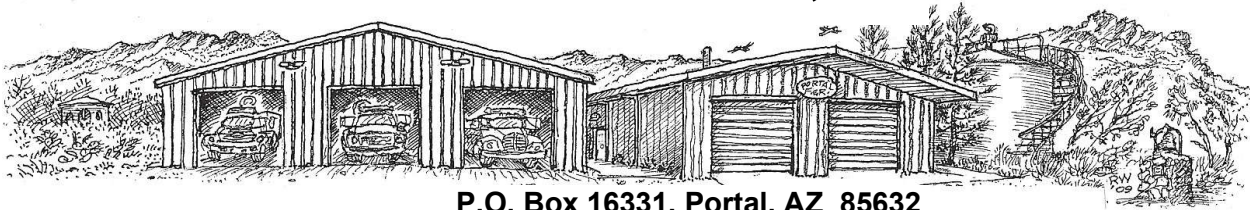


Portal Rescue,



P.O. Box 16331, Portal, AZ 85632
(520) 558-2206

Board Meeting – January 22, 2024

Attending: Board members Cary Booth, Dinah Davidson (by phone), Penni Parrish, Alina Downer, Jackie Lewis, David Newton and Aaron Smith; Additional Active Members: Carolyn Nordstrom, Brian Whitehorn, Larry Rivers; Community Member: Denise Leacu

1) Call to Order President Cary Booth called the meeting to order at 6:00 pm.

2) Adoption of Agenda

The Agenda was adopted unanimously with amendment to add Points and Perks to Line 5a) for budget discussion priority. Motion by Jackie and a second by Aaron.

3) Acceptance of Minutes

The December 20, 2023 minutes were adopted as written unanimously after a motion by Cary and a second by Aaron.

4) Reports

Fire Chief (David Newton)

a) Operations: None.

b) Training:

i) All Responder training was well attended with 13 volunteers.

ii) 10 firefighters attended the annual wildland refresher in Animas on 1/13/2024.

c) Vehicles:

i) Brush 236 has parts for repairs to the emergency brake. To be installed.

d) Grants:

i) David to file report this month for the FEMA Radio Grant.

ii) David applied for the annual RFC grant offered by the Arizona State Forestry department. This grant is a 50/50 grant where Portal Rescue would purchase \$1,400 of wildland equipment and the forestry department would only invoice for \$700.00. This year, David ordered a replacement hose for Brush 9, one large fire shelter, AA batteries, and MRE rations.

e) Building Maintenance: No Updates.

EMS Chief (Alina Downer)

a) Calls: 5 Calls in December 2023, and 5 calls January 2024.

b) Equipment:

- i) Rescue 233 and Rescue 4 are both in service. On 1/21/24 four EMTs helped perform an in-depth and productive vehicle check for both vehicles and a new vehicle check log was created for each vehicle.
- ii) January CPR course went well, but a few community members missed attending for various reasons. Hope to offer another course in February.
- iii) Jackie notified community members of fluorescent bulb stock available. 11 bulbs given out to community members.
- c) Personnel
 - i) Congratulations to Laura Stratton, who passed her NREMT on 1/19/24.
 - ii) Jackie solicited the community for blanket donations and 24 blankets were received to provide patients in need.

Treasurer (Jackie Lewis) – current as of January 22, 2023

- a) Annual Newsletter: 2023 Year End Numbers differ from what was published in the newsletter (**see Appendix A**). Special thanks to Kathleen Huber for efforts in preparing the annual newsletter.
- b) Assets 2024 Year-To-Date Financials **see Appendix B**.

Member-At-Large (Aaron Smith)

- a) On January 13th, volunteers Aaron Smith, Brian Whitehorn, and Victor Shawe suited up and attended Second Saturdays at the Portal Farmer’s Market. It was well attended by community members and they were able to do fundraising and connect with neighbors.

Secretary (Penni Parrish)

- a) Review of PR fundraising efforts by community member Allona Neblock who donated a metal art pumpkin for raffle. Raffle was held in the month of November at Sky Islands Grill & Grocery and raised \$859.00 for Portal Rescue.

Vice-President (Dinah Davidson)

- a) Volunteer flier finished for Victor Shaw and is now working on a flier for Barbara Roth.

President (Cary Booth)

- a) Cary to take on the responsibility for the DNS (Domain Name Services) admin for the Portal Rescue website and email services.
- b) Cary will get the latest newsletter posted to the PR website within the week.

