

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

Board Meeting Minutes

Thursday July 11, 2024 6:00 PM (Arizona time) Portal Rescue Classroom

Board members in attendance: David Newton, Alina Downer, Jackie Lewis, Dinah Davidson, Aaron Smith,
Cary Booth

Community members in attendance: Bonnie Bowen

1. Call Board Meeting to order at 6:04 PM AZ
2. Adoption of agenda
 - a. Dinah requested addition of agenda item 7b to set the date for the Portal Rescue Annual BBQ.
 - b. Agenda was approved as amended without objection.
3. Minutes of Board meeting on May 9, 2024 found at <https://portalrescue.com/gallery/PR%20Board%20Meeting%20Minutes%202024-05-09.pdf> were approved as written without objection.
4. Reports - inclusive of updates on projects or tasks not included in agenda below
 - a. Secretary: Penni Parrish
 - i. There was a request that when board members are providing info for Penni to post, the board member providing the information be given the opportunity to proofread what is to be posted before it gets posted.
 - ii. Shout outs for July 3 wildfire response. Aaron will provide info after the meeting to post on social media.
 - iii. Although absent from the meeting, in advance of the meeting Penni supplied a draft proposal of job responsibilities for a Portal Rescue "Volunteer Coordinator" to be discussed in agenda 5.b.
 - b. Fire Chief: David Newton
 - i. Four fires since the last meeting. See report in Appendix A
 - ii. Cary asked if a drone equipped with both daylight and thermal cameras may be of use for initial fire location identification or size up and/or search and rescue. Concerns regarding various restrictions on where we could legally fly the drone were raised.
 - c. EMS Chief: Alina Downer
 - i. See report in Appendix B
 - d. Treasurer: Jackie Lewis
 - i. Tax documents were taken to Monika Patience in Bisbee at the beginning of June. Extension was filed prior to the deadline. Jackie will follow up with her.
 - ii. Workman's Comp – Renee Moreno with Southwest Risk Management located a new insurer to provide coverage for us. We are currently still working through details with the new company. Our 2024 policy expired 7/7/24. Payment for the new Policy has been sent.
 - iii. Leuthold grant completed 6/24/24. Extension for application was to 7/31/24. We don't know what amount, if any, will be allotted toward the end of the year.
 - iv. For treasurer's financial report, see Appendix C page 1.
 - e. Member without Portfolio: Aaron Smith

- i. No plans to staff/attend July's second Saturday at the Portal Farmers market due to light attendance in June.
 - ii. Aaron to consult with Rolf regarding advice/experience with pop-up awnings to use as input to Portal Rescue's decision making process for selecting a pop-up awning to acquire for Portal Rescue.
 - f. VP Report: Dinah Davidson
 - i. Prior to starting grant applications, we need to prioritize needs and have more details/specifics on items.
 - ii. Dinah will try again to fill out weird "badges" for Charity Navigator because doing so would help Jackie with grants from Leuthold Foundation and others.
 - iii. LOSAP:
 - g. President: Cary Booth
 - i. Portal Rescue Website has been rebuilt.
- 5. Continued Business
 - a. Updates from Points and Perks Committee
 - i. LOSAP (Length Of Service Award Program)
 - 1. Board unanimously agreed that Portal Rescue will no longer pursue setting up LOSAP for responders due to administrative costs to be paid to the company providing the program and administrative burden on Portal Rescue board members.
 - 2. Jackie will contact donors who specified their donations be dedicated to the LOSAP program and ask if they would like the funds returned or how they would like their donations otherwise earmarked (general fund, helicopter memberships)
 - 3. David moved to dissolve points and perks committee because its charter was in support of LOSAP program. Board unanimously agreed.
 - ii. Helicopter membership
 - 1. Jackie: David to ask members if they have helicopter membership and if so, when does it expire, so that Portal Rescue minimizes duplicating membership coverage.
 - 2. Board unanimously agreed to get memberships for all members with both helicopter companies.
 - b. Volunteer Recruitment Strategies - Continuation from May 2024.
 - i. The duties proposed in the draft were extensive and the draft included reference to the position being a member of the board.
 - ii. The board felt that the duties were too extensive for a volunteer position and needed to be reduced in scope.
 - iii. Fundraisers tend to request funds from the same individuals over and over and may actually reduce contributions in donation drives (per Jackie).
 - iv. Any member can bring an idea to the board and if approved, they can run with it.
 - v. More important than fundraisers is outreach, engagement of new people without asking for donations.
 - vi. Alina suggested we develop something to occur with BBQ.
 - vii. In regards to social media presence the board felt comfortable with maintaining given our demographics, the board felt it reasonable to continue maintaining facebook but felt the effort of posting on Linked-in, X (previously known as Twitter), Instagram, Tik Tok, or Snapchat was not merited.
 - viii. Alina suggested permission be obtained before posting pictures of individuals on our social media. The board concurred.
 - ix. Running event: Do we need insurance? This query was left unanswered.
 - x. The board concurred that the position of Volunteer Coordinator for Portal Rescue would not be a board position but similar to Classroom coordinator would be empowered and supported by the board to perform the responsibilities assigned to the position.
 - xi. Aaron moved to table further discussion until Penni was present. None opposed.

