

Portal Rescue, Inc.



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

Board Meeting Minutes

Thursday, May 15th, 2025, 6:00 PM (Arizona time) Portal Rescue Classroom

Board: David Newton, Alina Downer, Aaron Smith, Cary Booth, Jackie Lewis, Dennis McAvoy, & Bec Webster

Community: Paul Hirt & Carolyn Nordstrom

1. Called Board Meeting to order at 6:01 PM AZ.
2. Adoption of agenda
 - a. Aaron added an agenda item to "New Business" (**See 6.c**)
 - b. Carolyn Nordstrom will speak during Dennis McAvoy's report.
 - c. Cary moved to adopt the agenda as amended. Jackie seconded. Non-opposed, motion carried.
3. Approval of Minutes of Board meeting on March 22, 2025, found at
<https://portalrescue.com/gallery/PR%20Board%20Meeting%20Minutes%202025-03-22.pdf>
 - a. Cary moved to approve the meeting minutes as written. Aaron seconded. Non-opposed, motion carried.
4. Reports
 - a. Fire Chief: David Newton
 - i. Operations: No new operations since the March board meeting. Firefighters have assisted EMTs on several calls, including a motor vehicle accident.
 - ii. Training: Trainings have been well-attended.
 - iii. Vehicles: All vehicles currently in service. Brush 8 received new tires, courtesy of Aaron. David has added an external radio speaker to Brush 236.
 - iv. Grants: David will finish filling out paperwork for reimbursement and closeout of two state forestry-funded rural fire capacity grants. David and Dinah have filled out applications for a newer four-wheel drive ambulance to three tribes thus far, with a pending application to a fourth tribe.
 - v. Facilities: David made a temporary repair to plumbing near the pressure tank after a valve break. David also supervised a community member in trimming brush around the station as well as washing the rescue vehicles.
 - b. EMS Chief: Alina Downer

- i. Operations: Approximately four EMS calls since the March board meeting, including a SAR assist during a motor vehicle accident.
 - ii. Vehicles: All vehicles currently in service. David repaired struts on bench seats in the back of Rescue 233.
 - iii. Training: Four people have been trained in advanced airway skills and epinephrine administration. The next training is on May 24th, after the Friends of Cave Creek Canyon Garden Party.
- c. Treasurer: Jackie Lewis
 - i. **See Appendix A** for Treasurer's Report
 - ii. 2024 Taxes were completed on Monday, May 12, 2025. There was a learning curve with the software. The cost to file was \$41 based on a sliding scale for annual income. Filed with Form 990 online. Jackie filed an extension, but did not have to use it.
 - iii. Jackie received information for a time-sensitive grant application opportunity and passed it along to David, Alina, and Cary.
 - iv. Jackie moved that we include a discussion of the grant opportunity in "New Business". (**See 6.d**) Alina seconds. Non-opposed, motion carried.
 - v. Portal Rescue received our Workman's Comp estimate for the fiscal year beginning 7/7/26. The estimate was for 24 employees at \$2,381. We now have 28 on the roster so that the rate will increase slightly. Jackie will scan the exempt form on Monday, May 19th, to send in.
 - vi. Airmedcares and PHI cares memberships were purchased for our newest firefighter.
- d. Member without Portfolio: Dennis McAvoy
 - i. Carolyn Nordstrom attended a silent auction after an EMT conference in Ruidoso and was gifted a handmade blanket with colors representing all the first responder organizations.
 - ii. Carolyn has generously gifted this blanket to be hung in the Portal Rescue Responder's Lounge.
 - iii. **See Appendix B** for photo with color guide.
- e. Secretary: Bec Webster
 - i. I edited and sent out the agenda for this meeting to the community in Cary's stead.
- f. VP Report: Aaron Smith
 - i. Concerns were raised for future A/C replacement, which will be included as an action item for discussion next year.
 - ii. Aaron to get bids on mini-split system to replace the current central air system.
- g. President: Cary Booth
 - i. Filed corporation commission forms.
 - ii. Cary to schedule a day for Google Drive training with Portal rescue members.
 - iii. Cary to make updates to personnel lists on Portal Rescue website.

