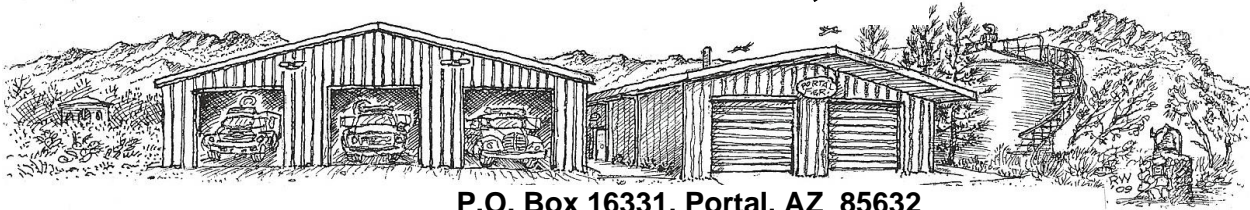


Portal Rescue,



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

Board Meeting – September 7, 2023

Attending: Board members Cary Booth, Dinah Davidson, Penni Parrish, Alina Downer, Jackie Lewis, David Newton and Aaron Smith; Additional Active Members: Bonnie Bowen

Call to Order

President Cary Booth called the meeting to order at 6:02 pm.

1) Adoption of Agenda

The Agenda was adopted unanimously with amendment to add donation drive and Chief's lunch. Motion by David and a second by Dinah.

2) Acceptance of Minutes

The July 6 minutes as amended were accepted unanimously after a motion by Cary and a second by Dinah.

3) Reports

Fire Chief (David Newton)

- a) Operations: Fires on July 13 and July 23. Good Response for both
- b) Training: Attendance at both fire trainings and all-responder trainings has been decent.
- c) Vehicles:
 - i) All vehicles are in service.
- d) Grants: For the FEMA radios grant we submitted both the 6 month financial and the performance reports in July. We also submitted a request for 95% reimbursement for the radios we bought in February. We still need to program and install those radios. We also need to spend about \$9100 of the remaining money on the grant. before August 2024.
- e) Building Maintenance: One white motion light outside the ambulance bay remains to be replaced. Flagpole rope replaced. Rain gutters cleaned on classroom. Telephone wiring repaired. Thanks to Cary for weed whacking around the buildings and helping to install the ethernet line to the color printer.

EMS Chief (Alina Downer)

- a) Calls
 - i) 4 Calls since July Meeting.
- b) Equipment

- i) Rescue 4 -A/C repaired. The alternator on Rescue 4 failed and a part is on order. Brush 8 Can be used for rough road medical response until Rescue 4 repairs are completed.
- ii) Rescue 233-Air Lift bags replaced.
- c) Personnel
 - i) 2 training dates since last meeting. Next training scheduled for Friday, September 8th.
 - ii) EMS in the Desert Conference scheduled for September 15th.

Treasurer (Jackie Lewis) – current as of September 7, 2023

- a) Assets
 - (1) Petty Cash Beginning Balance: \$153.90, Minus Stamps \$66.00, Ending Balance \$87.90.
 - (2) Washington Federal – the total value of this account is \$34,603.20 (60-month CD, maturing 01/15/25 [Rainy Day Fund])
 - (3) Totals to Deposit: \$2,372.00
 - (4) Edward Jones checking balance is \$45,881.18.
 - (5) The total value of our Edward Jones accounts is \$105,000.00, with components:
 - (a) CDs
 - (i) Bank of China CD \$7,000 (4.65%) – Maturity Date 12-29-2023
 - (ii) Key Bank Natl CD \$8,000 (4.60%)– Maturity Date 1-12-2024
 - (iii) Citigroup Global Mkts \$15,000 (1.00%) – Maturity Date 1-20-24
 - (iv) Canadian Imperial Bank \$15,000 (1%.00) – Maturity Date 1-24-24
 - (v) Morgan Stanley CD \$10,000 (5.15%) -Maturity Date 5-23-2-024
 - (vi) Morgan Stanley \$20,000 (5.15%) - Maturity Date 5-23-2024
 - (vii) Bank Baroda CD \$30,000 (5.2%) - Maturity Date 5-29-2024
 - (6) CD Matured
 - (a) Matured:
 - (i) Sally Mae CD \$29,000 (3.10%) – Maturity Date 7-24-23. Left in Checking Account.
 - (b) Maturing:
 - (i) Bank of China CD \$7,000 (4.65%) – Maturity Date 12-29-2023. To Be Discussed at December 2023 board meeting.
For Income and Expenses, see Appendix A.
- f) **Member-At-Large (Aaron Smith) - nothing to report at this time.**
- g) **Secretary (Penni Parrish) - nothing to report at this time.**
- h) **Vice-President (Dinah Davidson)**
 - i) See Continuing Business: Classroom Usage Agenda items for detailed discussion points.
 - i) President (Cary Booth) -
 - i) Cary received new Portal Rescue brochures from Gloo Factory and Penni dropped off at the Portal Rescue office.