- xii. Meanwhile a subset of TBD board members will identify 3 or so ideas for further exploration / what to prioritize.
 - c. 2024 building project progress
 - i. Responders Lounge - No progress.
 - ii. Fire Building storage.
 - 1. David likes the idea of rolling wire racks.
 - 2. Jackie will share information on track racks.
 - d. Worn chair replacement effort
 - i. Board has selected the model of chair it would like to acquire.
 - ii. Jackie is continuing to evaluate reseller prices and associated shipping costs.
 - iii. Board previously approved so no vote was required.
 - e. Refinement of 2025 large expenditure research for grant search and budget forecasting
 - i. Relocation of repeater and updating equipment; potential land lease or acquisition, storage shack/structure, power, phone. Ongoing to discussions to determine what might be needed
 - ii. Rechassis Brush 5
 - iii. Replace Brush 9
 - iv. Newer Vehicle for EMTs with 4WD capability
 - 1. Deck height max 36" to accommodate power loaders
 - 2. Power loader
 - v. Generator for PR complex - both solar and propane powered solutions to be investigated.
- 6. New Business
 - a. Acquisition of newer extrication equipment
 - i. cutter has arrived
 - ii. spreader on order
 - b. Budget revision for 2024
 - i. Not normally done mid fiscal year but required due to change in direction for LOSAP.
 - ii. Revised budget adopted without objection.
 - iii. See Appendix C page 2
 - c. Fundraising committee formation and potential walk/run fundraiser.
- 7. For the Good of the Order
 - a. Next Blood Drive: Friday Sep 13, 2024 : 45 appointments, 22 booked.
 - b. Schedule BBQ: Board agreed upon Oct 5 11AM - 1PM) without objection
 - c. Community open mic - no additional input from Bonnie..
- 8. Adjourn 8:07 PM

Appendix A - Fire Chief Report

Operations:

Four fires:

Jun19th roadside fire,
June 28th smoke investigation,
July 3rd smoke investigation, and
July 8th downed powerline with small fire at the SWRS..

Thanks to all the firefighters and radio operators who helped out.
Firefighters assisted on all medical calls.

Training:

Trainings have been well attended.
Bonnie, Alina, and I trained five new Radio Operators.

Vehicles:

All vehicles are in service.
B236 had its parking brake replaced and needs more adjustment.
Replaced its transfer case fluid. and the fuel pump on the fire pump engine.

Grants:

Received permission from FEMA to purchase an extrication cutter with the money left over from our radio grant and that tool has arrived.
The County issued us three very expensive handheld radios. Some of the features that make them so expensive don't work out here.

Various paperwork:

We renewed our 10 year radio frequency license with the FCC.
We renewed our annual entry in the System for Award Management (SAM) federal website that administers payment for federal grants.

Facilities:

The T-Coil Hearing loop is installed.
The insulation on the Air Conditioner outside chiller pipe was replaced.

Appendix B - EMS Chief Report

Vehicles:

Both vehicles are in-service.

