

Board meeting – May 27, 2021

Attending via Internet or phone: Board members Cary Booth, Dinah Davidson, Jackie Lewis, Ali Morse, David Newton, Carolyn Nordstrom and Victor Shawe; RCO Linda Wadsworth.

1. Call to Order

President Cary Booth called the meeting to order at 6:04 pm.

2. Agenda

2.1. Cary added three new agenda items: donated printing services, autopayment of utility bills, and a possible change to tax accounting services.

2.2. There being no other added items, Cary moved that the amended agenda be accepted. Victor seconded the motion, and the vote in favor was unanimous.

3. Minutes of the March 20 Meeting

No changes were requested, and Cary moved for acceptance, Carolyn seconded the motion, and the vote in favor was unanimous.

4. Reports

4.1. Fire Chief (David Newton)

4.1.1. Operations

Today Tender 1 was used for dust abatement at the landing zone for the Warren Fire.

4.1.2 Training

4.1.2.1. Training has been poorly attended.

4.1.2.2. Four firefighters passed the Arduous level pack test. Thanks to Eric Desfachelles, Alina Downer, Henry Essary and Andrew Waser.

4.1.2.3. A Wildland Refresher Class is scheduled for this coming Saturday (May 19).

4.1.3. Vehicles

4.1.3.1. Some fuel injector lines were replaced on Brush 9.

4.1.3.2. Oil was changed on Brush 5, so the vehicle can now be started with less concern about fuel-thinned oil.

4.1.4. Grants

Equipment funded by our VFA grant has all arrived.

4.1.5. Radio dispatching

The conversion to primary dispatching via CMA2 has hit a snag after discovering that Douglas PD lacks a clear signal into that channel. Options are being pursued.

4.2. EMS Chief (Jackie Lewis)

4.2.1. Calls

We've had 13 tone-outs for emergency medical services since our March meeting. No EMTs were available for 3 of those calls. Portal Rescue EMTs had no patient contact on 2 calls, because Douglas Fire arrived on scene first. One patient was not home when EMTs arrived.

4.2.2 Training

EMTs have been working on self-learning packets from Tucson Medical Center and checking off skills on the required documentation for new-hires. Once every 2 years, current EMTs can receive continuing education credits for reviewing the learning packets.

4.2.3. AED data download

Two calls required use of an AED (automated external defibrillator). Jackie was only able to finally download the data using the old computer with Windows 7, so we cannot get rid of this computer yet. Jackie has set it up with an external keyboard and put it in the blue bag with the infrared reader for the Philips Heartstart (HS1) AED. This bag is in the RO office. If/when we need to download data to the Windows 10 computer, we must purchase a new infrared reader.

4.2.4. Supplies

AED pads and airway replacements have been purchased and restocked. Jackie will purchase replacements for expiring medications (epi-pens and Narcan) by the end of June. Epi-pens (set of 2) are currently around \$300 from Tucson Medical Center, down from the former cost of \$600 per set.

4.3. Treasurer (Ali Morse)

4.3.1. Checking

On April 27, 2021, our Washington Federal account was closed, and its funds (\$36,206.33) were transferred to our Edward Jones Money Market checking account.

4.3.2. Balance sheet

4.3.2.1. Washington Federal

The total value of our Washington Federal account (Rainy Day Fund) is \$33,799.96, including \$156.32 in YTD interest.

4.3.2.2. Edward Jones (all accounts)

The total value of our EJ accounts is \$150,854.16, including \$184.81 in YTD interest. Components of this total are: Money Market (\$46,367.02) and 5 CDs (incl. Muma CD) of 1-, 2-, or 3-yr maturity dates (totaling \$104,487.14).

4.3.2.3. Portal Rescue assets sum to \$184,478.92, including \$255 in petty cash, \$74.80 in stamps, all investments and an outstanding deposit of \$1,495.

4.3.3. Ali stated that she was unable to make mobile deposits with the Edward Jones iPhone app on her older model iPhone, with which other banking apps worked fine. Jackie and Dinah offered to help get donations to EJ's Douglas office, but Ali said she will continue with her duties as Treasurer and make the deposits in person, if necessary.

4.3.4. Ali also expressed concern about her housing uncertainty after October and her personal responsibilities involving her mother's care, suggesting that the board consider a full-time permanent resident for her replacement.

4.4. Member at Large (Carolyn Nordstrom)

4.4.1. Chief Newton has been updating firefighters (and as a courtesy, the Board) with fire information gleaned from air traffic. When David is away, we miss out on this very welcome information.