4) Continuing Business

- a) Points and Perks Committee – Committee will have a report ready to email the board in December.
- b) Red brush 6 – No Updates.
- c) Classroom Usage/ Rental Paperwork Update- Discussion ongoing.
 - i) Subcommittee (Bonnie, Dinah, Alina) presented to PR Board suggested form revisions for classroom rental agreements.
 - ii) Discussion about posting a formal occupancy rate as assessed by David and how it would be enforced. Board decided (without vote) not to post, but that a suggested occupancy rate and recommended table/chair set up to be provided to all users.
 - iii) Dinah asked of the board what aspects of paperwork should we seek legal advice. Discussion to be revisited during a future board meeting.
 - iv) Dinah’s research concluded that additional liability insurance can be obtained from VFIS. After discussion, it was concluded that the Board members felt existing liability insurance (1 million per occurrence, 5,000 per person) was adequate.
 - v) Sub-committee advocated for a more formal system of verifying safety issues: for example, a checklist could be provided for monthly or quarterly inspection, and records kept of those inspections. The purpose of this would be to have documentation for VFIS. A preventive maintenance form to be created by David, as back up for ongoing maintenance and upkeep of the facility and property.
 - vi) There will be a separate **Rental Agreement and Release** for businesses and organizations and a **Community Use Agreement and Release** for community members and organizations using the space for everyone in the community to attend.
 - vii) Updates to Rental Agreement and Release:
 - (1) Rental fees and contract will be due a minimum of 10 days prior to event.
 - (2) All Food will be removed at the end of the event and trash taken off premises.
 - (3) Certificate Of Insurance Requirement from renting party added for liability purposes.
 - viii) Updates to Community Use Agreement and Release:
 - (1) Room Use that is open to the community will not require Certificate Of Insurance or room use fee.
 - (2) Food left in fridge for organizations must have name of organization and date.
 - ix) Updated verbiage on both forms to reflect “CDC guidelines and Arizona regulations regarding Covid-19 or any current health mandates”.
 - x) Discussion on verbiage that requests ‘No Firearms in Building”. After discussion, the Board voted 6-1 to not include the VFIS recommended prohibition of firearms.
 - xi) Unanimous Vote to permit Bonnie Bowen as Authorized Signer on Classroom Rental Contract. Motion by Cary, Seconded by Dinah.
 - xii) Discussion on communicating the importance of safety when using the PR Facilities: Proposal to email the community requesting help to maintain our excellent safety

record - in exchange for community use of PR facilities. The Board was in agreement that frequent communication with the community would be beneficial.

- xiii) Bonnie to add a statement to Portal Rescue and Portal/Rodeo websites that the classroom is available for rental and community use, with information about how to request space in the classroom.

For Updated Forms For Portal Rescue Classroom Use, See Appendix B and C.

5) New Business

- a) SIM Cards for New Tablets
 - i) David motioned to purchase Department paid FirstNet SIM card for tablet that goes out on EMS Calls. Cost is \$50 per month. Seconded by Aaron. Motion approved Unanimously.
 - ii) David motioned to add AT&T to the treasurer's list of vendors who can be paid by single signature or placed on auto pay. Seconded by Cary. Motion approved unanimously.
- b) Documentation of Board Member Roles and Responsibilities.
Jackie proposes to email all duties to review by email.
- c) The next Board Meeting is scheduled for Wednesday, December 20th at 2 p.m.

6) For the Good of the Order

- a) The next blood drive is set for September 14th and there are 2 appointments available.
- b) Donation Drive is set for October. Penni to get Jackie a list of new homeowners in the area in the last 5 years.
- c) Chief's Lunch scheduled for November 15th at 11:30 a.m. Food menu to be the same as 2022 event.

7) Adjournment

Cary adjourned the meeting at 8:13 pm.

Appendix A. Income and Expenses as of September 7, 2023

Income:	\$34,113.15	
Donations Deposited:	\$12,310.00	
To Deposit:	\$660.00	\$500 Check and \$160 Cash
Fundraising Deposited:	\$8344.00	
To Deposit:	\$312.00	\$200 Cash, \$112.00 (Cans Linda Pretty)
Phone Book Sales		
Deposited:	\$683.40	
To Deposit:	\$0.00	
Misc. Revenue Deposited:	\$618.77	
Fire Income Deposited:	\$683.40	
Interest:	\$1,836.15	
Rent:	\$50.00	
Expenses:	\$43,727.83	
EMS Supp/Equip:	\$1,850.71	
EMS Training	\$515.80	
Fire Supp/Equip:	\$1,817.47	
Fundraising	\$310.65	
Heart Monitor:	\$16,691.58	
Insurance:	\$9,731.00	
Misc.:	\$77.97	(BBQ and Cash to M/O for deposit)
Radio Ops:	\$9,002.42	
Rescue 233:	\$1,507.62	
Structure Main:	\$1,348.81	
Utilities:	\$2,798.47	
Vehicle Ops:	\$2,577.32	

Appendix B. Rental Agreement and Release

Updated Copy Attached in PDF Format.

Appendix C. Community Use Agreement and Release

Updated Copy Attached in PDF Format.