

**Portal Rescue Incorporated Board Meeting
Wednesday, January 25, 2012**

1.0 Call to Order (Jackie Lewis)

The meeting was called to order by President Jackie Lewis at 6:37 pm. All board members except Reed Peters attended, and Maya Decker was the sole community member present.

2.0 Adoption of Agenda (Jackie Lewis)

The published agenda was adopted without change (motion by Dinah, second by Bill, vote unanimous).

3.0 Acceptance/Correction of Minutes of January 4, 2012

Minutes for the early January meeting were approved as written (David N's motion, seconded by Bill, vote unanimous).

4.0 Reports

4.1 President's report (Jackie Lewis)

Jackie read a statement (reproduced below these minutes) soliciting future participation by active and community members on next year's Board. [Please read her statement!](#)

4.2 Treasurer's report (Bill Wilbur)

Bill again reviewed revenues, expenses and the asset summary for 2011. Minutes published for the early January 2012 meeting can be consulted for that information. The final figures posted for that budget report are slightly revised now that last minute bills and donations have posted. In 2011, total revenues were \$144,079.46, and total expenditures \$95,569.24, leaving a balance of \$46,510.22. Bill also reviewed the very few entries for revenues and expenses for January 2012.

Bill apologized for the computer 'eating' his donor list for October and November of 2011. Anyone donating during that period and still needing a receipt, please contact him by email (prtllrs2011@vtc.net) or phone him at 558-5858. Bill will consult with Rick about how to do the 1099's for fire-fighters and will use Larry Moss again for tax preparation.

4.3 Fire Chief's report (David Newton)

Operations: There have been no fire operations since our last meeting.

Training: Regular fire training was held on January 21st. Seven fire-fighters attended and together moved 12,500 gallons of water to the Department's tank at Dennis McAvoy's. One of the department's portable pumps was left there. A similar tank and pump are already installed at Jeff Gee's.

Equipment: Tender 1 has returned from the Sierra Vista maintenance yard. The yard is waiting for some supplier invoices before billing us, but the bill could exceed the estimated \$1,800.

Mutual Aid from Rodeo Fire: Due to an issue arising out of the New Mexico Fire Marshal's Office, Rodeo FD will be unable, until further notice, to provide Mutual Aid in Arizona. Chief Escobar is working with those authorities to remedy the situation. David has told Chief Escobar that Portal Fire is still very willing to provide aid to Rodeo Fire at their request. Our Board may be required to sign some sort of mutual aid agreement.

Meetings: David attended the County Chief's meeting in Douglas today (Jan. 25th).

4.4 EMS Chief's report (Jackie Lewis)

PR EMTs have had four calls in January, just two since our early January meeting.

EMT training will be held this coming Saturday at 9:00 am, and all EMTs and EMT students are encouraged to attend. Congratulations to the three students who passed the national exam this month (Jerry Racicot, John Yerger and Dinah Davidson). We are waiting for cards to arrive before these individuals can apply for active status as PR EMTs. Jackie reports that another EMT has recently moved to our area and consulted with her about possibly joining PR after she meets AZ requirements.

Lee Dyal and Susanne Apitz recently completed a four-day (35-hr) refresher course needed for them to recertify in June. Recertification lasts two years.

There will be new national requirements for EMT recertification. In the AZ legislature, a proposed bill (HB 2261) seeks to allow Continuing Education credits to substitute for the EMT refresher course. In the AZ legislature, a proposed bill (#2261) seeks to circumvent the new requirements.

5.0 Old Business:

5.1 Finalize 2012 budget (Jackie Lewis)

The newly finalized budget will be presented to the community for a vote at the Annual Community Meeting on Saturday, March 24. Expenditures in 2012 are projected at \$56,500.

A vote was held on Susanne's motion to separate utilities from office expenses in the budget. David Newton seconded the motion, and the vote was unanimous.

5.2 Complete insurance information documents (Bill Wilbur)

Bill has completed and submitted the documentation to Clifton Insurance. As anticipated, Tender 8 was taken off the policy. Last year's bill was for \$6,766 last year, and this year's bill would have been slightly less (\$6,497), but we voted to increase umbrella coverage to \$2 million / 4 million (liability at same levels). Susanne's motion to this effect was seconded by Dinah and approved unanimously. This year's total bill will therefore be \$7,414, and quarterly payments will go from \$1,700 to \$1,853. Our first quarter payment will be larger (\$2,566) due to charges for accident and sickness coming due at that time.