Training:

A training instructor from Pima college is coming out for our July training.

One EMT is attending a two-day PHTLS (Pre-Hospital Trauma Life Support) course in Tucson this month.

Calls:

8 since the last meeting. May has been our busiest month for medical calls so far for 2024, luckily June has been less demanding.

Our new EMT, Laura, assisted on her first call this May.

<p>TOTAL INCOME (\$46,038.43): Donations: \$21,020.21 Fire Income: \$338.18 Fundraising Income: \$11,340.83 (includes donated expenses) Grants: \$836.86 Interest Deposit: \$7,287.84 Misc. (Brush 6 - \$4,500): \$4,513.51 Phone Book Sales: \$560 Rent: \$142</p> <p>TOTAL EXPENSES (\$32,205.34): Dues: \$248.00 EMS Supply/Equip: \$2,612.61 EMS Training: \$1,193.50 Fire Supply/Equip: \$13,064.73 Fundraising Expense: \$1805.81 (ACTUAL \$275 – all else donated) Insurance: \$9,882.00 Office: \$664.79 Structure Maint: \$168.53 Utilities: \$2,019.25 Vehicle Ops: \$546.12</p>	<p>EDWARD JONES CURRENT BALANCE: \$116,162.74</p> <p>Outstanding check #1203 - \$176.35 FirstNet Payment 7/12/24 - \$40.24 VTC Payment 7/20/24 - \$201.61</p> <p>Cash Deposits to be made (not included above_) \$562 – donations \$60- fundraising (shirts sales) \$15 – phone book sales Petty Cash on hand: \$69.30 Excess stamps on hand: \$158.40</p> <p>EDWARD JONES CDs: Edward Jones held CDs \$105,000 WELLS FARGO BK (4.75%) \$15, 000 1/15/25 (MUMA – interest use only) CITIZENS BK (5.4%) \$30,000 3/19/25 MORGAN STANLEY PRIVATE (5.2%) \$30,000 12/1/25 WELLS FARGO BK (4.55%) \$30,000 7/17/25</p> <p>WASHINGTON FEDERAL CD: 60 month CD – Maturity Date: 01-15-25 (Rainy Day Fund) \$34,603.20</p>
--	--

January 2024 Adopted Budget:

Column	Revenues	Amt	Expenses	Amt
1	Donations	50000	Chief Mtg	300
2	Fire Income		Dues	250
3	Fundraising Inc	8000	EMS Sup/Equip	4000
4	Grants	9500	EMS Training	6000
5	Interest	2500	Fire Sup/Equip	4500
6	Misc Inc		Fire Training	2000
7	Phone Book Sales	450	Fundraising Exp	1500
8	Rent	200	Insurance	14000
9	Rainy Day balance	39920	Legal	500
10	XXX		LOSAP	30420
11	XXX		Misc Exp	100
12	XXX		Office	2000
13	XXX		Radio Ops	19000
14	XXX		Structure Maint	17000
15	XXX		Utilities	4500
16	XXX		Vehicle Ops	4500
17	XXX		XXX	
18	XXX		XXX	
19	XXX		XXX	
20	CD redeemed		CD purchase	
	Total	110570		110570

July 2024 Revised Budget:

Column	Revenues	Amt	Expenses	Amt
1	Donations	50000	Chief Mtg	300
2	Fire Income		Dues	350
3	Fundraising Inc	8000	EMS Sup/Equip	4000
4	Grants	9500	EMS Training	6000
5	Interest	5000	Fire Sup/Equip	27074
6	Misc Inc		Fire Training	2000
7	Phone Book Sales	450	Fundraising Exp	1500
8	Rent	200	Insurance	14000
9	Rainy Day balance	26174	Legal	500
10	XXX		Heli Memberships	3500
11	XXX		Misc Exp	100
12	XXX		Office	2000
13	XXX		Radio Ops	19000
14	XXX		Structure Maint	10000
15	XXX		Utilities	4500
16	XXX		Vehicle Ops	4500
17	XXX		XXX	0
18	XXX		XXX	
19	XXX		XXX	
20	CD redeemed		CD purchase	
	Total	99324		99324