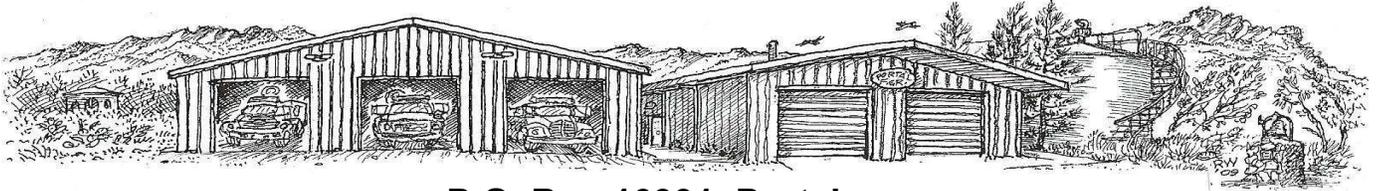


Portal Rescue, Inc.



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

Board Meeting – December 9, 2022

Attending: Board Members Cary Booth, Dinah Davidson, Alina Downer (remote), Jackie Lewis, David Newton, Victor Shawe; Active Members Bonnie Bowen, Aimee Essary, Henry Essary

1) Call to Order

President Cary Booth called the meeting to order at 6:05 pm.

2) Agenda

Cary moved to adopt the agenda without modification, Victor seconded his motion, and absent any objection, it was adopted by a unanimous vote.

3) Acceptance of Minutes from September Meeting

Cary moved to approve the minutes after addition of missing Appendix B, Victor seconded his motion, and the vote in favor was unanimous. Later, a second (unanimous) vote was held online to approve addition of a second omission (approval of July minutes) and a minor error. Note: we will soon also need a replacement for our aging secretary.

4) Reports

a) Fire Chief (David Newton)

i) Operations

There were no fires, but firefighters accompanied EMTs on two calls.

ii) Training

(1) Attendance at the 1st Wednesdays 'all responder' trainings has been good. Ten responders attended a traffic management exercise for a roadside incident.

(2) Attendance at 3rd Saturday regular fire trainings has been mediocre, but still useful for participants.

(3) A prospective firefighter is completing his basic wildland training this weekend, and David will ask for his confirmation as a member via an email vote from board members.

iii) Vehicles

(1) Brush 5 is out of service with a bad battery that will be replaced next week. All other vehicles are in service.

- (2) Brush 8 had reflective striping applied to the front and sides, and a red/yellow chevron has been added to the back.
- iv) Grants
 - (1) AFG grant: David has put out a request to four vendors of mobile radios, asking for quotes to consider for our radio grant funds.
 - (2) Tribal gaming grant: The Cochise County Attorney initially declined our request for the County to act as a pass-through for these grants. However, David identified solid documentation on how three other Arizona counties do this, so our County Emergency Manager is going to resubmit the request with the new information. This has yet to happen, because the County Attorney is otherwise occupied dealing with County Supervisor issues. After the meeting the Emergency Manager informed David that the County Attorney had again nixed our suggestion and (unfortunately) conferred with other County Attorneys to nix it in their jurisdictions too.
- v) Fire Station Alerting Program
 - (1) All equipment is installed. A conduit path was added from the classroom crawl space to the fire garage. David thanks Dennis McAvoy for, on zero notice, fabricating a mounting bracket that much improved the installation. The equipment must still be programmed to fit our requirements.
 - (2) An unswitched power receptacle was added in the loft to power the Fire Station alerting controller. Thanks to Bill Wilbur for use of his tall stepladder.
 - (3) At a December 15th meeting, the Chiefs plan to weigh how SEACOM will implement the system on this side of the county.
- vi) November Chiefs meeting
 - (1) About 24 people attended, and lots of volunteers helped out. The RSVP strategy worked pretty well; there were 3-4 no shows and the same number who came without having responded.
 - (2) The Board thanks Jackie for excellent food preparation and making it possible for us to meet our traditional 'obligation' to the Chiefs at this (usually) annual event.
 - (3) We also thank Bill Wilbur for mowing prior to the event, as well as Bonnie, Rolf, Alina and Matthew Downer and Chris Wilbur for setup.
 - (4) David commented that the teleconference component was as good as anywhere in the county, with good audio quality. The Board thanks Cary for setting this up.
- vii) Building maintenance
 - (1) Emergency exit and lighting signs were installed in the classroom.
 - (2) An outdoor power receptacle was installed on the fire garage for safer use by the CCHCI van, and to unload a circuit inside the ambulance bay.
 - (3) New lighting in Ambulance Bay was installed by Cary and Alina and funded by Cary. Everyone appreciates it!
- b) EMT Chief (Jackie Lewis)
 - i) Training

