

# Portal Rescue, Inc.



## Portal Rescue Inc. Meeting Minutes July 15, 2019

**Attending:** Board members Cary Booth, Bill Wilbur, Jackie Lewis, David Newton, Victor Shawe, and Dinah Davidson, active member Carolyn Nordstrom, RCO Bonnie Bowen, and community member and calendar caretaker Barbara Miller.

1. President Cary Booth called the meeting to order 6:09 PM.
2. By unanimous consent, the Agenda was approved without modification.
3. By unanimous consent, minutes from the May 15 meeting were approved without modification.
4. Reports
  - 4.1 President's Report (Cary Booth)
    - 4.1.a Rescue 3 has been transferred successfully to Mexico. Cary thanked Jackie and her team for cleaning and stocking the vehicle and Bill & Chris, Jackie and Carolyn for delivering the vehicle.
    - 4.1.b Installation of the new doors has been delayed. (See section 4.2.1 below.) Replacement bulbs for the bay are here; the two western-most lights may have to be removed to accommodate the new doors, but this will not affect the overall light environment significantly.
    - 4.1.c No progress has been made yet on replacing classroom lights. (See section 6.2.5.)
    - 4.1.d Prior to purchasing materials and installing new skylights over the fire bay, someone will need to survey the situation on the roof. Replacement is not urgent; nothing in the bay could be damaged by leaks. The roof is all steel, with no insulation. Henry Essary may be able to help with this survey and also inspect the well head.
    - 4.1.e Exit lights have been purchased, but are currently 'hiding', and a serious effort will be made to find them. Access to the wiring above the false ceiling is difficult and would be safer from the underside. The circuit is 'always on', and armored cable will protect wires from rodents. David will install lights

once they are found.

4.1.f Thanks to Carolyn and Jackie for assisting at the FOCCC Garden Party, and to Carolyn Nordstrom and Barb Roth for representing Portal Rescue and decorating Rescue 4. The vehicle won a \$25 gift card, with the amount to go into petty cash, and a wet-dry ShopVac that will be housed in the fire bay.

#### 4.2 Vice-President's report (Bill Wilbur)

4.2.1 On July 11, the Greer Millworks crew arrived to install the new ambulance bay doors. While discussing wind load, the foreman realized the doors were missing necessary reinforcements to meet our criterion of resistance to 90 mph winds. The sales department had not relayed needed information to the production team, and Portal Rescue will incur no additional cost for preparation of the needed structure. The doors (with components) were unloaded, and the crew left, with their return date uncertain.

4.2.2 At the July 4<sup>th</sup> event, Bill had some questions about enrollment in helicopter services, and he provided copies of information circulated to the community by Jackie Lewis. Some members of the Rodeo Baptist Church requested 15 File-of-Life forms that Jackie will provide to them via Bill.

4.2.3 Injury will delay Ray Mendez's rental of a sander to start on his shop floor, so the loan of the sander to us for the classroom floor will also be delayed. It was suggested that, when Ray has healed, our own installation crew might help with his floor and benefit by learning the process. Board members mentioned several issues that make it urgent that the floor be finished by October 1, allowing 4 days prior to that date for epoxy to dry completely. Also, installation must be accomplished before temperatures drop too low.

4.2.4 Bill will deliver the Wall of Fame plaque for engraving at a shop in Sierra Vista on his next trip there, and the names of Greg Wayman and Mary Willy will be added.

4.2.5 Bill will get the new active member welcome packet from Ray, who is reviewing it, and then send it on to David.

4.2.6 The AZ Corporation Commission has contacted us to update Portal Rescue's slate of officers, because it no longer matches the slate updated for Washington Federal Bank. The Commission's annual deadline is March 1 and precedes the date of our annual community meeting, one of several reasons why it may be advantageous for us to schedule the annual meeting earlier. (See section 6.6.2.) Bill will have to certify the changes in Bisbee this year and pay a \$10 late filing fee after the Bank's assistant manager receives a reply from the Commission.

4.2.7 Lee Dyal is back and Bill will seek his help in installing classroom lights.

#### 4.3 Treasurer's Report (Jackie Lewis)

- 4.3.1 Refer to the budget sheet, attached as Appendix 1.
- 4.3.2 Interest (in Revenues and on Balance Sheet) is not actual interest earned and deposited but a change in value of held CDs.
- 4.3.3 Year-to-Date Revenues = \$21,122.24, or \$49,877.76 under the amount projected in our budget. However, most of our funding will come in during the October Donation Drive.
- 4.3.4 Year-to-Date Expenses = \$40,795.90, or \$30,204.10 under the amount projected in our budget, and \$19,673.66 over YTD income.
- 4.3.5 Structure Maintenance expenses are over budget due to the purchase of wind tolerant emergency bay doors.
- 4.3.6 Office expenses are over budget due to purchase of stamps before the price went up. Most of these will be used by the end of the year.
- 4.3.7 The VFIS insurance refund for Rescue 3 was applied to our July payment.
- 4.3.8 Jackie is currently completing the workman's comp audit for the period of July 2018 through July 19.

