payments**

The Board considered whether or not PR could pay student tuition up front, rather than after certification and active membership in Portal Rescue. This year’s class will cost approximately \$1,000, considerably more than the last class given here. Additionally, students must travel one or more times to Sierra Vista to have contact with the required 10 patients, so there would also be transport and food costs for a 12-hr day. We currently have seven prospective students on the list, including two couples, for whom costs would be \$2,000. Additional individuals might sign up if PR could advance the money.

Susanne pointed out that, in the past, no one who received scholarships ever successfully certified and joined the organization. She argued that a personal investment is necessary for folks to have a real commitment. She then proposed that PR subsidize costs with a scholarship of \$500 for any student for whom costs would be prohibitive. The portion of costs born by students would be reimbursed later, assuming success. This investment by PR is warranted given the need for new EMTs. It was also suggested that, to insure scholarships would be repaid, community members could step up and offer scholarships without PR being involved. (As of the writing of these minutes, two offers of scholarships have been made.) The vote was unanimously in favor of such subsidies by PR where necessary.

### **6.4 Lodging and meals for EMT course instructor (and possibly one aid)**

Normally PR would be paying lodging and meals for students taking the course elsewhere. If the course is given here, such costs (just Saturday night lodging, and 9 am to 6 pm daily) would be incurred only for the instructor and perhaps one assistant. David Newton moved (Susanne seconded) that PR cover those costs. The Board was in unanimous agreement, but no vote was taken, because lodging and food are always a known training expense.

Note that, in view of people’s time commitments to the EMT class, Oktoberfest has been moved up until October 8<sup>th</sup>.

## **7.0 For the Good of the Order**

**7.1 Letter of gratitude from the May's (retyped below minutes)**

**7.2 Donation drive (Jackie Lewis)**

JoAnn Julian has the business letters ready to mail out and brochures (with minor changes) have been reordered. PR will have a table near the donation thermometer at Oktoberfest.

**7.3 Recruitment Sunday social (Jackie Lewis)**

The event takes place this upcoming weekend. PR is looking for prospective new fire-fighters, EMTs, RCOs and phone tree people. JoAnn Julian is doing name tags.

**7.4 SATNET attendance report (Lee Dyal)**

Lee, Susanne, Jeff Gee and Ken Joens attended, and Lee reports that this event was more useful than usual, since 75-80% of presenters were first responders, rather than nurses. Combat injuries were emphasized, but the information could also pertain to accidents. There were also reports of new coagulants. Other helicopter services are either now offering or anticipating offering insurance plans. AirEvac out of Safford seldom services our community, but the large LifeNet company hopes to write policies no matter who carries a patient. Stay tuned for updates.

**8.0 Adjournment (Jackie Lewis)** At 7:57pm, Jackie moved to adjourn, Bill seconded her motion, and the vote was unanimous. Our next board meeting will be held at 6:30 pm on October 19.

**Letter from the Mays**

Dear Portal Volunteers, Our sincere gratitude for all the hard work and selfless devotion you showed during the "Horeshoe 2 fire." We also want to say a special thank you to Lee Dial and Walter, who came up to Whitetail Canyon and put out and monitored a large oak that was burning here several weeks after the fire was through. God Bless All of You, George and Lynne May