5) Continuing Business

- a) Budget
 - i) David proposed a new perk for volunteers to be considered – Helicopter memberships for every responder. Jackie recommended that we request group pricing before a decision is reached. All board members are in support and will review options at the next board meeting.
 - ii) David reported on pricing to set up the Length of Service Award Program (LOSAP) with our insurer (VFIS). VFIS will charge \$2000 + \$30/participant at startup and annually. Internally the Award program is structured as a "non-qualified retirement program" that will be paid out after 10 years of qualifying service. At award time the

- pay-out is taxable and the awardee will receive a 1099-R from the IRS. Board discussion over cost to set up and 3% interest rate earned. David's recommendation to funding LOSAP for up to 14 people with a \$2,000 first year funding to each qualifying account, to be re-allocated to participants if fewer than 14 volunteers want to participate. Participant number and funds allocated will be reviewed annually was suggested as a solution. Estimated cost to initiate LOSAP program for 2024 is \$30,420. Motion by David, Seconded by Dinah. Motion passed unanimously.
- iii) Discussion for replacement of worn chairs. Jackie proposed replacement of 60 worn classroom chairs. Cost estimate not to exceed \$4,500.00. Jackie will research and send options to the board for approval. Motion by Jackie, Seconded by Aaron. Motion passed unanimously.
 - iv) Additional Large Expenditures. Building Projects. Lee Dyal spearheading a building project to create a storage space along the back wall of the fire garage with possible office space and overhead loft storage, along with completion of Responder's Lounge in EMS bay. With donated labor, cost not to exceed \$10,000. Motion by Aaron, Seconded by Dinah. Motion passed unanimously.
 - v) Finalized Budget with following changes. LOSAP retirement fund -\$30,420, Structural Maintenance Budget increase to \$17,000, Rainy Day Fund \$39,920, Interest \$2,500. Jackie Motion to accept 2024 budget of \$110,570, Seconded by Aaron. Motion passed unanimously.
- b) Red Brush 6. Lee Dyal has offered to assist David with getting vehicle to Douglas for repairs to get it running and has asked that it be considered as an auction item for the upcoming Bowls & Spoons Fundraiser. Larry Rivers has made an offer to purchase Red Brush 6 outright. The board discussed and reached a decision to auction Red Brush 6 in efforts to raise more funds for PR.
- c) Classroom Ongoing Usage/ Rental Paperwork Update- Discussion continuing.
- i) Once the room has been reserved, Bonnie will send forms to Function Coordinator. Function Coordinator will complete usage form and return to Bonnie for ongoing use for usage when instructors are getting paid by participants. Motion by Jackie, Seconded by Alina. Motion passed unanimously.
 - ii) Function Coordinator must have all participants complete a Release of Liability form prior to use of the classroom and must keep copies of these forms on hand during classroom use. Motion to accept form as a draft, with amended verbiage for Parent/Guardian authorization for use by a Minor by Jackie, Seconded by Aaron. Motion passed unanimously.
 - iii) EMS Bay use for community events. Board discussion and feedback from community members concluded that the bay is to be excluded from community events, and for the sole use of Portal Rescue Operations. The only exceptions will be Portal Rescue sponsored events authorized by EMS and Fire Chiefs.
 - iv) Significant Use of PR Classroom by a Single Group. PR Board addressed concerns for groups using the PR Classroom frequently at no cost and the financial impact it puts

on Portal Rescue, along with limiting use to those with special requests (memorial services, etc.). At this time, the cost of electricity is coming out of the PR operating budget, and Umphres Propane has donated propane as needed, but will let us know if it becomes a burden and billing will be needed. Suggestion for Function Coordinators to set out a donation jar to help cover PR operating expenses was suggested as a solution. Discussion tabled to a future meeting, but electricity usage and expenses will be watched in efforts to address any significant changes and expenses.

6) New Business

- a) Volunteer Recruitment Strategies
 - i) Penni proposed for PR board and volunteers to come up with a couple of key recruitment strategies to help grow the Portal Rescue volunteer pool. Open discussion about efforts so far and board reached an agreement to table discussion to the next regular board meeting.
- b) New Cleaning Closet Proposal. Clean up of classroom, kitchen, and bathrooms after functions needs to improve to reduce the burden on PR volunteers. Jackie prepared a cleaning check list with directions to be posted in bathrooms for users to follow during clean up. Jackie requested approval of \$190 to purchase supplies to set up a cleaning cabinet. David motioned to approve Jackie's request, Seconded by Aaron. Motion passed unanimously.
- c) Wall of Fame Nomination – Bob Dearing. Jackie and Dinah wanted to recognize Bob Dearing for his contributions to Portal Rescue. This recommendation has the support of the entire PR Board. **(See Appendix C)**
- d) Board Member Roles & Responsibilities Review
 - i) Secretary review. PR Board agreed to move items 3b, 3c, 3d, and 3f to General Board Member Responsibilities.
 - ii) Review of President, Vice President, and Treasurer duties with no changes.
 - iii) Member at Large re-named to Member without Portfolio. Motion by David, Seconded by Jackie. Motion passed unanimously.
- e) Jackie requested # of hours per week each board member commits to their duties on the board to be sent to her for the answer to a tax prep question.
- f) The next Board Meeting is scheduled for Saturday, March 9th, 11:30 a.m. Potluck with 12:30 p.m. Annual Meeting.

