

**Portal Rescue Incorporated Board Meeting**  
**Wednesday, January 4, 2012**

**1.0 Call to Order**

President Jackie Lewis called the meeting to order at 6:37 pm. This is the December meeting, postponed until January. All but one board member (Susanne Apitz) were present. Rick Beno was the only attending community member.

**2.0 Adoption of Agenda**

The agenda was adopted as amended to include the Soup Kitchen as item 8.2 (Dinah moved, Bill seconded, vote unanimous)

**3.0 Acceptance/Correction of October Minutes**

Jackie reviewed changes to the minutes of our 10/19/11 meeting. Those minutes were approved as amended after a motion by Bill, second by David Newton, and a unanimous vote.

**4.0 Reports**

**4.1 President (Jackie Lewis)**

Jackie read the following statement about the recent EMT class: "I don't think I can say "thank you" too many times to everyone who helped make the EMT class a success: EMT students, current Portal Rescue members, community members who provided funds, community members who provided snacks, Norma Hernandez (instructor), who drove down from Sierra Vista each week, Cochise College, High Desert Clinic, and Douglas Fire for allowing ride-alongs. Thank you also to the spouses, families, friends and dogs of the students and supporting members for putting up with mood swings and messy houses while our lives centered around a book, workbook and computer." Dinah added that none of this would have happened without Jackie's own enormous contribution!

Jackie noted that several positions will be vacant on the Board and need to be filled at the Annual Community Meeting in March. She asks that all put away any negative connotations of board memberships and consider volunteering to fulfill a vital position in Portal Rescue. We need both active members and community members to come forward to help run the organization in a positive and cooperative manner. The President, Vic-President, Treasurer, and Secretary positions need to be filled by the elected members. We would like to be able to allow the Fire Chief and EMS Chief not to take on another title, because it takes focus and time away from their other duties. Anyone interested in being nominated for a Portal Rescue Board membership at the Annual Meeting in March, please contact one of the current board members: Jackie Lewis, Bill Wilbur, Dinah Davidson, David Newton, David Johnson, Susan Apitz (Dyal), or Reed Peters.

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

*Revenues:* Bill received and deposited \$1,000 from the VFA grant. Donations continue to come in and now total \$24,723.53, versus the \$20K projected in last year's budget. More donation checks remain to be deposited. Fundraisers totaled \$9,391.70 (about \$1,600 shy of our projection) with much of this coming from the Soup Kitchen, and the remainder, from sales of phone books and cook books and the Millers' plants, fruits and vegetables. At \$5,263, building rentals far exceeded the projected \$300, mainly due to building use by Horseshoe 2 crews. Interest income came in at about \$1,015, less than the \$1,600 projected at the start of the year. Fire income totaled \$93,324.56, with \$91,390.93 coming in since we last met. No draws were needed from the Rainy Day Fund. \$5,084.70 in income from EMS students will be paid out again when students certify. For the year, revenues totaled \$144,659.

*Expenses:* We were slightly (\$57) under budget in the category of office supplies and slightly over budget (\$369) for EMS supplies, in part due to the EMT class. Likewise, the EMS training budget exceed projections slightly (by \$479). We were under budget in fire supplies, fire training, and fire equipment (\$ 9,417.45, across the three categories). The \$34,578 over budget in fire pay has been fully reimbursed to PR. We were over budget by \$12,053 in vehicle operations, due mainly to deferred

maintenance, and \$1,719 under budget in radio ops. Insurance costs were about \$101 more than anticipated. Structure maintenance, miscellaneous expenses and (especially) fundraising expenses were well within budget and dues, precisely as anticipated. Outlays for EMS student tuition were \$7,092 (plus \$300 for CPR and \$560 for NREMT testing) All of those costs are in the EMT training category. Over the budgetary year, we spent \$59,756.29, not counting the (reimbursed) fire pay. *Investments:* The 2-yr Muma note matured at the end of October and was rolled over. Two maturing CDs from the Rainy Day fund matured and went into the money market for investment when return rates improve. Currently, we have \$63,919 in the Rainy Day fund, \$95,463 in cash (checking), and \$1,585 outstanding (mostly donations) for deposit. Portal Rescue assets thus sum to \$159,682. The 2011 budget was originally written for \$50,500; although we were over budget for the year, we ended the year in the black, largely due to community donations.

### **4.3 Fire Chief (David Newton)**

#### **4.3.1 Fire operations**

Oct 24 Pole Top Fire on Bear Mtn Rd.

Oct 26 Shed Fire: Three apparatus and 8 fire-fighters responded, plus mutual aid from Rodeo FD. David was very pleased with our response.