#### 4.4 Fire Chief's Report (David Newton)

- 4.4.1 On June 27, David met with personnel from the Douglas Ranger District about fires started by lightning strikes. Fortunately, rain extinguished 98% of the many starts.
- 4.4.2 On June 28, Tender 1 provided mutual aid at the Big Cat Fire.
- 4.4.3 June training was poorly attended.
- 4.4.4 As Bonnie Bowen reminded, RCO radio training was held in April and again on May 29.
- 4.4.5 The new (to us) F-450 truck has been registered and weighed (thanks to Dennis McAvoy), but no progress has been made in adding the fire pump.
- 4.4.6 There is nothing to report on grants.
- 4.4.7 We've taken a step backward with respect to application to the Wildland Fire Hazardous Fuels Grant Program (deadline still months away). David had conferred with the relevant USFS person about the best locations for a fuel break separating FS and private lands, and the two were in agreement.

Unfortunately, the FS contact was recently transferred to a new area, and progress on talking with property owners is now deferred until David has a chance to establish a relationship with a new person.

#### 4.5 EMS Report (Assistant Chief Jackie Lewis)

- 4.5.1 We've had 4 EMT calls since the May board meeting, the last of these today. Thanks to Steve (driver), Bonnie (RCO), Dinah (calling from home), David (set up of landing zone). EMTs Barbara, Carolyn and Jackie attended the patient on scene.
- 4.5.2 Carolyn and Jackie worked at the table during the Garden Party.
- 4.5.3 Four EMTs attended our May 29<sup>th</sup> meeting.
- 4.5.4 Four EMTs attended Continuing Education by Tucson Medical in Portal on May 30<sup>th</sup> and are now certified to use a new airway adjunct called an I-gel extraglottic airway.
- 4.5.5 Four EMTs attended our June 8<sup>th</sup> meeting.
- 4.5.6 Four EMTs attended our June 15<sup>th</sup> meeting.
- 4.5.7 Five EMTs have completed their 'Hemorrhagic Control' study and quiz.
- 4.5.8 Carolyn and Jackie attended the Trauma Conference as well as the 'Stop the Bleed' training course. This program will be set up and presented to the community so that people can learn how to stop life-threatening bleeds. It can also be taken to area schools, and we hope to make kits with gauze and tourniquets available eventually at various sites around our community.
- 4.5.9 Rescue 4's air conditioning needs servicing again, and arrangements are being made with Lance to attempt another repair. It was a HOT ride for all of us today.

#### 5 Old Business

Chief Newton has enrolled in the Emergency Vehicle Operation Train-the-Trainer course at State FireSchool.

#### 6 New Business

6.1 Wall of Fame nomination - Mary Willy: Delane Blondeau, Jeanne Williams and Debbie Bernard described Mary's contributions to Portal Rescue (see Appendix 2) and, together with Jackie, now nominate her for this posthumous award. Dinah seconded the nomination, and board members voted resoundingly in favor.

6.2 Moving ahead with maintenance projects (classroom floor)

- 6.2.1 Cary will send David a list of volunteers, and (per Victor) we need to get all the organization in place before beginning.
- 6.2.2 The 'drop-dead' date for starting is mid-September (an earlier start preferred) because the classroom is committed to Irish music and possibly other functions starting October 1. Jackie will contact Scottie about her yoga class.
- 6.2.3 The walls should be painted prior to replacing the floor, and paint color should be coordinated with floor color.
- 6.2.4 Jackie will remove contents of cabinets and, with Dinah's help, take down all certificates and other wall hangings.
- 6.2.5 Lights should be replaced before painting, but scheduling of this must be coordinated with David.

### 6.3 Changes in County/Regional Dispatch organization

David described recent changes to the Cochise County 911 dispatch system. These changes are already operational elsewhere in county but not here. In recent years, 911 calls have been answered by the County Sheriff's office, but in an effort to bring expenses down, calls are now coordinated in Sierra Vista at a non-profit but self-supporting regional system called SEACOM. Although other fire districts are charged for this service, Portal Rescue will incur no cost; nevertheless, we must sign on as subscribers. Municipalities with their own dispatch systems (PSAPs, or Public Service Access Points) in Douglas, Bisbee and other communities are resisting the change. The new system may offer greater resilience than afforded by thinly staffed PSAPs. Cary expressed concerns about the IGA (Intergovernmental Agreement) and who is responsible for computers and software, and David will confer with the appropriate county individual. If the County's lawyer will sign, Cary may approach our lawyer. Chief Newton expressed frustration that the County Sheriff has failed to restore promised County Mutual Aid (CMA) radio coverage to our area – coverage that used to exist. This lack of coverage and lack of radio dispatch from SEACOM means that our response to any incident is delayed by tens of minutes and subject to many more points of failure.