5.3 Set annual meeting date and time (Jackie Lewis)

It was decided to change the date for the Annual Community Meeting to coincide with Community Health Day, being planned by Susanne Apitz (motion by Dinah, second by Bill, passed unanimously). The proceedings will start at 10:00 am on Saturday, March 24 (St. Patrick's Day conflicts on the previous Saturday), with presentation of health information on CPR, strokes, snake bites, and choking. Flyers will be available to alert people to the availability of inexpensive combination carbon monoxide / propane detectors (see also below). This part of the meeting will be briefer than last year (no more than 2 hrs), since the LifeLine helicopter program will not be represented. The Annual Meeting will follow lunch (provided by PR), start at approximately 12:30 pm, and last an anticipated 1.5 hrs. Door prizes may be provided. See flyers posted around town.

5.4 Volunteer driver information (Jackie Lewis)

Jackie has pursued more information about who, other than currently active members, might qualify to drive the rigs. Consulting with the Deputy Bureau Chief of AZ Health Services, she finds the following for rescue vehicles (not ambulances) such as ours, and all volunteer personnel. There are no state requirements, except that the ambulance must go out with at least two EMTs. So if the driver is not an EMT, two EMTs must still accompany that driver. However, our insurer will cover only active members. Bill will call Clifton and determine whether any non-EMT, non-firefighter category of active member may be insured. Such categories would include any RCO who chose to become an active member, or we might have a special driver category. Other requirements are a clean driving record and taking an external or in-house large-vehicle safety course. Caution was raised that drivers might be distracted by the radio if driving alone.

6.0 New Business (David Newton)

6.1 Wireless headsets for Brush 5

David Newton proposed that we purchase wireless headsets for Brush 5, since the overwhelming noise of the truck interferes with communications, despite purchase of a good external speaker for the radio, and is a major safety issue. The Firecom headphones provide 24 db hearing protection, fit

beneath the helmet, and have a microphone. The wireless portion uses the DECT 6.0 system (1.9 GHz) commonly used for cordless phones. It promises distances of ~ 500' (1600' under ideal conditions), with an out-of-range warning signal. Wearers will always hear incoming radio traffic and communications from other crew members, and can transmit over the truck radio by pushing a button. The cost is \$2,816, minus \$240 for installation we can do ourselves, or \$2,576 total two headsets and required interface equipment. Susanne seconded David's motion, and the vote was unanimously in favor.

6.2 Carbon monoxide monitors

David Newton proposed purchase of carbon monoxide monitors and accessories (AirSpace, Inc.: Model AI-1201 (2 at \$515 each; also monitors methane and alarms with similar gases), model 1200 (1 at \$445), logging chips (3 for \$225 ea), cases (3 for \$105 ea), and operating software (\$125) (total \$1930). Background: carbon monoxide is colorless, odorless, and can sicken and kill. Local EMTs have wondered about CO in a few residences here, but we have lacked monitoring equipment. Retail CO detectors use a time-weighted formula to reduce false alarms, so they are useless for this application. Susanne questioned the need for more than one such monitor and favored informing community members about relatively inexpensive stationary detectors for CO, natural gas and propane. Following this discussion, David Newton moved that we purchase one AI-1201 with case but no software or logging chip (unnecessary if not downloading to computer). Total cost: \$550. Susanne seconded his motion, and the vote was unanimously in favor.

6.3 Wire shelving

David proposed that PR purchase four 48w x 24d x 72h wheeled, wire shelving units (\$191 each, or \$764 total; free shipping from Amazon.com). Rationale: Much infrequently used equipment currently litters the area around where vehicles are parked in the garage. Rolling shelf units would make the space more quickly convertible for community emergency uses which arise from time to time (e.g. rain during major events). David put his proposal in the form of a motion, seconded by Dinah, and the vote was unanimously in favor. Costs will be expensed as building maintenance. We also need to work at discarding some of the equipment in question.

7.0 Addenda (unanticipated by vote on agenda)

7.1 Need for new tables (Susanne)

Susanne pointed out that some of the PR tables are in poor repair. We now have one 8' table, two 5' tables, and seven 6' tables, in various stages of decay. Susanne moved that \$1,000 be added to next year's proposed budget for purchase of new 6' tables (approx. \$100 each from Costco). David Newton seconded her motion, and the vote was unanimously in favor.

