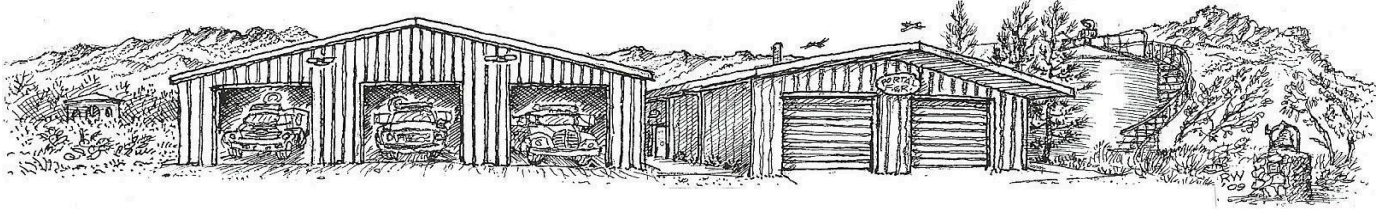


# Portal Rescue, Inc.



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

## Board Meeting Minutes

Thursday December 12, 2024 6:00 PM (Arizona time) Portal Rescue Classroom  
Board: David Newton, Aaron Smith, Alina Downer, Jackie Lewis, Cary Booth, Dinah Davidson  
Community: Cheryl Booth, Bonnie Bowen, Rolf Koford, Mike Davis

1. Called Board Meeting to order at 6:04 PM AZ.
2. Adoption of agenda:
  - a. Request from David Newton to add the topic of Proposed extension of landing zone concrete. After discussion, it was added to the agenda at 6.c.
  - b. Cary moved to adopt the agenda as amended. Dinah seconded. Non-opposed, motion carried.
3. Minutes of Board meeting on Sept 12, 2024 found at <https://portalrescue.com/gallery/PR%20Board%20Meeting%20Minutes%202024-09-12.pdf>
  - a. Jackie requested correction of title to read 'Minutes' instead of 'Agenda'
  - b. Cary committed to making changes at a later time.
  - c. Cary moved to accept minutes with corrections as discussed. David seconded. Non-opposed, motion carried.
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. **See Appendix A**
  - c. EMS Chief: Alina Downer. **See Appendix B**
  - d. Treasurer: Jackie Lewis.
    - i. 63 "resident" boxes were added to the donation drive mailing list. 3 of those residents responded with donations.
    - ii. One last call for anyone holding out on getting reimbursed for 2024. I will be away from Dec 17 through 26 and would prefer to get checks written before I leave so they can be cashed by the end of the year.
    - iii. Anyone requesting a donation receipt instead of reimbursement should do so ASAP as well.
    - iv. See Appendix C for Treasurer Income & Expense Report.
  - e. Member without Portfolio: Aaron Smith
    - i. Farmers market engagement has yielded limited success. Aaron believes it worthwhile to continue. Board was in agreement. Point was raised that it would be desirable to have more participation from Portal Rescue volunteers to help spread the load.
    - ii. New classroom side door latch was installed by Aaron.
  - f. VP Report: Dinah Davidson
    - i. Feedback on Portal Rescue holiday party was very positive
    - ii. Next round of flyers will be started soon.
    - iii. Discussion around possible 4WD ambulance cot lift solution used by Animas.

- iv. Discussion around Indian gaming grants including:
          - 1. Which tribe's grants should we apply for
          - 2. What government offices and officials should we engage to work with to be a pass-through for the grant funds.
      - g. President: Cary Booth
        - i. Website access from mobile devices is now working reliably after Cary made a DNS configuration correction.
5. Continued Business
  - a. 2024 building project progress
    - i. Responders Lounge.
      - 1. Nothing to report other than clutter refilling vacant space.
      - 2. Aaron will organize old chair disbursement.
    - ii. Fire Building storage. **David to order storage solutions in Q1 2025**
  - b. Status update regarding plans for acquiring helicopter service membership for PR members.
    - i. 80% of member info collected.
    - ii. Jackie will assist in completing data collection for moving forward early 2025.
    - iii. Discussion around information required to be collected for the group membership
    - iv. Discussion around PR acquired group membership vs reimbursement and associated record keeping for each.
  - c. Continued discussion regarding 2025 large expenditure. Research for grant search and budget forecasting.
    - i. Repeater: David to identify ideal area to acquire land, easement on land, use of BLM land by next meeting.
    - ii. Ambulance: Dependent on Tribe Grant funds.
    - iii. Land acquisition would be funded by Portal Rescue, ambulance would be primarily funded by Grants.
  - d. Continued discussion regarding volunteer recruitment strategies. **Tabled**
6. New Business
  - a. Washington Federal Account closure and associated funds transfer.
    - i. Matures Jan 15, 2025
    - ii. Cary to call WaFd to get details about closing account
    - iii. Cary to withdraw from WaFd and deposit at Edward Jones
  - b. Proposed changes to classroom rental terms and associated form updates.
    - i. Bonnie drafted proposed changes to the classroom rental terms and updated forms accordingly.
    - ii. David moved to adopt proposed changes. Jackie seconded. Non-opposed, motion carried.
  - c. Proposed extension of landing zone concrete.
    - i. Residents requesting permission to extend pickleball court.
    - ii. Labor and material would be provided and funded by residents.
    - iii. David: Must be constructed in alignment with existing slab in terms of strength and thickness. Otherwise, no concerns.
    - iv. Aaron volunteered to consult on the project
    - v. Project work needs to be completed quickly from start to finish to minimize potential impact to PR operations.
    - vi. Scope of work to be submitted for approval by David and Aaron prior to work starting.
    - vii. Dinah made a motion to approve per above stipulations. Jackie seconded. Non-opposed, motion carried.