- (1) Mathew, Alina, Michele, and Carolyn took IV training, but one EMT still needs to do human stick. To provide opportunities for practice, TMS will allow more sticks at their facility.
- (2) A bee class will be held on January 21.
- ii) Equipment
 - Rescue 233 is gradually getting stocked. David will decide on and implement lettering.
- iii) Insurance
 - The annual questionnaire was completed and edited in time for our 2023 VFIS insurance. Jackie will circulate the contract to board members for their approval.
- iv) Calls
 - To date this year, EMTs have responded to 51 calls, a marked increase over past year. Time will tell whether this year is a fluke or a new norm for the future.
- c) Treasurer (Alice Wakefield) - Current as of 7 December 2022
 - i) Assets
 - (1) Washington Federal: the total value of our Washington Federal account – 60 month CD, Maturity Date: 01-15-25 (Rainy Day Fund) -- is \$34,767.56.
 - (2) Edward Jones (all accounts)
 - (3) The total value of our EJ accounts is \$ 168,531.01
 - (4) Components of this total are:
 - (5) Money Market (\$82,358.69) - Includes the now matured (10/18/2022) Wells Fargo CD – \$15,000
 - (6) Bonds & CDs (\$86,172.32)
 - (a) Two bonds
 - (i) [1] Canadian Imperial Bond – \$14,231.85 – Maturity Date 1-24-2024
 - (ii) [2] Citigroup Bond – \$14,221.35 – Maturity Date 1/20/2024
 - (b) Two CDs
 - (i) [1] Bank Hapoalim CD – \$29,496.90 – Maturity Date 5-18-2023
 - (ii) [2] Sallie Mae CD – \$28,222.22 – Maturity Date 7-24-2023
 - (7) Portal Rescue financial assets total \$204,093.57, including \$795 in petty cash, and all investments.
 - ii) Income and expenses – Tabular data on income (donations, interest and phone book ads) and expenses can be found in Appendices A and B, respectively. Miscellaneous income in September totaled \$25.
- d) Member at Large (Alina Downer)
 - Alina will work further on documents review and posting, but she has no further progress to report at this time.
- e) Vice-President (Victor Shawe)
 - Victor has fixed the lose window pane in the ambulance bay and has ideas for addressing the corner leak. He will also look into replacement of the delaminated classroom door.

- f) President (Cary Booth)
 - Cary reports no progress on documents project.
- 5) Continued Business
 - a) Heart monitor(s)
 - i) Jackie continues to discuss heart monitors with her stepbrother, a medic in Yavapai county. Williamson Valley Fire District (WVFD) is merging several departments, and equipment is expected to be available. One of the two types of heart monitors (Zoll or Lifepak) may be available from them. If so, such used equipment could be repaired and updated. Jackie should know by the end of this year whether a donation may be forthcoming. In any case, we would have to purchase supplies (pads, cannulas) to go with the device and have a support contract.
 - ii) Alternatives include new equipment costing \$40-50K, and used equipment, \$25K. Jackie has reached out to two representatives for a loaner, but none are in stock.
 - iii) Another consideration is that we will soon have two rescue vehicles in operation. If we need a second heart monitor, we should wait to see what brand may be available from WVFD and perhaps buy a second one of the same brand. Large sums can be available in grants from Indian gaming funds, and we should monitor those opportunities carefully in the future. However, gaming funds are not available to non-profit organizations and we need to have a municipality to work with/through in order to request a grant.
 - b) Auction of Red Brush 6 - No update
 - c) Continued discussion of supporting retention and participation of personnel
 - i) David described a possible LOSAP (Length of Service Award Program designed both to reward our valuable volunteers and to keep them with the organization over the long term. (NM has a State sponsored pension plan for volunteer fire personnel, and Arizona Fire Districts can participate in Arizona's Public Safety Personnel Retirement System [PSPRS], but neither of these options is available to Portal Rescue.) Fitting our needs best would be a "defined contribution" plan, rather than a "defined benefit" (pension) plan. Defined benefit plans are being phased out in many organizations, because unpredictable economic environments preclude them taking full funding responsibility.
 - ii) How would a defined contribution plan work in our case? The Board, as a whole, would determine how much money to put in an award 'pot' in a given year and the percentage of donations assigned to LOSAP accounts per year (a flexible system tracking our finances). Points would accrue to EMTs, Firefighters, and Radio Operators, based on each individual's participation in activities including responses to calls, attendance at training sessions, maintenance of vehicles and facilities, and other contributions TBD. Volunteers meeting a threshold number of points in a given year would qualify to receive a percentage of funds in the "pot" for that year as a contribution to an award account in the LOSAP. One-time funds set aside at the start of the PR program could reward volunteers retroactively for past service over a set number of years (TBD).

