

**Portal Rescue Board Meeting**  
**Wednesday, July 28, 2016**  
**Minutes**

1.0 Meeting called to order by President Bill Wilbur at 6:40pm. Bill Wilbur, David Schurian, Rick Beno, Jerry Racicot, David Newton and Jackie Lewis present. Greg Wayman absent.

2.0 Adoption of Agenda. Jackie moved to adopt agenda with said changes, David Newton second, passed. 2 Additional training for firefighters moved to 8.0 for the Good of the Order. Add 6.3 Vehicle replacement considerations and 6.4 Furnishing lead personnel with financial needs.

3.0 Adoption of May meeting minutes was postponed to the September 21<sup>st</sup> meeting as a copy was not available.

4.0 Reports

4.1 President Report – Bill Wilbur: Bill will be out of commission for at least one month following knee surgery scheduled for August 9<sup>th</sup>. He has received apologies from residents for calling in false alarms. No apologies necessary!! We'd rather have a false alarm than not to be notified at all in case of an emergency. We need more volunteers for EMT and Fire. How can we increase the search? Thank you to those who are currently members. Your time is valued.

4.2 Treasurer Report – Rick Beno: Year to date revenue – \$70,996, Year to date expenses – \$72,361. \$104,544 in CDs. Muma CD matures in October and plans for it will be decided at the September meeting. \$185,800 total cash assets.

4.3 Fire Chief Report – David Newton: Since May 18, 2016

4.3.1 Operations: May 30 mutual aid to Rodeo FD for a wildland fire and then a vehicle fire on Foothills Road, May 31 Portal Peak fire – 3 days, June 9 Sulphur Draw fire, June 27 Krentz fire, July 7 Sulphur Canyon fire (yucca), July 17 Emigrant fire, July 21 house fire

4.3.2 Training: We've had three monthly training days since last Board meeting. They had okay attendance and we worked on basic water handling skills with our 3 new firefighters.

4.3.3 Vehicles: Tender 1 and Brush 8 got new tires. Brush 6 is back in service after replacement of several ignition parts. Brush 8 now has a hose reel and has seen service on several fires.

4.3.4 Grants: I recently completed a twice-yearly financial report for our AFG (pager) grant. Implementation remains stalled while the Sheriff's Office continues to work on a radio transition.

4.4 EMS Chief Report – Jerry Racicot:

4.4.1 There have been 5 EMT calls since last meeting.

4.4.2 EMS supplies have been updated. Several items have been ordered to assist with possible firefighter needs while working on fires. Epi-pen grant is being completed on line.

4.4.3 Douglas Police Dispatch has asked Portal Rescue to determine how far south EMTs will be able to be sent on a 911 call. Halfway point for Douglas Fire is milepost 402. Tex Canyon Road at milepost 398 is being considered and will be discussed with Douglas Police Dispatch before any confirmation is made.

4.4.4 Retirement: I'd like to thank Jeff Gee for his many years of service as a Portal Rescue EMT. Jeff has decided to retire from EMS service as of July 2016. Jeff became an EMT in 1993, he served as EMS Chief for many years. We appreciate all that he has given to our department and our community. He will be missed.

4.4.5 Acknowledgement: I would like to extend a heartfelt hug of appreciation to our EMTs. The last few months have been incredibly difficult for some on our team. We have had very difficult calls, that will leave a life-long impression on many of us. Through these difficult times, we have supported each other and kept our team strong. We will continue to answer the call and provide for the needs of our community. For this, I thank each of our EMTs for their hard work and dedication. I am humbled by the efforts of our Portal Rescue EMS team.

5.0 Old Business

5.1 RCO Software Update: It has been determined that the desktop donated by Pi Irwin many years ago is unable to be updated. It will be retired. The laptop computer will be set up for the RCOs and will be connected to the HP Laserjet printer via USB cable.

5.2 Are printers up to date?: Laserjet is connected. Inkjet is not wireless as thought and will need to be connected via USB cable to the laptop to print.

#### 6.0 New Business

6.1 Portal Rescue as sponsor for fireline EMTs: Currently 2 EMTs are applying to be fireline EMTs. Understanding is that the EMT will be dispatched personally and not dispatched through Portal Rescue and will travel to fires in a privately owned vehicle. However, a sponsor agency is needed to submit fire pay requests, receive the fire pay and then disperse it to the EMT. Is Portal Rescue responsible for the insurance for EMTs working on the fires? Chief Newton will try to find out. The vote to have Portal Rescue act as sponsor was tabled until the next meeting when the answer about insurance will be available.

#### 6.2 Moved to 8.0

6.3 Vehicle replacement options: Is it time to retire Brush 6? It seems that it is unreliable. Chief Newton feels that it is not yet time to find a replacement for Brush 6. It needs to be driven, as do all of the Portal Rescue vehicles, to work out the kinks. Firefighters are encouraged to drive the vehicles. Please let Chief Newton know when you are going out or make a radio call when you leave the station. Do the same when you return to the station. Let Chief Newton know if there were any issues with handling or operations of the vehicle.

6.4 Furnishing lead personnel with financial needs: Several active members do not have available funds (cash and/or credit card) for prepayments or emergencies that may arise when on an active call. Credit cards have been miss used in the past and the Board does not feel they are an option. Can we purchase prepaid cards? By-laws state that financial transactions must have signatures of two signing members; except that the treasurer shall have single party signing authority for financial transactions of the Board with established vendors as defined in the Treasurer's Duties documented in the Policy Manual. The credit card transactions do not follow these set guidelines. Jackie Lewis made the following motion: A check may be written to the Chief with two signatures in order for them to purchase the prepaid credit cards. The prepaid credit cards will be a monitored petty cash account with receipts required for all transactions. The accounts will be monitored. David Schurian second. 5 in favor with Rick Beno opposed.

6.5 Rick Beno voted no given that he cannot think of anything good about this proposal. Portal Rescue is not a bank. We do reimburse promptly for expenses that occur when involved with Portal Rescue business. This prepayment for expenses would set a precedent of funding that violates our standard operating procedures, and his personal code of operation. Rick does not feel that he can in good conscious write these check requests in advance of expenses occurred, and as such will retire following the meeting on September 21<sup>st</sup>.

#### 7.0 Adenda: None

#### 8.0 For the Good of the Order:

8.1 Additional training classes for firefighters. Bill will put together a proposal with the Chiefs providing information on training opportunities for firefighters and EMTs.

8.2 Agenda must be made available to the Board one week prior to the meeting so members can come ready for efficient discussion of the motions. It must also be made available to the public at least 24 hours (preferably 48) prior to the meeting.

9.0 Adjournment: Jerry moved to adjourn the meeting. Jackie second. Meeting adjourned at 8:29pm.

Minutes respectfully submitted by Jackie Lewis, Secretary Pro-tem