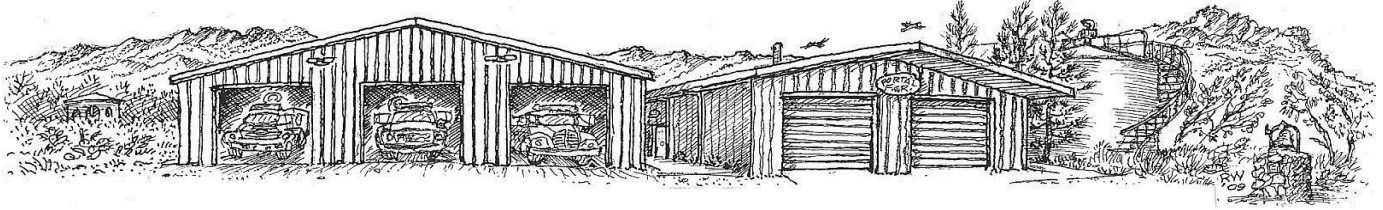


# Portal Rescue, Inc.



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

## **Board Meeting Agenda**

Thursday September 12, 2024 6:00 PM (Arizona time) Portal Rescue Classroom  
All community members and Portal Rescue members are encouraged to attend.

In attendance:

Board Members: Alina, Jackie, Aaron, David, Dinah, Cary

Community Members: Piet & Mary Van de Mark, Jenna Horton, Bec Webster

1. Called Board Meeting to order at 6:06PM
2. Adoption of agenda: Unanimously adopted as written
3. Minutes of Board meeting on July 11, 2024 found at  
<https://portalrescue.com/gallery/PR%20Board%20Meeting%20Minutes%202024-07-11.pdf>
  - a. Acceptance of minutes
    - i. Correction to 7a change Red Cross Blood Drive Date to Friday Sept 13.
    - ii. Forego correction of typos
    - iii. Meeting minutes unanimously accepted as amended.
4. Reports - inclusive of updates on projects or tasks not included in agenda below
  - a. Secretary: Penni Parrish - Absent. No report.
  - b. Fire Chief: David Newton
    - i. Operations
      1. One public assist at Barfoot Campground
      2. One call out to a debris burn
      3. Thanks to firefighters and radio operators who assisted on above calls and to firefighters who helped on EMS calls..
    - ii. Training
      1. Training has been well attended
      2. Shane Burchfield has received refresher training on driving rescue vehicles.
    - iii. Vehicles
      1. All vehicles are in service.
      2. New radios have been installed in vehicles we use the most.
      3. Brush 236 now has a working parking brake.
    - iv. Grants
      1. Period of performance for 2021AFG Grant for the mobile radios ends Sept 15, 2024. Six of eight radios have been installed in the vehicles. With leftover money from this grant we purchased a new extrication cutter, and reimbursement from FEMA for that has been received. Our account at FEMA for this grant is now at zero dollars.
      2. Regarding Leuthhold Grant, the extrication jaws of life have been received and is on our truck

3. Three radios issued to us from Cochise County have been returned because features that make those radios more useful in other parts of the county don't work in this area. They will be reissued to departments that can actually use them.
  4. AFG performance and financial reports have been filed.
- v. Maintenance
1. Thanks to those who weed whacked around the buildings: Rolf Koford, Shane Burchfield, Chuck Detrick
- c. EMS Chief: Alina Downer
- i. Two EMS calls in August and two calls in September thus far.
  - ii. David had had work done on Rescue 4's brakes by Lance. Not significantly improved. Fixable but was not able to be fixed during the period Rescue 4 was taken in for service. Need to pursue improvement in their operation.
  - iii. Rescue 233 still fully operational.
  - iv. Next training is Sunday Sep 15, 2024 .
  - v. One EMT is in the process of getting her wilderness recertification right now.
  - vi. Portal Rescue has an extra AED not in service on either of our vehicles. There was discussion around placing it in a publicly accessible location for the community to be able to use in an emergency. We would have to keep it up to spec via periodic inspections. Alina will talk with Portal Cafe to see about placing one there. Offer of donation of exterior box for AED if it is suitable was made by Piet Van de Mark.
- d. Treasurer: Jackie Lewis
- i. Final workman's comp audit was completed for Berkshire Hathaway Guard. We needed to pay an additional \$74
  - ii. New workman's comp insurance is with Pennsylvania's Manufacturers Association Insurance. Costs were in alignment with what was paid to Berkshire Hathaway Guard.
  - iii. 2023 Tax return has been completed by an accountant with input from Jackie and David. Jackie believes we can complete it ourselves in future years using 2023's as a template. We would need to purchase an eFile program such as TurboTax in future years to do the returns ourselves.
  - iv. Reminder to members to submit reimbursement forms or donation forms to Jackie as we are getting to the end of the year and it would be preferable to work on them over time between now and the end of the year rather than getting them all at once at the end of the year.
  - v. Donation drive letters will be mailed at the end of September with brochures.
  - vi. See appendix A for income and expense report.
  - vii. Jackie recommended buying 2 or 3 more \$30,000 CDs with staggered maturity dates such that Portal Rescue would have a \$30,000 CD maturing every 2-3 months so that access to \$30,000 in addition to what is in checking would be available in a reasonable period of time should the need arise. The board unanimously approved moving forward immediately with the purchase of two \$30,000 CDs with staggered maturity dates and deferring the decision on purchasing a third in January.
- e. Member without Portfolio: Aaron Smith
- i. Purchase and receipt of a new 10'x10' popup canopy for use by Portal Rescue at local events. It is around 35 LBS and should be able to be put up by one person.
  - ii. Focused effort to recruit board members at farmers market.
  - iii. Planning to setup and represent Portal Rescue at Oktoberfest
- f. VP Report: Dinah Davidson