5. Continued Business

- a. Building project progress
 - i. Responders Lounge
 - 1. Not much progress, but the Hoyer lift sling has been relocated and will be donated in Douglas
 - 2. Need to purge excess transfer chairs and obtain a second wheelchair
 - ii. Fire Building storage
 - 1. David to get fire storage equipment ordering information to Jackie upon receipt of the official Portal Rescue credit card.

- b. Land search for radio tower status update
 - i. No updates.
 - ii. David to touch base with a potential lead.
- c. Reimbursement Policy and SOG review.
 - i. Jackie reviewed changes to the Reimbursement Policy: Policy, Procedures, and the Reimbursement form. **See Appendix C**
 - ii. Jackie moves to adopt the Policy form. David seconds. Non-opposed, motion carried.
 - iii. David moves to approve the Procedures and Reimbursement forms. Alina seconds. Non-opposed, motion carried
 - iv. Forms to be emailed out to all Portal Rescue members.
- d. Credit card for treasurer use policy with discussion about debit card (has an annual fee)
 - i. Jackie weighed the pros and cons of credit cards vs. debit cards for Portal Rescue usage.
 - ii. Board deferred to Jackie as treasurer to make final decision- Jackie preferred a credit card over a debit for Portal Rescue purposes and ease of transfer between Treasurers.
 - iii. Jackie motions that a credit card be issued to the active Portal rescue Treasurer with an appropriate policy in place. Aaron seconds. Non-opposed, motion carried.
 - iv. **See Appendix D** for Credit Card Policy.
 - v. Jackie motions for approval of the new Credit Card Policy. Dennis seconds. Non-opposed, motion carried.

6. New Business:

- a. Permission to purchase and donate 2 new faucets for the kitchen.
 - i. Jackie would like to donate 2 new faucets to replace leaking kitchen faucets.
 - ii. Aaron moves that we accept Jackie's donation of two new kitchen faucets. Dennis seconds. Non-opposed, motion carried.
- b. Window blind replacement - included in 2025 budget. Jackie has a couple estimates for the 3 blinds.
 - i. Jackie recommended either ordering from [blinds.com](https://www.blinds.com) or selectblinds.
 - ii. Selectblinds has frequent discounts- community member Paul Hirt suggested calling for discounts if unavailable on the website.
 - iii. New blinds to be ordered from selectblinds upon receipt of Portal Rescue credit card.
- c. Donated Wifi upgrade by community member
 - i. Paul Hirt came to Aaron with a proposal to get wifi to Chiricahua Pelocillo Museum- would be a large upgrade in wifi coverage for the station and fire bay additionally.
 - ii. Wifi upgrade suggested to aid in deterring vandalism and increasing security for H.A.T. building as well as possible climate control.
 - iii. Paul proposes to purchase and install/modify a wifi mesh router system as a donation to Portal Rescue
 - iv. Cary raised possible concerns- Paul to write a proposal for Cary and discuss next steps.
 - v. Alina motions to give Cary permission to approve/disapprove Paul's proposal for wifi mesh network. David seconds. Non-opposed, motion carried.
- d. Application for StateFarm Grant
 - i. Application period open June 4th-6th nationwide
 - ii. Can be applied for in consecutive years unless awarded- must skip year after awarded
 - iii. Grant to be used to apply for "new" equipment- further discussion needed for what equipment we would want to apply for.

- iv. Subcommittee consisting of David, Alina, Jackie, and Aaron to meet and submit application May 29th.

7. For the Good of the Order

- a. Next Blood Drive: July 17, 2025
 - i. 32 units out of 33 were obtained at the last blood drive.
- b. Community open mic
 - i. No community comments.