7.2 Laptop computer for Treasurer (Jackie)

Jackie reminded us that we also need to purchase a computer for the Treasurer. Susanne proposed that we allocate \$600 for a laptop and software. Dinah seconded the motion, which passed unanimously.

The final 2012, outlined in section 5.1 above now takes into account the expenditures agreed upon in sections 6 and 7 here. \$5,500 will come from the Rainy Day Fund, added to the previously proposed \$4,700 draw, for a total draw of \$10,200. We did not need to use the Rainy Day Fund in 2011, and we hope not to use it in 2012.

8.0 For the Good of the Order

8.1 Soup Kitchen (Jackie)

Responsibilities during the upcoming Soup Kitchen were spelled out incorrectly in previous minutes. Please note that Vicki Beno is coordinating all food contributions, and that Cecilia Hessler is coordinating workers at the desert table. Chris Wilbur will coordinate all other workers. We need to help clean the building on Friday, February 10th at 9:00 am. Raffle tickets already on sale, and Bill has already purchase \$100 in lotto tickets.

All community members are encouraged to participate in the 2012 Soup Kitchen. Bring your dishes and your appetites!

8.2 Board member positions open (Jackie)

David and Jackie will stay on as Fire and EMT Chiefs, and David Johnson will remain as an active member Board member. Reed has yet to let us know. All other positions (President, Vice-President, Secretary and Treasurer) are currently open. Please consider joining the Board and see Jackie's remarks below.

8.3 This year's fire danger (Bill)

Bill volunteered that USFS personnel fear a **tremendously hot, fast-moving grass fire** this year. Fall rains contributed to unusually late growth of annual grasses (says David Johnson), and continued drought leaves us at record ERC (energy release component) levels for standing fuels (says David Newton). Forewarned is forearmed!

9.0 Adjournment (Jackie)

Susanne moved for adjournment, and Bill seconded. Hearing no dissent, Jackie adjourned the meeting at 8:29 pm.

From President Jackie Lewis:

With the annual community meeting on the horizon in March, it is time to look again at the many links that make Portal Rescue a viable organization. We naturally think about the Fire Fighters and EMTs, because they are often the most visible elements of PR, but many others contribute behind the scenes. In addition to monetary support, community members donate their time to building, grounds and classroom maintenance, assist with the donation drive, work on fundraisers, schedule the classroom, make emergency phone tree calls, and provide food to keep EMT students going during 16-hr weekend classes. All of these valued contributions are major factors in keeping Portal Rescue operating smoothly and efficiently.

Managing much of this activity is your PR Board. Think about how inefficiently the organization would perform without a governing board. Without the Treasurer, donations couldn't be accepted (recorded and deposited), and we couldn't pay our bills. There would be no fuel, equipment repairs, or warm classroom for meetings. Without the Secretary, there would be no published minutes to keep the community informed and involved. The President has to anticipate all kinds of unexpected situations, organize meetings in advance, find and prod volunteers, and keep the organization moving so that we meet new challenges and maintain our forward momentum. The Vice-President has to be willing to step in if the President can't fulfill these duties. The Fire Chief and EMT Chief bear the major responsibility for assuring that the community is served by well-trained professionals. What would happen if these positions could not be filled?

Our community is fortunate to have many talented individuals with different abilities: organizational skills, writing ability, construction skills, computer literacy, accounting skills, etc. Whatever your talents are, whatever contributions you can make, Portal Rescue needs your help in order to remain vibrant and healthy.

Membership on the PR Board is a great opportunity to see the organization up close, to help your neighbors and community, to work hand-in-hand and build friendships with other community members like you, to set new organizational visions and goals, and to feel valued for your contributions to a group central to Portal and its surrounds. **Please consider serving on the Portal Rescue Board!!**

We need board members representing both the active members and the community at large.

We need you!! Contact any current Board member with inquiries and requests for information.

Current members are: Jackie Lewis (Pres. & EMT Chief), David Johnson (V.P.), Bill Wilbur (Treasurer), Dinah Davidson (Sec.), David Newton (Fire Chief), Reed Peters and Susanne Apitz.