7) For the Good of the Order

- a) The next blood drive is set for March 14th.
- b) David floated idea of changing bylaws to make board elections less susceptible to take-over with offset multiple year terms.

8) Adjournment Cary adjourned the meeting at 9:08 pm.

**Appendix A. Income and Expenses as of January 22, 2024
Year End Treasurer's Report as of December 31, 2023**

Ending checking balance: \$108,989.95
Petty Cash on hand: \$69.30
Excess stamps on hand: \$198.00

CDs

Key Bank Ntl (4.60%) \$8,000 1/12/24
Citigroup Global Mkts (1%) \$15,000 1/20/24
Canadian Imperial Bk (1%) \$15,000 1/24/24
Morgan Stanley (5.15%) \$10,000 5/23/24
Morgan Stanley (5.15%) \$20,000 5/23/24
Bank Baroda (5.2%) \$30,000 5/29/24

Washington Federal: 60 month CD Maturity Date: 01-15-25- (Rainy Day Fund) \$34,603.20

2023 Budget - \$95,425

2023 Revenue - \$98,287

Donations: \$60,225 + \$10,375 (LOSAP)
Fundraising: \$9,740
Interest: \$2,709.32
Misc. Rev: \$857.22
Phone Book Sales: \$4,590
Rent: \$200
Fire Income: \$1,487.40
Grants: \$8,302.83

2023 Expenses - \$59,195.65

Dues: \$100
EMS Sup/Equip: \$2,323.88
EMS Training: \$515.80
Fire Sup/Equip: \$2,534.03
Fundraising Exp: \$631.33
Heart Monitor: \$16,691.58
Insurance: \$11,552
Misc Exp: \$77.97
Office: \$1,406.58
Phone Book Exp: \$2,371.50
Radio Ops: \$9,219.40
Rescue 233: \$1,507.62
Structure Maint: \$1,383.53
Utilities: \$3,965.11
Vehicle Ops: \$4,915.32

Appendix B. Treasurer's 2024 Year-to-date Report

January 2024

Beginning checking balance: \$108,989.95

Interest Deposit: \$847.42

Redeemed CDs: \$23,000

Expenses:

Office: \$198 – stamps for newsletter

Utilities: \$315.19

\$15,000 CD purchase – dedicated MUMA

(rollover of \$7K 12/29/23 + 8K 1/12/24) (reinvested)

\$30,000 CD purchase (rollover of \$15K 1/20/24 + 15K 1/24/24) (reinvested)

Ending balance: \$87,324.18

Deposit to be made:

\$7,860.00 – donations

\$150.00 – phone book sales

Petty Cash on hand: \$69.30

Bank for 3 raffle sales cash bags: \$150

Excess stamps on hand: \$198.00

CDs:

Canadian Imperial Bk (1%) \$15,000 1/24/24

Morgan Stanley (5.15%) \$10,000 5/23/24

Morgan Stanley (5.15%) \$20,000 5/23/24

Bank Baroda (5.2%) \$30,000 5/29/24

Wells Fargo Bank (4.75%) \$15,000 1/15/25 (dedicated MUMA)

Wells Fargo Bank (4.55%) \$30,000 7/17/25

Washington Federal:

60 month CD – Maturity Date: 01-15-25 (Rainy Day Fund) \$34,603.20

Appendix C Wall of Fame Nomination – Bob Dearing

ROBERT “BOB” DEARING

Bob was always available to help with building and maintenance projects for Portal Rescue.

During the construction of the fire bay, he and Don Wadsworth conspired to keep Rene Blondeau off the ladders. They appointed Rene the honorary foreman, procurer of plans and liaison with Cochise County planning. Bob was there nearly every day during construction.

Bob was a trained plumber and electrician and pitched in wherever he could. He was also willing to train those he worked with so they could do another project on their own.

Bob initiated the Men’s Pancake Breakfast fundraiser. He also helped set up, tear down, and stripe the parking lot for Soup Kitchen (aka Soup’s On) annually.

Bob made the holiday tree display and made sure it was decorated each year.

And he donated the windsock he crafted for his home airstrip to Portal Rescue when the helipad was finished.

Accepted to the Wall of Fame
January 22, 2024