- i. Planning to retire from the board in March after 9 years of service on the board.
- ii. Stepped down from Radio Operator after 16 years of service as a radio operator.
- iii. Will continue writing fliers through March
- iv. Rather than seeking grants from federal grant dollars via politicians, we will pursue Indian Gaming grants. One obstacle to receiving Indian Gaming grants is they need to be paid to/via a government agency. Because we are unincorporated, we would need to apply for the grant via Cochise County or the city of Douglas. Former County Attorney is retiring but told us that it was "illegal" for the county (both ours and Maricopa, which does so regularly) to serve as pass-through for Gaming Grants. There was discussion on whether that specific attorney will still be in that position after November and it would be worthwhile approaching Cochise County again after November. There was also discussion on working with the Douglas Fire/EMT department to have them advocate on our behalf to the city of Douglas to assist us with Indian Gaming grants.
- v. Discussion on the intended use of any Indian Gaming grant funds received settled on the acquisition of a 4 wheel drive ambulance that sits lower than our current 4WD ambulance does so that power lifts could be used with it.
- vi. Federal grants require the purchase of new equipment but it is our understanding that Indian Gaming grants can be used to purchase used equipment. We've had good luck thus far in our purchase of used equipment. Aaron indicated that he has been watching and has seen good deals on used equipment, but they are sold quickly. We would use an average cost of what we see online sale of used 4 wheel drive ambulances being sold for along with the cost of accessories such as a power lift as a basis for the amount of funds requested in the grant application.
- vii. Dinah is willing to write the grant applications, but needs input on specifics to include.
- viii. Reminder for the BBQ discussion.
  - 1. Dinah will make the flier and distribute to Penni for Facebook, Alice for the community email and print to put up at the post offices.
  - 2. Dinah will send a save the date flier
  - 3. Jackie will make posters for viewing at the event.
- g. President: Cary Booth
  - i. Gloo Factory in Tucson is scheduled to deliver printed brochures September 14.
  - ii. Portal Rescue's sound system for hearing assistance is ready for additional testing. Cary will reach out to local interested parties to arrange a setup demonstration and test session. Cary will add something to the website regarding the hearing assistive technologies supported and send an email to the community.

## 5. Continued Business

- a. 2024 building project progress
  - i. Responders Lounge: No progress
  - ii. Fire Building storage. No progress
- b. Worn chair replacement effort
  - i. Jackie has ordered 60 replacement chairs at a cost of \$2398.50
  - ii. Delivery is expected the week of September 16.
  - iii. Old chairs will be offered to community members upon request while supplies last during a finite time window TBD.
- c. Status update regarding plans for acquiring helicopter service membership for PR members
  - i. Still collecting names of those members that don't already have helicopter service membership or whose current membership will be ending soon.

- d. Continued discussion regarding 2025 large expenditure research for grant search and budget forecasting
    - i. New repeater location and equipment will be a massive multi-year project.
  - e. Continued discussion regarding Volunteer Recruitment Strategies : Tabled in Penni's absence.
6. New Business
- a. Fundraising committee formation and potential walk/run fundraiser: Tabled in Penni's absence
  - b. BBQ
    - i. How do we increase engagement of attendees
      - 1. Door prize
      - 2. Games/activities
      - 3. Photo Ops
      - 4. Open House format with equipment tours, and posters for various roles at Portal Rescue.
    - ii. Vegan/vegetarian options in addition to beef burgers.
    - iii. Potluck format
7. For the Good of the Order
- a. Next Blood Drive: Thurs Nov 14, 2024
  - b. Chiefs meeting on Nov 20th hosted at Portal Rescue. Jackie will cook for it again. Will need a RSVP from attendees a minimum of a week and a half in advance.
  - c. Community open mic
    - i. New community AED/CPR training sessions to be scheduled
    - ii. Bleeding control community training.
8. Adjourn: 7:50PM AZ Meeting adjourned without objection.

## **Appendix A**

### **Treasurer's 2024 Year-to-date Report Jan 1 thru Sep 12, 2024**

#### **INCOME: \$57,932.59**

Donations: \$22,120.21

Fire Income: \$811.79

Fundraising Income: \$11,373.33 (includes donated expenses)

Grants: \$9,959.74

Interest Deposit: \$8,451.01

Misc. (Brush 6): \$4,514.51

Phone Book Sales: \$560

Rent: \$142

#### **EXPENSES: \$46,885.49**

Dues: \$348

EMS Supply/Equip: \$2,703.04

EMS Training: \$1,193.50

Fire Supply/Equip: \$25,843.57

Fundraising Expense: \$2,145.66 (ACTUAL 2024 Bowls & Spoons \$275 – all else donated) + restock for 2025

Insurance: \$9,956

Office: \$1,314.79

Structure Maint: \$168.53

Utilities: \$2,504.71

Vehicle Ops: \$546.12

#### **EDWARD JONES CURRENT BALANCE: \$113,399.45**

Cash Deposits to be made (not included above)

    \$562 – donations

    \$60- fundraising (shirts sales)

    \$30 – phone book sales

Petty Cash on hand: \$69.30

Excess stamps on hand: \$145.20

#### **EDWARD JONES CDs: \$105,000**

Citizens Bank (5.4%) \$30,000 – 3/19/2025

Wells Fargo (4.55%) \$30,000 - 7/17/2025

Morgan Stanley (5.2%) 30,000 – 12/1/2025

Wells Fargo Bank (4.75%) \$15,000 1/17/25 (dedicated MUMA)

#### **WASHINGTON FEDERAL CD:**

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