4.4.2. Carolyn suggested that we solicit folks to do good community fundraisers like the recent Sew What? rummage sale.

4.5. Vice-President (Victor Shawe) – nothing to report.

4.6. President (Cary Booth) – nothing to report

5. Continued Business

5.1. Chiricahua Community Health Centers, Inc.

5.1.1. CCHC forwarded an updated link to their survey at Cary's request, and the technical problem has been resolved, but we have not yet heard back from them.

5.1.2. Locals are encouraged to fill out the Survey Monkey form, so that CCHC can accurately assess needs in our community. See also item 5.3 below.

5.2. Classroom rental

After extended discussion of classroom rental during the improving Covid-19 environment, the following motion was advanced by Jackie, seconded by David, and approved by the Board unanimously: **Portal Rescue classroom will be open to groups of 15 people or fewer. Masks are required if social distancing cannot be maintained. Masks will be optional if social distancing can be maintained. No eating in the classroom.**

5.3. CCHC's proposal to use Portal Rescue facilities

5.3.1. See synopsis as Appendix to March 20 meeting.

5.3.2. A brief discussion focused on any limitations we may wish to impose on a CCHC proposal to station a mobile unit at Portal Rescue. No board member was opposed to considering a proposal.

5.3.3. Jackie will assess utility data to estimate costs associated with operating here. With these data in hand, Cary will follow up with CCHC. (Jackie's later assessment: Air conditioning costs for summer,

the highest usage season, would be approximately \$5.00 per day. In the interest of serving the community, we might consider waiving a rental fee.

5.3.4. We will need to address the liability issue after evaluating a rider on the CCHC insurance policy, and also decide what limit we might wish to set on the length of the trial period.

5.3.5. The classroom and bathroom must be cleaned by CCHC personnel after each use.

6. New Business

6.1. Brochure update

6.1.1. The brochure will be reformatted in order to allow submission of the donation form without loss of 911 info on reverse side.

6.1.2. Jackie will check phone numbers to assure they remain current.

6.1.3. We should be able to do this with donated printing.

6.1.4. The majority will be mailed to folks for whom we already have addresses. A major problem is how to contact new community members. Brochures will be available at both Rodeo and Portal post offices, as well as local restaurants.

6.1.5. Carolyn suggested adding "Donations would be welcome ..." and other welcoming language. We will also solicit new images and/or have new images prepared, with at least some representation of women. This should all be done prior to our next meeting.

6.1.6. New brochures should be printed and in hand by mid-September.

6.1.7. A local resident with a printing service in Tucson has offered donated printing services. Cary will put the resident in touch with Jackie about the brochure and perhaps also tee-shirts.

6.2. Soup's On

Board members discussed whether PR should try to hold the February Soup's On fundraiser in 2022. We can't evaluate Covid-19 restrictions this far in advance, but if the event is held, we will need a strong leader to both coordinate the event and designate responsibilities. Dinah will write up an email advertising the possibility of such an event and asking volunteers to contact Jackie by early September at the latest. We need to have a full team in place by end of October. Carolyn will try to identify newbies.

6.3. Chief's meeting

David reminded the Board that Portal usually hosts the Chief's Thanksgiving dinner in November, and we also need volunteers for that. The Chiefs will begin meeting face-to-face, starting in Naco next month.

6.4. Autopay of utility bills

Currently, we pay VTC and Columbus Electric bills by check, but Ali proposed simplifying payments by setting up autopay with Edward Jones. Victor moved that we do this, and Dinah seconded the motion,

which carried unanimously. Ali will make certain that payments are entered in the check register, and that a paper copy of the bill is filed in PR records.

6.5. Change of accountant

Recently, we've experienced delays in tax preparation, though our taxes are not very complicated. Carolyn proposed that PR switch to using a tax accountant from Cotton City. She has found her to be prompt and very professional. Victor moved to go forward with this change if the accountant is comfortable with accounting for non-profits. Dinah seconded his motion, and the vote was unanimously in favor. (Carolyn checked later and found that the person in question does not do accounting for non-profits.)

7. **Next board meeting**

The next board meeting was scheduled for Wednesday, July 21. Yet to be determined is the time of day and whether we will meet in person or remotely (the latter depending on board member locations).

8. **For the Good of the Order**

8.1. Blood drives

The next blood drives are tomorrow and Friday August 20.

9. **Online meeting tool**

Google Meet worked well, and we'll keep using it.

10. **Adjournment**

Cary adjourned the meeting at 8:17 PM.