#### 6.4 Discussion about migrating off [www.portalrescue.com](http://www.portalrescue.com)

The Portal Rescue website is currently underutilized (with the calendar as an exception), and some active members aren't even aware of its existence. Other options to replace the site include our Facebook page (no longer maintained) and Google Drive (neither option used by all community members), or the privately maintained [portalrodeo.com](http://portalrodeo.com). An alternative to a change in venue is to design content that drives greater website usage by active and community members. Once the website is updated (but who would do this?), Google Group emails could alert residents to find meeting agendas and minutes there. These issues were tabled for later consideration.

#### 6.5 Electronic (cloud) storage of Portal Rescue data

To facilitate document storage and collaboration among board members in the writing of drafts, Cary introduced the idea of cloud storage and editing on Google Drive. A Gmail account is necessary to access this system. He will set this up and see how we like it.

#### 6.6 When are members considered to be "present"?

6.6.1 The Board discussed conditions under which board members and active members could be considered 'present' for purposes of voting and quorum requirements. A decision is needed for updating bylaws.

6.6.2 Overlap of Wildfire Academy with the annual community meeting is problematic for voting by active members. Rescheduling the meeting to an earlier date would alleviate both that problem and the issue with the AZ Corporation Commission (see above). Consideration of a change in date was tabled until a later meeting.

6.6.3 Our attempt at including remote participants failed in the May meeting because the board member linked electronically could not hear everyone, and the connection ultimately failed. A solution may be to link a speaker phone to the classroom analog phone and use a free or inexpensive subscription service allowing members to call in using a pin number. Such a system could eliminate the need to define 'present' except for quorum considerations, but we may have to require that comments on issues be registered some minimum number of days before voting. This discussion was tabled for consideration at a subsequent meeting.

7. Finalizing edits of active member forms

In view of the late hour, this matter was tabled until a later meeting.

8. For the Good of the Order

The next blood drive is scheduled for August 15.

9. Adjournment

The meeting was adjourned at 8:38 pm.

Appendix 1 Balance sheet for Portal Rescue accounts (07/2019)

<b><u>Edward Jones</u></b>						<i>Expected Monthly Income</i>
<i>Fund</i>	<i>Principle</i>	<i>Rate</i>	<i>Term (Mo)</i>	<i>Purchase</i>	<i>Mutire</i>	
Muma Endowment Fund	14,970.00	1.30%	36	07-Oct-16	07-Oct-19	14.38
American Express CD	86,881.65	2.05%	60	21-May-15	21-May-20	148.63
Money Market	8,186.58	0.01%				0.01
<b>Total Balance (4/26/19)</b>	<b>\$110,038.23</b>					<b>\$163.01</b>
Starting Balance	\$107,965.92					
Addition to Account	\$0.00					
Interest 2019	\$2,072.31					

<b><u>Washington Federal Checking Account</u></b>						
<i>Fund</i>	<i>Principal</i>					
Checking (2/4/19)	\$12,322.47					
Rainy Day Fund 2	32,384.63	1.93%	60	16-Jan-15	16-Jan-20	49.20
<b>Total Current Balance</b>	<b>\$44,707.10</b>					
Starting Balance	\$32,384.63					
Addition to Account	\$0.00					



Interest  
Earned

\$0.00

**Petty Cash**

Fund	Value
Funds on Hand	\$90.00
Stamps	\$300.00

**Deposits Outstanding**

Fund	Value
Donation (General Fund)	600.00
Grants	0.00
Fundraiser	283.00
Misc Income	0.00
Rent	120.00
Total	\$1,003.00

**Portal Rescue Assets**

Total Funds | \$156,138.33

## Appendix 2

### **Nomination of Mary Willy to the Portal Rescue Wall of Fame is based on the description of her contributions below (and see 6.1 above).**

Portal Rescue was already operating when Mary was approached about donating land for the first building. Our fire truck was then housed in Ted Troller's barn. All our medical equipment had been moved from Blondeau's pump house to the silver building sitting along the shed at the Portal Store and donated by the Forest Service. Larry Devers helped us get an old blazer that was parked there.

Bill and Mary Willy donated a level and easily accessible tract of land on which to build the fire house. The original 2-vehicle bay, built in 1991, is dedicated to Bill Willy. Joan White and Debbie Bernard taught the first EMT class in the building. That was 1996 – there were no bathrooms, and the building was very cold. The blazer was parked outside along the building and if we girls had to pee badly and we did not want to walk to the store - guess What!!!!

Then, around 1998, we raised funds for the classroom. We approached Mary again for a little more land so we could put in a septic and heli-pad. Pete Rawdon donated all his time and equipment, and Debbie Bernard sourced out the right size rock for the pad, which is now just a parking lot on the side of the 2nd building. Mary did not hesitate to help. Devorie made Mary a certificate of the first flush of the new bathroom, and it still hangs in the little bathroom in her house. Mary did a lot to help us get where we are today.

For many, many years, Mary's garage housed the home medical equipment that was available to people to borrow.