- iii) Money in these accounts would grow gradually over the years, and members could withdraw their account's funds after becoming vested (say, after 4-5 years). The accounts would resemble savings accounts, except no interest would be paid, nor would taxes be due (assessed as normal income, not capital gains), until a lump sum payout after 10-15 years (TBD), or when a vested member decides to leave the organization prior to that time. Portal Rescue would have no role in tax management. Individual recipients would be responsible for taxes, including back-up withholding.
- iv) The overriding insurer for LOSAPs is VFIS (Volunteer Firemen's Insurance Services, Inc., the largest insurer of emergency services organizations), with which we already have insurance for other purposes. VFIS is a division of Glatfelter Insurance Group, part of the multinational finance and insurance company AIG. VFIS invests the money in a Massachusetts Mutual annuity with a 3% floor.
- v) If Portal Rescue were to fail (hypothetically) in 10 yrs, vested volunteers would receive their payouts, and funds in accounts for those not vested would return to the organization. Volunteers with a break in service (e.g., due to injury) could resume inclusion in the system after recovery. A volunteer serving beyond her/his payout year could start over again with a new account in the retirement program. If individual volunteers with alternative retirement accounts or incomes should decide to reject their own inclusion at the time of payout, their available funds would be distributed over volunteers remaining in our program. Money from accounts of never-vested individuals leaving the program would be similarly distributed over other accounts.
- vi) Next steps: The Portal Rescue budget for 2023 will include funding for the LOSAP program (a "placeholder" amount requested by Cary). A 'Points and Perks' working group comprised of David Newton (Chair), Alina Downer, Dinah Davidson, and Victor Shawe will meet to propose things like vesting and payout years (for board votes) and determine points to be awarded in proportion to types of contributions. David estimates that ~ 13 volunteers might qualify for awards by meeting the threshold number of points based on this year's contributions.
- vii) The Points and Perks Working Group will meet to conduct a first pass on how the point system would work. It will also consider and oversee other proposed perks like introducing volunteers to the community as, e.g., EMT or Firefighter of the month (or quarter), and the possibility of requesting donated exercise equipment for exclusive use by PR volunteers if there is space in one of the bays (scouted out by Victor and David).
- d) Phone book fundraiser
 - i) After some editorial comments from Rolf, Bonnie will make a few changes, but the phonebook is "within days" of going off to the printer (Dwight in Tucson). Both covers and ads are finished. Advertisers will receive free copies, and local businesses, the Library, and volunteers will help sell the book for \$15.
 - ii) The Board thanked Bonnie profusely for all her hard work on this important fundraiser for the organization.

6) New Business

a) 2023 budget

Using last year's budget as a model, board members put together a tentative budget. Work on the budget, which will be finalized in January, continued after the meeting. We are still operating well within our budget for this year, and we can try to move some anticipated expenses forward into this month.

b) Community evacuation plan in conjunction with Firewise

Organizing a committee to put together an emergency evacuation plan has been loosely on our agenda for months, and a need to recertify as a Firewise Committee has provided an avenue to move this forward. With input from Debb Johnson and Dinah Davidson (former and proposed new Firewise Chairs), David Newton submitted our application to continue as a Firewise Community. Several local people interested in this project have been lined up for contributing their expertise, and as soon as we hear (positively!) about recertification, we will meet to begin work on Firewise projects (rescheduled, we hope, to cooler seasons) and an evacuation plan.

c) Replacement of outdoor lighting at Portal Rescue Station

- i) Motion activated lights are failing (and will continue to fail) due to bugs, bats and weather, and the cheap plastic covers are cracked. We considered various alternatives (placing them lower on the building, on the windsock, etc.). We will try replacing just one of the lights to test a new one - a \$250 amber LED light in a well-designed fixture. With a timed 6 pm to 10 pm time switch with override, we can arrange for the fixture to shut off automatically at night. We may also be able to key light controls into the station alerting system for late night operations. Henry Essary suggested a device that could help with this. Meanwhile, we will continue to attach a lantern to the wind sock during nighttime landings.

ii) We are looking for volunteers to assist with projects like this, and volunteers might gain some useful experience in the process.

d) Soup's On (now off....) fundraiser

- i) Enforcement of County regulations makes it virtually impossible to continue Soup's On fundraisers, because all cooked food must be prepared in a commercial kitchen. As enjoyable as these fundraisers were, they were also perhaps more work than merited for the money brought in, and the same people did most of the work each year. We might need multiple, alternative and smaller fundraisers that can be paired with our very successful donation drive to support our organization (which, remember, receives no tax dollars).

