

Board Meeting – January 6, 2023

Attending: Board members Cary Booth, Dinah Davidson (remote), Alina Downer, Jackie Lewis, David Newton, Victor Shawe

1. Call to Order

President Cary Booth called the meeting to order at 6:01 pm.

2. Approval of Agenda

Jackie proposed adding the topic of new brochures under New Business, and the Agenda (so amended) was approved unanimously after a motion by Cary and a second by David Newton.

3. Approval of Minutes of the December Meeting

No changes were proposed, and the minutes were approved unanimously as written following a motion by Cary and a second by Victor.

4. Reports

a) Fire Chief (David Newton)

i) Operations: none

ii) Training

(1) Attendance was good at both the December 17th discussion/training and the January 4 All-Responders training.

(2) Brian Whitehorn has completed all his basic firefighter training, and David will ask the Board to confirm his membership in Portal Rescue.

(3) At 1:00 pm on January 21, the Killer Bee Guy (<https://killerbeeguy.com/>) will be here to train us for dealing with bees where they are a threat. **At 2:30 that day, he will present a forum to the community.** His website offers a number of videos of bee removal, including here at the Historical Society building in Portal.

iii) Vehicles

One battery was replaced on Brush 5, and now a second one is weak.

iv) Grants (and volunteered help)

(1) AFG

(a) David secured 7 quotes from 4 different vendors for purchase of mobile radios with this grant. The quote David favors came in below other estimates, allowing us to spend the remainder of the grant on other equipment.

(b) AFG will be open for new grant applications on January 9. We could apply for external training funds, but no one may be available to go. Alina, Matthew and Michele might be interested in Wildlands EMS training, but we wouldn't hear about funding until September-October.

(2) Tribal gaming grants

(a) The Cochise County Attorney will not allow the County to act as a pass-through for gaming grants.

(b) A community member has volunteered to set up a meeting with the elected Douglas City Mayor, who can consult with the City Manager to determine whether that city would be willing to act as a pass-through for us.

(c) Dinah suggested that we explore this option for work on (or replacement of?) our aging repeater.

v) AZDEQ

After the meeting, David relayed to the Board a January 11 notification that Portal Rescue had been selected to be part of the AZ Department of Environmental Quality Pilot Program for removal/replacement of firefighting foam containing PFAS (a forever chemical). They will remove our approximately 35 gallons of AFFF (Aqueous Film Forming Foam) and replace them with a type of foam lacking PFAS. The offer to do this for free resulted from David having filled out a form a few months ago. Thank you, David!

vi) Fire Station Alerting Program

At the Dec. 15th meeting, David was assured that there would be no substantial change for us as Douglas Dispatch becomes a backup for the entire SEACOM system. Technicians will be setting up the east side of the County, department by department, with completion projected for February.

vii) Building maintenance

David thanked Victor Shawe for fixing the ambulance bay window, which was falling out.

b) EMT Chief (Jackie Lewis)

i) Calls

In 2022, Portal Rescue responded to 55 calls, several involving more than one patient, and we have already had one call in 2023.

ii) Training

(1) Tentatively, a refresher class may be offered in February.

(2) Carolyn mentioned and will advertise two upcoming classes for new EMTs: one starting January 17 in Douglas, and another in Cliff, NM (January also) and attended by three people from Animas. Both

meet twice a week and require substantial travel. Just one of the 5 people Carolyn contacted expressed tentative interest.

iii) Equipment and vehicles

(1) We have received the new power cot for Rescue 233 and will send the two Stryker manual cots to Coast Biomedical Equipment, because they credited us \$800 on our new purchase {see sections 5)b) & 5)e) below}. Strapping will arrive by Jan 12th, and David and Jackie will prepare the Strykers for return shipping.

(2) Rescue 233 should be fully stocked and ready to go by the end of March.

c) Treasurer (Alice Wakefield, absent; emailed report current as of 01/05/2023)

i) Alice will submit a report for the newsletter (per Jackie)

ii) Assets Washington Federal

The total value of our Washington Federal account (Rainy Day Fund: 60-month CD, maturity date: 01-15-25 = \$34,767.56.

iii) Edward Jones (all accounts)

(1) The total value of our EJ accounts is \$ 168,771.33, components as below

(a) Money Market (\$82,305.55) – includes matured 10/18/2022 Wells Fargo CD (\$15,000)

(b) Bonds & CDs (\$86,465.78)

(i) Two bonds (Citigroup Global and Canadian Imperial Bank)

1. Citigroup – 14,251.50, maturity date 1-20-2024

2. Canadian Imperial Bank – 14,258.70, maturity date 1-24-2024

(ii) Two CDs

1. Bank Hapoalim – 29,604.60, maturity date 5-18-2023

2. Sallie Mae – 28,350.98, maturity date 7-24-2023

(2) A buy order for a \$15k, 12-month CD @4.65% was submitted to our financial advisor at Edward Jones on January 4, 2023.

iv) Four checks are outstanding – all written on December 19, 2022, and totaling \$2,803.02.