8. Adjourned at 7:55pm AZ time.

Appendix A: Treasurer's 2025 Year-to-date Report

Jan 1 thru Apr 30, 2025

Checking:

Beginning Balance: \$95,860.07

INCOME: \$26,013.74

Donations: \$9,725.00

Fire Income:

Fundraising Inc: \$11,979.94

(includes donated expenses)

Grants:

Interest Deposit: \$4,134.61

Misc Inc: \$14.19

Phone Book Sales: \$75

Rent: \$132.40

EXPENSES: \$18,632.73

Chief's Meetings:

Dues:

EMS Supply/Equip: \$2019.10

EMS Training:

Fire Supply/Equip: \$1,556.79

Fundraising Expense: \$1,554.57

Insurance: \$5,761.00

Heli Membership: \$2,750.00

Misc. Exp:

Office: \$1,069.27

Radio Ops:

Structure Maint: \$97.72

Utilities: \$1,390.96

Vehicle Ops: \$2,433.32

EDWARD JONES CURRENT BALANCE:

\$101,327.68

Check Deposits to be made (not included above)
\$0.00

Cash Deposits to be made (not included above)
Rent: \$32.40

Petty Cash on hand: \$69.30

Excess stamps on hand: \$125.80

EDWARD JONES CDs: \$205,000

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

Charles Schwab (4.3%) 30K – 9/11/25

Morgan Stanley (5.2%) \$30K – 12/1/2025

Goldman Sachs (4.2%) \$30K – 2/4/26

Bank America (4.05%) \$30K – 4/2/26

American Express (4.15%) \$40K – 1/22/27

*Morgan Stanley (4.15%) \$15K – 1/22/27


*Dedicated MUMA – interest use only

Appendix B: First Responder Blanket & Color Guide



Color Guide: EMS-Blue, Fire-Red, Police-Navy, Dispatch-Gold, Nursing-White, Military-Yellow, Search & Rescue-Orange, Forestry-Green, Wounded Warriors-Off White, & Corrections-Gray.


Appendix C: Reimbursement Policy, Operating Procedures, & Reimbursement Form

Portal Rescue Policy	
	Subject Credit Card
	Policy 1.0
	Effective Date Adopted May 15, 2025
	Signature of Approval

1. A credit card will be issued only to the current treasurer for use only when a check or e-check is not accepted as payment by a vendor.
2. An invoice requesting payment must be held on file with the payment date and amount written on the invoice. The invoice will be filed in the appropriate category folder.
3. The credit card will be stored with the checkbook.
4. Credit card balance will be paid monthly in the full amount.
5. Loyalty points shall be turned into a cash deposit.
6. The credit card will be revoked and destroyed upon the treasurer's resignation. The new treasurer will need to complete the application process for a new credit card after taking over the office.


NOTES:

1. Portal Rescue Credit Card is for Treasurer use only.
2. The treasure will complete the credit card application.
3. Background check is run on the applicant.
4. The credit card has the treasurer's name on the card, but the account belongs to Portal Rescue, Inc.

Portal Rescue Standard Operating Procedures		
	Subject	Expense Reimbursement
	SOP #	2.4
	Effective Date	Adopted May 15, 2025
	Signature of Approval	