- ii) It was suggested at the meeting, and later confirmed, that our first fundraiser of 2023 will be a raffle and Chile Supper (with potluck breads and desserts) currently planned for Sunday, March 19th at 4 pm, at the Rodeo Community Center. Raffle tickets will be available for sale at the beginning of March, and prize winners will be announced at the event.

- iii) **Jackie requests additional volunteers as follows.** We have a small team currently working on this project but could use at least 4-6 more people to help with the planning and organization (including publicity), calling for donated breads and desserts, and scheduling workers. **Our first meeting will be held Monday, December 19th at 1pm.** We are currently meeting at a home, but if there are more than 6 people, we will move meetings to the Portal Rescue classroom. **Please call Jackie Lewis at 520-558-2287 or email her at winjac12@vtc.net if you would be willing to take an active role in this project or in a new fundraising committee.**
- e) Schedule next meeting
Our next meeting will be held in the classroom (with virtual access possible) at 6 PM on January 6 – please no insurrection!
- 7) For the Good of the Order
 - a) Blood drive
 - i) The next drive will be held on Thursday January 12, and 12 appointments are open.
 - ii) Portal has been conducting blood drives for 15 years (since 2007), and the Red Cross recently honored our efforts with a plaque and thank you message.
 - b) Newsletter
If Pat Espenak survives rogue waves, she will need to have our submissions in hand immediately. Don't delay!
 - c) Raffle prizes and images
Chris Wilbur will take charge of raffle prizes and arrange for photographs to be taken.
 - d) BBQ
We tentatively plan to repeat last year's successful BBQ, probably during the first 2 weeks of April, when the temperature will be more moderate than in May. We will try to pair the event with a Firewise Work Day, which might attract more volunteers if done in cooler temperatures.
- 8) Adjournment
Cary adjourned the (long ...) meeting at 8:34 PM.

Appendix A. Income

Month	Donations	Interest	Phonebook Ads	Grand Total
January	2,100.00	68.07		
February	830	24.21		
March	1,990.00	21.86		
April	2,367.03	24.21		
May	480	23.42		
June	2,605.00	32.67		
July	100	243.98	1,295	
August	1,430.00	181.57	835	
September	465	79.84	435	
October	11,470.00	23.24	180	
November	13,051.50	167.38		
December	1,200.00			
Totals	38,088.53	890.45	2,745.00	41,723.98

Appendix B. Expenses

Category	Chief's Meeting	Dues	EMS Supp & Equip	EMS Training	Fire Pay	Fire Supp & Equip	Fire Training	Fundraising Exp	Insurance	Legal
Budget 2022	\$300.00	\$150.00	\$5,000.00	\$3,000.00	\$-	\$4,500.00	\$1,000.00	\$2,000.00	\$13,000.00	\$500.00
January	-	-	681.4	-	-	-	-	-	2,624.00	-
February	-		22.78			147.4				
March	-		358.98			1,314.82				
April	-		152.9			589.04			1,877.00	
May	49.26	180	150.12	447.4		1,548.93			2,238.00	
June			33.85						-	
July			60.34			53.59			2,048.00	
August			76.34			32.53			167	
September		100	296.79						-	
October			73.09			852.97			1,874.00	
November	42.41		621.44					216.36	-	
December			495.52						-	
Total	91.67	280	3,023.55	447.4	-	4,539.28	-	216.36	10,828.00	-
Remaining	\$208.33	(\$130.00)	\$1,976.45	\$2,552.60	\$0.00	(\$39.28)	\$1,000.00	\$1,783.64	\$2,172.00	\$500.00

Appendix B. Expenses Continued

Category	Misc Exp	Office Exp	Radio Ops	Rainy Day Account	Structure Maint	Utilities
Budget 2022	\$100.00	\$500.00	\$2,500.00	\$-	\$2,000.00	\$4,000.00
January	-	-	-	-	-	275.95
February		734.03	40.8			281.96
March			339.7			279.91
April		90				288.85
May	145.17		2,363.80		50	273.46
June						282.74
July						301
August			10.61		17.11	312.41
September			52.05			306.58
October		91.65			23.6	317.66
November		159.12	143.29		243.45	303.62
December						
Total	145.17	1,074.80	2,950.25	-	334.16	3,224.14
Remaining	(\$45.17)	(\$574.80)	(\$450.25)	\$0.00	\$1,665.84	\$775.86