v) Portal Rescue's financial assets total \$204,253.89, including \$715 in petty cash, and all investments.

vi) See Appendix 1 for income and expense tables.

d) Vice-President (Victor Shawe)

i) Victor called attention to the difficulty of finding unmarked residences, especially at night, in areas with which responders are unfamiliar. Volunteers responding POV may lack geolocation equipment and those resources can be inaccurate in our area.

ii) Victor suggested that Portal Rescue purchase reflective address signs for residences whose owners approve. The County might be asked to contribute toward the \$2.50 cost of individual labels, and property owners can contribute if they wish.

e) Member-at-Large (Alina Downer)

i) Alina will get together with the two Chiefs, who have authority over documents that she will turn over to Cary for converting them to digital form. Suggested updates and changes will be approved by Chiefs prior to voting by the Board. Approval by TMC will be needed for some documents. The group will also inventory documents to see what might be missing and, e.g., only on personal computers.

ii) Jackie will contact Rick Beno about updating the locator book, which Dinah said needs to be updated, including with new phone numbers. Jackie, David, Dinah and Susanne currently have copies.

iii) Cary urged us to write up duties and expectations of board members (Secretary, Treasurer, Vice President), and Cary will do this for President.

f) President (Cary Booth)

Cary has uploaded the scanned documents in electronic form and will continue to work on this.

5. Continued Business

a) Outdoor lighting

One of the new, \$250-lights has been received, and David will install it after the meeting. We will see if this light is more durable than the light it replaces.

b) Cardiac monitor

i) Williamson Valley Fire Department (WVFD) hasn't been able to update us on the brand and availability of a donated monitor, because they must first ensure that their departments are supplied with necessary equipment.

ii) Jackie obtained two quotes and leans toward the slightly more expensive one (\$16,650 vs. \$16,300, because the company (Coastal Biomedical Equipment) was easier and more straightforward to work with. Their offer was good through mid-to-end of January and included free shipment, inspection and calibration for \$250. The instrument comes with consumables but not training; Carolyn and Jared can train others. If we purchased this instrument and the WVFD donation came through, then we would have one for the second rescue vehicle, and one available should the other be sent in for repair or recalibration.

iii) \$1300 has so far been earmarked by donors for the monitor.

c) Points and Perks

i) This subcommittee met on December 19 to consider how many points would be awarded for things like local and external training, calls, special projects, etc.

ii) It was decided that completion of five years should be required for vesting, with the award being paid out after 10-15 years (not settled yet).

iii) To receive payments in individual years, firefighters must accrue 15 points, 9 of which must be for training. No comparable requirements have yet been set for EMTs or Radio Operators.

iv) David received the responses (italicized below) to a number of questions he posed to LOSAP.

(1) If an individual were to qualify as both an EMT and Firefighter in a single year, can s/he receive duplicate payments? *LOSAP hasn't seen this question before and will have to research the matter.*

(2) Can individuals add personal funds to their accounts in years when qualifying for organizational funds?

(3) Do payouts come directly from VFIS or through Portal Rescue? *They come directly from VFIS.*

(4) Can individuals take only partial payouts in the payout year (perhaps for tax reasons)? *They can take payments in 2-3 installments, and judicious timing might enable them to take payments in different tax years.*

(5) What is the annual schedule of contributions from Portal Rescue? *Payments will take place in January for points accrued in the prior year.*

(6) If a volunteer leaves the organization permanently before vesting, how is his/her account handled? *Funds accumulated in the account would be distributed evenly over those remaining in the system, or they could be applied to offset future organizational contributions.*

(7) If a vested member declined payment (inconceivable to LOSAP!), what would happen with contributions made to their accounts. *Funds would have to be taken out, taxes paid, and then a donation made, in order for them to go to others in the system.*

v) Jackie asked about the possibility of an annual opt out. *David will inquire.*

vi) We have not yet brought to the Board a motion regarding the % of Portal Rescue funds to be allocated to the LOSAP program annually. Stay tuned.

(vii) Alice sent a request that a description of the LOSAP program and procedures be added to our Bylaws, but it was decided that the description instead be written up in the form of a policy.

viiI) Note: a member of the subcommittee will be away from January 19 – February 13.

ix) Alina will census volunteer interest in exercise equipment and evaluate available space.

d) Budget (Appendix 2)

- i) Jackie updated the 2023 budget to account for purchase of the new cot in 2022.
- ii) The SATNET conference would cost \$500/person x 6 EMTs. Carolyn's wilderness training last year cost \$2700, and if anyone wants to attend in 2023, we can amend the budget after learning this.
- iii) Wilderness EMT training costs \$1,000/person/week, as also (typically) does of out-of-area fire training.
- iv) Jackie moved to adopt the 2023 budget, totaling \$95,425 as amended (Appendix 2), and Victor seconded her motion, adopted unanimously without further discussion.

e) Heart monitor

Dinah moved to purchase the heart monitor from Coastal Biomedical Equipment, and Victor seconded the motion, which carried unanimously.

f) Auction of Red Brush 6 (nothing new)

g) Phonebook fundraiser (Bonnie Bowen, report emailed in advance)

i) The phone books were received from Gloo Factory Printing on Dec 22, 2022, and first sales occurred Dec 24 at the Portal Post Office during Farmer's Market and Christmas caroling. As of 1/6/23, we have sold ~150 phone books and have distributed complimentary copies to more than half of our advertisers. We have about 300 books available for future sales at the Portal Library, the Portal Store, and Rodeo Cafe. We will also sell them at upcoming Farmer's Markets, Sew What Forums, the Chili's On, and other community events.

