

Board meeting – July 21, 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; Community Member Alice Wakefield

1) Call to Order

President Cary Booth called the meeting to order at 6:03 PM.

2) Adoption of Agenda

a. Cary, seconded by Ali, moved to modify the Agenda to include two additional items: discussion of adding Barney Tomberlin to the Wall of Fame plaque (see 6c), and two announcements coming from Debb Johnson (see 7b and 7c).

b. The modified Agenda was adopted (almost) unanimously, with Carolyn abstaining due to late arrival.

3) Minutes of Board Meeting on May 27, 2021 (<https://www.portalrescue.com/board/minutes/#0521>)

Cary's motion to accept the minutes without change was seconded by Victor, and the vote in favor was unanimous.

4) Reports

a. Fire Chief (David Newton)

i) Operations

(1) On May 30, firefighters responded to a haystack fire, possibly resulting from spontaneous combustion of a bale with too much moisture. At the same ranch/farm, we also responded to a manure fire caused by welding some days earlier.

(2) On July 1, firefighters responded to a small fire located off Hidden Terrace Rd and involving a wet branch spanning power lines. Residents observed the fire start and stamped it out while it was still tiny. Columbus Electric removed the branch and restored power.

ii) Training

(1) Training has not been well attended.

(2) We did have a well-attended Wildland Refresher led by Ed Castellon.

iii) Vehicles

There have been no changes to fire vehicles since our last meeting.

iv) Grants

No grants are currently active.

b. EMS Chief (Jackie Lewis)

i) EMT Calls

Between May 23 and July 18, there were no calls, but three calls came in on July 19th. The first call was attended by Alina Downer, John Yerger, Carolyn Nordstrom and Michele Lanan, and the second, by Carolyn, Michele and Alina. The third call was cancelled prior to patient contact.

ii) Rescue 4

(1) Rescue 4 is out of service (and still is, as of August 1). Brakes, exhaust and A/C will all be checked and repaired by Lance Shultis before the vehicle can be placed back into service.

(2) Brush 8 is outfitted with a jump kit, airway bag and AED.

(3) Douglas Fire Department has been notified of our non-transport status. We will need to remind coordinating agencies during each call that we will not be able to move the patient to a rendezvous point or landing zone.

iii) Training

(1) Five EMTs attended a Continuing Education class provided by Tucson Medical Center in the PR classroom in June.

(2) Jackie attended an EMT Refresher on July 5-7.

(3) EMT training is scheduled for Sunday, July 25 from 10 am-noon.

c. Treasurer (Ali Morse)

(1) Assets

(a) Washington Federal

The total value of our Washington Federal account (Rainy Day Fund) is \$33,958.75, including \$315.11 YTD interest.

(b) Edward Jones (all accounts)

The total value of our EJ accounts is \$145,922.86, including \$209.39 in YTD interest. Components of this total are: Money Market (\$41,539.50) and five CDs (including Muma CD) of 1-, 2-, or 3-year maturity dates (\$104,383.36).

(c) Portal Rescue assets total \$180,449.86 including \$255 in petty cash, \$63.25 in stamps, all investments, and an outstanding deposit of \$250.

(2) Revenues/expenses

(a) Revenues to date this year are \$13,895.84 and expenses have come in at \$24,295.28

(b) Expenses exceed income by \$10,399.44

d) Member at large (Carolyn Nordstrom)

Nothing to report

e) VP Report (Victor Shawe)

Victor thanks the Board as a whole for taking the MOU seriously. Carolyn seconds that appreciation.

f) President (Cary Booth)

i) Some recent additional, and mostly formatting, changes were made to the MOU.

ii) Cary needs to get to the radio office to upgrade the laptop's operating system and protect it against vulnerabilities. David volunteered that he has been doing this, but Cary will double check.

iii) Cary will put up a cork board to facilitate the posting of Portal Rescue business, relevant business cards, notes with contact information, and any other relevant communications that we have been posting on the wall above the RCO desk.

5) Continued Business

a) Vote on classroom use policy

Cary moved to maintain the current requirements for classroom use, as described in the May minutes, and Ali seconded the motion, which passed unanimously. Dinah urged that we follow developments related to the highly transmissible delta and lambda variants and revisit the matter by email if necessary. No one has rented the classroom since it was opened for use.

b) Chiricahua Community Health Centers, Inc.'s request to use Portal Rescue facilities

i) Cary has circulated to board members links to the government regulations cited in the MOU.

ii) Cary will circulate the revised document one more time before sending it to CCHCI.

iii) Victor moved that the document also be reviewed by our lawyer after CCHCI acts on our proposed changes, and Cary seconded the motion, which passed unanimously.

c) Brochure update

i) Jackie has communicated with both Kerri (the prior designer/printer, in California) and Cary's neighbor (Dwight, from Tucson) regarding the re-design and printing of the new brochure. Dwight has volunteered use of his bulk mailing permit if we can determine how to use it without sending the donation letter and brochure to everyone our zip code.

ii) Jackie reminds residents that cell phone calls go to NM. Cochise County Dispatch (not an emergency line) will take emergency services calls and question callers in the same way as 911 operators, but because cell phone calls to this number cannot be tracked by location, it is best to phone 911.

iii) Carolyn will help with photos for the brochure and ask Tim Lawson to take new photos. (He later agreed.) Jackie will be working on the text.