- d. Fundraising committee formation and potential walk/run fundraiser - **tabled**
- e. Annual BBQ review
  - i. Aaron rocked the grill
  - ii. Games were great.
  - iii. Need to start games earlier.
- f. 2025 Portal Rescue Board Meeting Schedule
  - i. Jan 9 6PM
  - ii. March 22 Annual Board meeting 11 AM potluck, Meeting at 12
  - iii. May 8 6PM
  - iv. July 10 6PM
  - v. Sept 11 6PM
  - vi. Dec 11 6PM
- g. 2025 Budget Prep. **Extensive discussion resulted in a tentative budget to be finalized in January's meeting.**
- 7. For the Good of the Order
  - a. Next Blood Drive: **Thurs January 16, 2025**
  - b. Community open mic
- 8. Adjourn. **8:40 PM AZ**

## **Appendix A: Fire Chief Report**

Operations: No fire responses, but firefighters have accompanied EMTs on nearly all medical calls.

Training: Regular and all-responder trainings have been well attended. I attended a training on the "fieldmaps" software that will be used by USFS and AzDFFM and us, to triage structures for use by management teams in the event of a large fire locally. A Basic Wildland course will take place in February in Animas.

Vehicles: All vehicles in service. Brush 8 had turbocharger boost pressure leaks and a shift lever electrical short fixed.

Grants: I will closeout out 2021 AFG (radio) grant this week. The Rural Fire Capacity grant program will open up in January. The RFC grant is 50/50 offering where we purchase fire fittings and hose and wildland equipment.

Facilities: The classroom audio system with its two assistive listening systems is complete. Ray Mendez donated the audio cabinet. The audio system has been well received by the folks who use the classroom for presentations.

David Newton

## **Appendix B: EMS Chief Report**

### Operations:

11 calls since Sept 12 board MTG. Lots of support from radio operators and firefighters.

### Training:

Last few trainings have been well attended. 2 Emts will attend the free 'EMS in the Desert conference' Dec 18th in Sierra Vista.

### Vehicles:

Both vehicles are in service.

Special thanks to Piet and Mary Van de Mark who donated a wall mounted AED cabinet that is perfect for our extra AED. They delivered it to the station this week. I will work on finding the best location for it in January.

-Alina Downer

## Appendix C: Treasurer's 2024 Year-to-date Report: Jan 1 thru Dec 12, 2024

INCOME: \$83,818.07

Donations: \$45,156.21  
Fire Income: \$811.79  
Fundraising Income: \$11,644.33  
(includes donated expenses)  
Grants: \$9,959.74  
Interest Deposit: \$10,688.19  
Misc. (Brush 6): \$4,805.81  
Phone Book Sales: \$560  
Rent: \$192

EXPENSES: \$60,089.47

Dues: \$348  
EMS Supply/Equip: \$3,837.99  
EMS Training: \$1,193.50  
Fire Supply/Equip: \$25,897.74  
Fundraising Expense: \$2,469.22  
(ACTUAL 2024 Bowls & Spoons \$275 – all else donated) + restock for 2025 + donation drive  
Insurance: \$12,405  
Misc. Exp: \$300.51 (BBQ & sunshade)  
Office: \$1,523.73  
Radio Ops: \$466.93  
Structure Maint: \$2,892.71  
Utilities: \$3,698.98  
Vehicle Ops: \$5,055.66

EDWARD JONES CURRENT BALANCE: \$65,377.80

Check Deposits to be made (not included above): \$400  
Cash Deposits to be made (not included above)  
\$740 – donations  
\$60- fundraising (shirts sales)  
\$30 – phone book sales  
Petty Cash on hand: \$69.30  
Excess stamps on hand: \$92.40

EDWARD JONES CDs: \$165,000

Wells Fargo Bank (4.75%) \$15,000 1/15/25 (dedicated MUMA)  
Wells Fargo (4.75%) 15K – 1/17/25  
Bank India New York (4.8%) \$30K – 1/31/25  
Citizens Bank (5.4%) \$30K – 3/19/2025  
Wells Fargo (4.55%) \$30K - 7/17/2025  
PeoplesBank (4.65%) \$30K – 9/30/25  
Morgan Stanley (5.2%) \$30K – 12/1/2025

WASHINGTON FEDERAL CD:

60 month CD – Maturity Date: 01-15-25 (Rainy Day Fund) \$36,105.71 (11/5/24)