(1) Total costs to print 500 books	\$2,371.50
(2) Revenue anticipated from advertising (\$215 outstanding)	\$3,250.00
(3) Profit to Portal Rescue from advertising	\$ 50
(4) Proceeds from sales as of 1/6/23	\$1,700.00
(5) Total profit to date 1/6/23	\$2,578.50

ii) The Board thanks Bonnie and all of her helpers for the hard work and excellent product. Turnover in community membership, and changes in phone numbers, made phonebook update urgently necessary.

6. New Business

a) Insurance

i) Decisions must be made before the end of this week, when our policy renews. Changes will appear as a binder, rather than rewriting the policy, so long as they total < \$50.

ii) The cost of vehicle insurance will rise somewhat with addition of Rescue 233, as well as comprehensive and collision coverage for 2 vehicles currently with liability only.

iii) The Board decided to decline insurance for fraud.

iv) The Board opted to add insurance for portable equipment in vehicles and specified the deductible of \$1K rather than \$500, which costs \$167 less annually.

b) Earmarking of donations

Because tracking of earmarked contributions is difficult and comes with legal issues, it was suggested that this should be possible only with major expenses (e.g., the cardiac monitor and the LOSAP program). Because no vote was taken, it may be necessary to revisit the matter.

c) Acceptance of new firefighter

David moved that the Board accept Brian Whitehorn's application to become an Active Member as a firefighter. Alina seconded the motion, which passed unanimously.

d) New brochures

i) New brochures are essential, because so few remain, and because new content is desirable.

ii) A new picture of volunteers will be taken at an all-responder training session on bees (January 21).

iii) The word "Rodeo" will be replaced with "Portal Area" on the brochure cover. Although we respond to calls in the Rodeo area and have a mutual aid agreement with Rodeo, Portal Rescue does not directly cover Rodeo now.

iv) Phone numbers must be updated.

e) Annual Community Meeting

i) The meeting will take place as a potluck at 1:00 pm on Saturday, March 11.

ii) Elections will be held independently for Active Members and Community Members.

iii) We may sing "Happy (35th) Birthday to the organization.

7. For the Good of the Order

a) The Blood Drive will be held on January 12; seven time slots remain open.

b) David announced that we have been recertified as a Firewise Community again for this year.

c) Chili fundraiser – Reminder! Saturday, March 19 at 4:00 PM. SAVE THE DATE!

d) Community open mic (no takers)

8. Adjournment

Cary adjourned the meeting at 8:07 pm.

Appendix 1. Income and Expenses

a. Donations

January	2,100.00
February	830.00
March	1,990.00
April	2,367.03
May	480.00
June	2,605.00
July	100.00
August	1,430.00
September	465.00
October	11,470.00
November	13,051.50
December	10,656.00
Total	47,544.53

b. Interest to Date

January	68.07
February	24.21
March	21.86
April	24.21
May	23.42
June	32.67
July	243.98
August	181.57
September	79.84

October	23.24
November	167.38
December	
Total	890.45

c. Miscellaneous Income to Date – \$259.28 in December

d. Phone book ads income:

July	1,295
August	835
September	435
October	180
December	55
Total	2,800

e. Rental income for 2022 – \$75

f. Summary of 2022 Expenses –

Category	Chief's Meeting	Dues	EMS Supp & Equip	EMS Training	Fire Pay	Fire Supp & Equip	Fire Training	Fundraising Exp	Insurance
Budget 2022	\$300.00	\$150.00	\$5,000.00	\$3,000.00	\$-	\$4,500.00	\$1,000.00	\$2,000.00	\$13,000.00
January	-	-	681.40	-	-	-	-	-	2,624.00
February	-	-	22.78	-	-	147.40	-	-	-
March	-	-	358.98	-	-	1,314.82	-	-	-
April	-	-	152.90	-	-	589.04	-	-	1,877.00
May	49.26	180.00	150.12	447.40	-	1,548.93	-	-	2,238.00

June			33.85						-
July			60.34			53.59			2,048.00
August			76.34			32.53			167.00
September	100.00		296.79						-
October			73.09			852.97			1,874.00
November	42.41		621.44					216.36	-
December			1837.13						-
g	48.56			2780.6		575.56	897.71		
Total	140.23	280.00	4365.16	3228.00	-	5114.84	897.71	216.36	10,828.00
Remaining	\$159.77	-\$130.00	\$894.12	\$-228.00	\$0.00	-\$614.84	\$102.29	\$1,783.64	\$2,172.00