1. For use with Portal Rescue, Inc. Expense Reimbursement Form and Expense Reimbursement Policy
2. Reimbursable per-diem-rate source and amounts
 - a. Meals and lodging rates are found at: <https://www.gsa.gov/travel/plan-book/per-diem-rates> and should be updated on the form annually for Pima County, AZ by the Treasurer.
 - b. Rates for Pima County, AZ have been chosen to be listed on the reimbursement form because that's where most training sessions have occurred.
 - c. Information for meals and lodging in other parts of Arizona and New Mexico can also be found at the same website for meetings or training not held in Pima County, AZ.
 - d. Taxes and tips for meals are included in the reimbursable meal rates.
 - e. Hotel taxes and fees above the GSA.gov amounts with receipts.
 - f. \$0.20 per mile OR actual gas cost (with receipt(s), will be reimbursed – not both.
 - g. Exceptions to rates and standard reimbursement may be approved by appropriate Chief and/or Portal Rescue board PRIOR to incurring expense(s).
3. Portal Rescue, Inc. will NOT reimburse for any of the following:
 - a. Additional hotel fees or meals for family members.
 - b. Any alcoholic beverages.
 - c. Meals that are included in training or meeting fees. (IE: breakfast and lunch at the trauma conference)
4. To receive reimbursement from Portal Rescue, Inc., approval by EMS Chief, Fire Chief and/or the Portal Rescue Board shall be required **prior** to a purchase of \$150 or more for supplies or equipment, or training/meeting attendance.
5. Reimbursee
 - a. Reimbursee defined as: Portal Rescue members, board members or community members who have purchased equipment or supplies for Portal Rescue OR who is attending training or meetings for Portal Rescue if requesting reimbursement from Portal Rescue, Inc. or a donation letter for taxes in lieu of reimbursement.
 - b. Review section 2 and reference reimbursement site for per-diem rates prior to training or meeting attendance to be informed of the rate difference(s) if any.
 - c. If needed, request the appropriate Chief and/or Portal Rescue board to approve exceptions to rate of reimbursement PRIOR to incurred expense(s).

- d. For prompt reimbursement return the completed form to an appropriate board member for approval within 14 days of incurring expenses.
- e. Include appropriate receipts with reimbursement form
 - i. Invoices or statements showing payment
 - ii. Restaurant/Grocery/Retail Store Receipts
 - iii. Dated photo of gas purchase if printing of receipt is not available at the pump.
 - iv. Itemized credit card bill
- f. For completeness of accounting for Portal Rescue, even if expenses are to be 'donated', it is still important to complete the reimbursement form with receipts. Simply note on the form the amounts being donated.
- g. Complete reimbursement form for amounts up to allowed rates
- 6. Board Member in receipt of completed reimbursement form shall
 - a. Review reimbursement form and attached receipts for completeness and policy compliance
 - b. Sign form if appropriate or return for remediation.
 - c. Once approved, turn over to the Treasurer for final review and reimbursement.
- 7. Treasurer
 - a. Review form and attached receipts for completeness and policy compliance.
 - b. Acceptable forms of receipts:
 - i. Invoices or statements showing payment
 - ii. Restaurant/Grocery/Retail Store Receipts
 - iii. Dated photo of gas purchase if printing of receipt is not available at the pump.
 - iv. Itemized credit card bill
 - c. Reimbursements or donation letters for tax purposes will not be issued without receipts attached in order to have complete transparency in Portal Rescue accounting.**
 - d. Treasurer will write check for amount approved by the EMS Chief, Fire Chief, or Board member. Checks written to a Board member or Portal Rescue member will require a second signature.
 - e. Complete treasurer portion of form.
 - f. Issue reimbursement within 10 days of receiving completed and approved reimbursement form.
 - g. File completed form as appropriate for record keeping.

Portal Rescue Policy	
	Subject Expense Reimbursement
	Policy 2.4
	Effective Date Adopted May 15, 2025
	Signature of Approval

7. Reimbursement form
 - a. Expense Reimbursement Form will be completed by Reimbursee defined as: Portal Rescue members, board members or community members who have purchased equipment or supplies for Portal Rescue OR who is attending training or meetings for Portal Rescue if requesting reimbursement from Portal Rescue, Inc. or a donation letter for taxes in lieu of reimbursement.
 - b. Receipts MUST be submitted with the Expense Reimbursement form for reimbursement or donation of expenses in lieu of reimbursement.
 - c. Expense Reimbursement form must be approved and signed by EMS Chief, Fire Chief or Board member prior to delivery to the treasurer. Board member signing and the reimbursee cannot be the same person.
 - d. See "Expense Reimbursement Standard Operating Guidelines" for detailed procedures.
8. The Treasurer will update the Expense Reimbursement Form using meals and lodging rates found at: <https://www.gsa.gov/travel/plan-book/per-diem-rates> and should be updated on the form annually for Pima County, AZ by the Treasurer.
9. Exceptions to rates and standard reimbursement may be approved by the Chief or the Portal Rescue board BEFORE incurring expenses.
- 10. Reimbursements or donation letters for tax purposes will not be issued without receipts attached in order to have complete transparency in Portal Rescue accounting.**

PORTAL RESCUE, INC.