#### **4.3.2 Training**

Nov 7: special night training on Tender 7.

Nov 19: outfitted Brush 6 with required equipment to put it in service.

Dec 17: practiced with Brush 6.

#### **4.3.3 Apparatus**

Tender 1: taken to Tucson on Nov. 12, to Kenworth Dealer for maintenance and repair. Repair to body damage suffered in July, 2008, cost \$1500. Full maintenance and repair to air conditioner cost \$1400. The dealer said the vehicle was in good shape. On November 29, Tender 1 was driven from Tucson to the Sierra Vista Fleet Maintenance facility to investigate a noise in the pump. That investigation revealed damage to the pump's impeller. Parts should arrive soon, and estimated cost of repair is \$1,800.

Brush 5: The vehicle would not start on the evening of the shed fire. Batteries were replaced (for \$445) to get it back in service. David has been accumulating parts to install a battery disconnect and to eliminate the 12-volt center tap on its 24 volt system.

Brush 6 (purchased in January, 2010): in service with required equipment on December 19.

Brush 9: New tank installed on December 9 at a cost of \$3,833 plus \$200 in mounting hardware.

#### **4.3.4 Meetings**

Nov 16: Cochise County Chief's meeting at PR. Thanks to all who helped out.

Dec 16: David attended a wildfire forum in Sierra Vista on last year's wildfires. It was sponsored by an insurance company association and the AZ State Forestry Division. The emphasis was on Community Wildfire Protection Plans and what worked (in terms of fire behavior and property survival) last year.

### **4.4 EMS Chief (Jackie Lewis)**

Nine students completed the EMT Basic Class. They've all done a great job! Congratulations to Timothy Barrett, Laura Caron, Dinah Davidson, Donna Meenach, Joe Meenach, Jerry Racicot, Stevie Wayman, Chris Wilbur and John Yerger.

Eight students have taken the National Registry Practical Exam (all passed!) and are preparing to take the National Registry Written Exam. We look forward to welcoming them as active EMTs once they become certified.

There have been four EMT calls since the last board meeting.

The next EMT meeting will be Saturday, January 28<sup>th</sup> at 9:00 am, and EMT candidates are welcome.

### **5.0 Old Business (none)**

## **6.0 New Business**

### **6.1 VFA grant (David Newton)**

Four of four board members responding to David's email approved acceptance of the \$1,000 50:50 VFA grant, but a formal vote was taken at this meeting. The grant will help train two firefighters and purchase needed supplies and small equipment. Dinah moved to accept the grant, Jackie seconded, and the vote was unanimous.

### **6.2 2012 budget**

The Board prepared (in part) a preliminary budget after reviewing the budget summary for 2011. Additional information will be required to finalize the budget at the next meeting, but it will total somewhere in the neighborhood of \$50,000.

### **6.3 Insurance information review (Bill Wilbur)**

Clifton underwriter sent us a questionnaire to update our insurance requirements. Board members contributed some help in filling out the form. Bill will finish and mail it next week. However, if he comes back to us with a recommendation to increase liability for board members (as suggested by an experienced community member), that will require a vote. For the moment, the matter was tabled. Bill seconded Dinah's motion, and the vote to table was unanimous.

### **6.4 2012 Annual meeting**

The Board considered whether the meeting should be held this year as part of Community Health Day, which will also involve health-related presentations and a lunch. The matter was tabled until board members could bring back opinions of community members. Reed seconded Dinah's motion, and the vote to table was unanimous.

### **6.5 Rescue vehicle drive requirements inquiry**

Several community members have expressed a willingness to drive the ambulance to calls where distantly located EMTs arrive by POV. While the organization greatly appreciates these offers, the insurance company will not cover a non-member driving the rescue vehicles.

## **7.0 Addenda (none)**

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

### **8.1 Newsletter (Jackie)**

Any articles intended for the newsletter must be sent to Jackie by January 18<sup>th</sup>. The letter will go to the printer on the 27<sup>th</sup> and be mailed to community members by February 6<sup>th</sup>, in order to arrive prior to the Soup Kitchen.

### **8.2 Soup kitchen (Jackie)**

The annual Soup Kitchen will be held at PR on Mon-Wed, February 13<sup>th</sup>-15<sup>th</sup>. Chris Wilbur is 'in training' to take this over from JoAnn next year. Vicki Beno will solicit and receive commitments for soups, and Cecilia Hessler, for breads and desserts. Volunteers will be needed to help serve. Please call Chris, Vicki or Cecilia to let them know where you can help.

### **8.0 Adjournment (Jackie Lewis)**

Jackie adjourned the meeting at 8:34 following a motion by Dinah and a second by David Newton.