

**Portal Rescue Inc.**  
**Meeting Minutes**  
**January 15, 2020**

Attending: Board members Cary Booth, Bill Wilbur, Jackie Lewis, David Newton, Victor Shawe, and Dinah Davidson, active members Susanne Apitz, Lee Dyal, Henry and Amy Essary, and Carolyn Nordstrom

1. Call to order 18:05 pm (Cary)

2. Adoption of agenda

2.1. Jackie requested one addition to new business: purchase of printed shirts for ROs and drivers.

2.2. Dinah so moved, and Bill seconded the motion, which was adopted unanimously.

3. Minutes of board meeting for Nov 13, 2019, found at:

<https://www.portalrescue.com/wp-content/uploads/2019/12/November-2019-minutes-fin.pdf>

3.1. Jackie moved for acceptance of the minutes, Bill seconded her motion, and the motion passed unanimously.

4. Reports

4.1. VP Report (Bill Wilbur)

4.1.1. Bill thanked Lee for intuitive input on ambulance bay doors. We will be working with Greer Millworks tomorrow, starting at 7:30 am (with David). Bill will relieve David in the afternoon, and Lee will also be available for help. The crew will start with the south door and work on the vertical operation of both doors. Bill recommends setting the doors to open just a foot or so above the vehicles so gravity holds them down and keeps them from jumping their tracks. (Note added on 01/16/2020: as usual, the crew forgot some parts and will have to return.)

4.1.2. Mouse patrol: Bill sealed two large openings with copper-based foam that mice hate. Repairs to doors should help too. Trapping can begin, and traps should be checked at least every two days. We thank Bob Downs for volunteering for mouse patrol while he is in Portal.

4.1.3. The new floor acquired some new divots at the New Year's Day event. Bill will buy an epoxy kit and match the floor color.

4.1.4. Bill's radio should be back online Friday after arrival and installation of a newly ordered battery.

4.1.5. Exit lights have not been found and are not in the building. Did someone perhaps take them home?

4.1.6. Classroom lights: a committee composed of David, Bill and others they may recruit will get after this soon.

4.2. Fire Chief (David Newton)

4.2.1. There have been no operations since our last board meeting.

4.2.2. A joint training exercise for EMTs, fire-fighters and ROs was well attended in December.

4.2.3. Individual radio operations training was provided to Linda Wadsworth, who was not here for training last spring.

4.2.4. No progress has been made toward moving the pump and tank off Brush 8 onto the F450. That truck may also need new tires: 7 (includes a spare) at \$300 each.

4.2.5. David has submitted an application to the annual VFA 50:50 grant program, requesting \$1700 for equipment and supplies. If the proposal is successful, they will ship the requested items and invoice us for half the cost.

4.2.6. In response to a request for an inventory of radios, Portal Rescue uses three kinds of hand-helds. We have two unissued Motorola radios and two new batteries costing \$60 each. We have two or three unissued Bendix King radios used by fire-fighters; batteries cost \$50 each, and we should probably order six more. We have one unused Vertex radio currently in use in the RO office; its batteries cost about \$35. David can get used Vertex radios with an extra battery for about \$200, and new Vertex radios with an extra battery for about \$300. Bill has returned an additional Vertex radio

because it was not useful at his residence.(\$90, or \$200, with charger, or \$300 with two batteries) – 1 unissued but used in the RO office, and its battery is old. Bill will bring back a hand-held radio that is out of range and not useful at his residence. There have been no requests for Bendix King batteries lately, but David may order more in anticipation of failures.

4.2.7. SEACOM provides an alerting app for cell phones to be directly tied into their system. They are hashing out details for Portal and Bowie. Radio will remain the primary means of dispatch, with cell phones secondary.

4.2.8. A new laptop is needed for the RO office. The existing laptop runs Window 7 (no longer supported by Microsoft) and is probably too old to accommodate an upgrade to Windows 10.

4.3. EMS Chief (John Yerger, report presented by Assistant Chief Jackie Lewis)

4.3.1. First, John thanks EMTs E.T. Collinsworth, Joan Galanis, Jackie Lewis, Carolyn Nordstrom and Barbara Roth for their continued service in 2019. We sincerely need every one of them in 2020, and for as long as they are able to serve!

4.3.2. We have responded to three calls since our last meeting, and in 2019, to approximately 35-40 EMS calls, a number average or slightly above the 10-yr average for the Portal/Rodeo area. Not evidenced in this total are some distant calls where Douglas arrives before or simultaneously with Portal Rescue. With just two individuals per ambulance, Douglas Fire medical staff still appreciate our extra hands for on-scene help, e.g., with set-up of helicopter landing zones.

4.3.3. Curtiss and Tom Snyder deserve a big "Thank you" for pulling the Douglas ambulance out of snow and mud on one of these calls.