EXPENSE REIMBURSEMENT FORM

Reimbursement Rates as of 1 October 2024

Receipts are required for all expenses (even if donated) – All rates are “up to” the following amounts

***Meals: \$80, B \$20, L \$22, D \$33, I \$5 (First & last day of travel \$60)**

***Lodging = \$123, (\$171 Jan-Mar in Pima County) Member-Day**

****Mileage \$0.20 per mile – OR gas receipt(s)**

Name: _____ **EMT** _____ **Fire Fighter** _____ **Other** _____

Address:[illegible]

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Signature _____

Date

EMS Chief Signature _____ Date

or

Fire Chief Signature _____ Date

or

Board Member Authorization _____ Date

- *Rates are given for Pima County, AZ but will be adjusted to training in other parts of AZ or NM
 - ** - Mileage rate is current federal volunteer rate (currently \$0.14) + \$0.06

TREASURER USE: Paid by check # _____/Date _____/Amount \$ _____

PORTAL RESCUE, INC. REIMBURSEMENT INSTRUCTIONS

5. See "SOP 2.4 – Expense Reimbursement" for complete procedural details including meals and lodging reimbursement rates.
6. To receive reimbursement from Portal Rescue, Inc., approval by EMS Chief, Fire Chief and/or the Portal Rescue Board shall be required **prior** to a purchase of \$150 or more for supplies or equipment, or training/meeting attendance.
7. Reimbursee

- a. Reimbursee defined as: Portal Rescue members, board members or community members who have purchased equipment or supplies for Portal Rescue OR who is attending training or meetings for Portal Rescue if requesting reimbursement from Portal Rescue, Inc. or a donation letter for taxes in lieu of reimbursement.
 - b. Review section 2 and reference reimbursement site for per-diem rates prior to training or meeting attendance to be informed of the rate difference(s) if any.
 - c. If needed, request the appropriate Chief and/or Portal Rescue board to approve exceptions to rate of reimbursement PRIOR to incurred expense(s).
 - d. Turn in completed reimbursement form for amounts up to allowed rates to appropriate EMS or Fire Chief within 14 days of incurring expenses. NOTE: Allowed rate may include increase preapproved by the EMS or Fire Chief.
 - e. Include appropriate receipts with reimbursement form:
 - i. Invoices or statements showing payment
 - ii. Restaurant/Grocery/Retail Store Receipts
 - iii. Dated photo of gas purchase if printing of receipt is not available at the pump.
 - iv. Itemized credit card bill
8. Portal Rescue, Inc. will NOT reimburse for any of the following:
- a. Additional hotel fees or meals for family members.
 - b. Any alcoholic beverages.
 - c. Meals that are included in training or meeting fees. (IE: breakfast and lunch at the trauma conference)
9. Expenses to be donated instead of reimbursed:
- a. For completeness of accounting for Portal Rescue, even if expenses are to be ‘donated’, it is still important to complete the reimbursement form with receipts. Simply note on the form the amounts being donated.
 - b. Return the completed form to an appropriate EMS or Fire Chief or board member for approval.

Last updated: May 15, 2025

Appendix D: Credit Card Policy

A credit card will be issued only to the current treasurer for use only when a check or e-check is not accepted as payment.

An invoice requesting payment must be held on file with the payment date and amount written on the invoice. The invoice will be filed in the appropriate category folder.

The credit card will be stored with the checkbook.

Credit card balance will be paid monthly in the full amount by check.

Loyalty points can be turned into a cash deposit.

The credit card will be revoked and destroyed upon the treasurer's resignation. The new treasurer will need to complete the application process for a new credit card after taking over the office.

NOTES:

The treasure will complete the credit card application. Background check is run on the applicant.

The credit card has the treasurer's name on the card, but the account belongs to Portal Rescue, Inc