D) Phone book

Kerri volunteers to help with the phone book.

e) Soup's On

Barb Roth will coordinate the event, with Chris Wilbur serving as Co-Coordinator. Several volunteers will take the same roles they have held in the past as committee chairs. A few committees still need chairs. Residents looking to participate in these minor organizational roles should contact Jackie.

f) Change of Accountant

i) Vicky Merritt at Edward Jones informed Ali that there are no CPAs in Douglas.

ii) Cary will contact Tom Davidson and Dwight for recommendations of CPAs handling non-profits. Alice will reach out to Reed, and Dinah to Tamara Winkler, about accountants used by FOCCC and Malpai, respectively.

6) New Business

a) Vote on new Treasurer

i) Alice Wakefield has expressed interest in the position, saying that, as a new arrival, she is looking for ways to contribute ... "a small price to pay for living in this cool place".

ii) Board members reviewed her bio, and Carolyn noted that Alice's prior experience makes her "wildly overqualified". Cary moved that the Board appoint Alice as Treasurer for the remainder of the term. Dinah seconded the motion, which passed unanimously.

iii) Alice will take over from Ali immediately and agreed to receive all recommendations for the PR accountant.

b) Bookkeeping methodology (continued use of Excel spreadsheet vs QuickBooks, a cloud-based business software application)

i) Alice recommends continuing to use spreadsheets but also asking the accountant what software they prefer.

ii) The Board thanks Rick Beno for setting up the spreadsheets used by PR and specific to our accounting needs. It is advisable to maintain back-up copies in case sheets become corrupted.

c) Honoring Barney Tomberlin

i) Jeanne Williams has suggested that Barney's contributions to Portal Rescue as founder of the Fire Dept. be honored in September, by which time a bio could be put together, and Jackie could have his name added to the plaque. (The wall of fame is not a wall but a plaque inscribed with names of major – and deceased – contributors to the organization.)

ii) David moved to table the matter until the September meeting, Jackie seconded the motion, and the vote was unanimous.

d) Schedule Next Board Meeting

The next (again virtual) board meeting was scheduled for Tuesday, September 21 at 6 PM AZ time.

7) For the Good of the Order

a) Blood drives

i) The next blood drive will be held on Friday August 20, 2021, and 18 of 31 appointments are currently filled.

ii) Twenty-eight units were collected during the May drive.

b) Firewise table

Debb Johnson will staff a Firewise Table at Heritage Days on Saturday, September 11. Information on firewise practices will be available there.

c) Wood chipper available

Debb also notes that Luis Mendoza has a wood chipper parked across from the Portal Café. The machine, manned by three workers, is available for hire for \$200 per hour. Luis can bring the chipper to property owners and distribute the chippings on property or into trucks to be hauled away. He says the chipper really eats up large amounts of wood and keeps three guys busy the entire hour.

8) Adjournment

At 7:25, Cary moved to adjourn, Dinah seconded his motion, and all members voted in support.

Bio for Alice Wakefield

Alice Wakefield retired in January after working 42 years in various positions in the Defense Department. Most recently she was the technical director / program manager with oversight of a multimillion-dollar budget for research & development and sustainment of a 300-person center of excellence that specialized in worldwide modeling and simulation mission events. Her expertise also included international relations and cybersecurity. Eager to put that life behind, she is enthusiastic about developing ways to apply her skill set for the benefit of Portal Rescue. She has experience in contract development, proposal evaluation, generating requirements documents, writing various technical documents, process definition, and design of experiments. During her "off-time", she has enjoyed photography, weather, birdwatching and other naturalist activities including monitoring and banding hummingbirds. She is a member of the Board of the Hummingbird Monitoring & Conservation Network. Recognizing the value of creating a legacy for young people, she revitalized the children's activities programs for the Friends of Cave Creek Canyon in Portal, Arizona. Via a Google Groups venue, she moderates and provides daily informational content to resident subscribers of the Portal AZ – Rodeo NM area – now 475 members strong. Mrs. Wakefield is also a showing artist at the Chiricahua Gallery in Rodeo.