4.3.4. Recent EMS dispatch issues are being resolved (see Fire Chief's report).

4.3.5. Four large O2 tanks must be picked up from Douglas Fire. Bill will get these in his truck when we go to the bank in Douglas tomorrow.

4.3.6. A vehicle check was done in December, and another must be scheduled soon.

4.3.7. With just six EMTs on our roster, and at least four of those available seasonally or part-time, we have a desperate need for more EMTs. In order to continue providing the same level of responsiveness that we have in the past, we MUST secure new EMTs. There should be a class in Animas, NM, beginning in April, a rare opportunity for a local EMT class. Please direct interested parties to John, or to any past or present EMT for encouragement to enroll, and have them contact John for details.

4.3.8. John is not sure when he will return.

4.4. Treasurer (Jackie Lewis)

4.4.1. Portal Rescue budgeted \$71,000 for 2019 expenses, took in \$46,399, and spent \$53,070. Despite higher than average maintenance expenses, allocation of funds from other budget categories precluded a need to tap the Rainy Day Fund.

4.4.2. Cash assets on hand total \$167,977.

4.4.3. The checking account balanced to the penny.

4.4.4. The money market CD maturing on 1/16/2020 will be rolled over into another CD bearing a slightly lower interest rate.

4.4.5. Details of 2019 income and expenses will be presented in our upcoming Newsletter (thanks Editor Pat Espenak!) and reviewed publicly during the March annual meeting.

4.5. Member at large (Victor Shawe) – nothing to report.

4.6. President (Cary Booth)

Refreshing of the website has been on hold while Cary has been out of town.

5. New Business

5.1. The Annual Community Meeting of Portal Rescue was scheduled tentatively for Thursday, March 5 (potluck at 5:00 pm, meeting at 6:00 pm). Cary will contact active members by email to encourage attendance for voting on board members.

5.2. Cary, Bill, Jackie, and Dinah will meet tomorrow at 4:00 pm at Washington Federal Bank in

Douglas, to remove past signatories and add current signatories on the CD that matures on January 16. Jackie moved to roll over the CD, and Dinah seconded her motion, which carried unanimously.

## 6. Old Business

6.1. Jackie proposed that new Portal Rescue shirts be purchased for drivers and ROs and be labeled appropriately as "Driver" or "Radio Operator". A Tucson shop will do small numbers of shirts. A head count included 7 ROs and 2 Drivers who are not currently FFs. Jackie will circulate a design. She proposed to buy 12 shirts and moved that a maximum of \$300 (actual target = \$240) be allocated for this purpose. David seconded her motion, which carried unanimously. It was agreed that Jenny Knapp should receive a "Portal Rescue Supporter" shirt.

6.2. Working from last year's budget the Board arrived at a figure of \$45,750 for 2020, but will await Henry Essary's estimate for work on the well head before finalizing this figure through an email vote.

6.3. The Board reviewed the revised drafted updates of our Bylaws and made several minor changes. Jackie moved that the draft revised on Jan 15, 2020, be presented to active members for a vote. Victor seconded her motion, and the vote was unanimous. The draft will be emailed to active members in advance of a vote on acceptance.

6.4. A special meeting will be held on Monday, February 24, at 6:00 pm (at least a week prior to the Annual Community Meeting) to first consider new applications for active membership and then allow active members to discuss and vote on changes to the Bylaws. The first part of this meeting will be open to the public, but community members will be dismissed prior to consideration of Bylaws.

6.5. Member applications for ROs and Drivers are ready and may be filled out in advance of the February 24th meeting. Jackie will circulate these via email to individuals who may wish to consider applying.

### 6.6. Suggested changes to website

Cary moved to table discussion of website changes until a subsequent meeting. Jackie seconded his motion, which carried unanimously.

## 7. Addenda (none)

## 8. For the Good of the Order

8.1. Blood Drive: 32 people have signed up for the January 16 blood drive. (Note added after meeting: there were 10 cancellations. Donors will be offered long-sleeved-shirts and have their names added to a national Red Cross drawing for a Super Bowl ticket.

### 8.2. Soup's On update

8.2.1. We need to swap out the faucet and replace sink tile in the bay prior to the event.

8.2.2. PR personnel in PR t-shirts will be offered free lunch in exchange for drawing tickets for door prizes. Walker Family Medicine has agreed to be a sponsor of the Soup's On event, and AirMedCare (aka LifeLine) has been asked but not yet confirmed.

8.2.3. Jenny has asked that PR member pictures be placed on the wall, but this is not yet definite.

8.2.4. The bay must be cleaned before February 15, including pressure washing to clean oil from bay floor. Bill will bring his pressure washer.

## 9. Adjournment

At 20:10 pm, Bill moved to adjourn, and Jackie seconded his motion, which carried unanimously.