

# Minutes Portal Rescue Board Meeting 20 Dec 2023

Attendance: Board: Cary Booth, Dinah Davidson, Jackie Lewis, Alina Downer, David Newton, Aaron Smith. Community: Larry Rivers, Marilyn Forestell.

1. Called to order at 2:05pm
2. Adoption of Agenda. Newton moved to place Community Open Mic to after Adoption of Agenda, Booth 2<sup>nd</sup>, motion approved.
3. Community Open Mic:
  - a. Marilyn Forestell gave update on “Bowls and Spoons” fundraiser. Anticipate some cost for signage in excess of signs donated by Cornerstone Self Storage.
  - b. Forestell presented idea for Portal Rescue attendance at 2<sup>nd</sup> Saturday Farmers Market as public outreach opportunity. Aaron Smith will coordinate us.
4. Acceptance of Minutes for 6 Sept 2023 meeting. Booth moves to accept. Smith 2nds. Motion passes.
5. Reports
  - a. Secretary – Parrish absent. No report.
  - b. Fire Chief – Newton
    - i. Operations since last meeting: Oct 1 – roadside fire @ MP 398; Oct 24 – lightning strike on single agave off Cave Creek Rd. Good response to both fires.
    - ii. Training: Trainings have had good attendance.
    - iii. Vehicles: All vehicles are in service. Added chevrons to rear of Brush 236.
    - iv. Will apply for Rural Fire Capacity grant (50/50) before mid-January. One radio from our AFG grant has been programmed and I am testing it. Digital comms with Hidalgo County does work.
    - v. Building Maintenance: Installed a light between fire garage and ambulance bay. Added reflective tape to gravel/concrete transition by disabled parking. Installed an air compressor in the Fire garage donated by Lee Dyal and Bob Dearing. Repaired VHF station antenna. Cochise County installed a weak cell booster to enable a backup path for the Fire Station Alerting system. Motion light by side door of ambulance bay still needs repair.
    - vi. Chief’s Meetings: Went well in November. Thanks to all who helped and especially to Jackie Lewis who prepared the delicious food.
  - c. EMS Chief – Downer
    - i. Calls: 11 medical calls since Sept 6 mtg. Almost a 3 call a month average.
    - ii. Chief’s luncheon: Went smoothly. Thanks to Matthew, Barbara, David, Penni, Victor, and Aaron for setup/cleanup help. Jackie for the awesome food!
    - iii. Vehicles: R4 Andrew donated led lights to reduce electrical load on R4 because we had some ongoing issues. David is working on installing off-road lights.
    - iv. CPR Classes: We have taught three classes so far. One to Apache students and parents in October and two to the community-- 6 and 8 students (14). 11 people signed up for Jan class. Will do another class probably in early February on a Saturday morning to reach more people.
    - v. Laura Stratton has passed her EMT course in Tucson, will be taking her NREMT test soon. We hope to have her formally join Portal Rescue in January.
    - vi. LOSAP: 6 of 7 EMTs eligible, based on 15 point minimum. Points tallied were 57.5; 35; 36.5; 15; 19; 1.5; 15.
  - d. Treasurer – Lewis: Report attached below.
  - e. Member-at-large – Smith: Working on establishing messaging app “Signal” as another path for alerting personnel when needed.
  - f. VP Report – Davidson: Thank you Jackie for doing such a great job as Treasurer.

- g. President – Booth: Will investigate taking over management of the portalrescue.com domain so that we can easily change the Mail Exchanger (MX) records. Will re-think about what to call the board member who isn't a chief or officer.
6. Continued Business:
- a. Points & Perks Committee – Newton reports that committee did not meet. Called LOSAP provider last week. Five Firefighters and two Radio Operators are eligible based on a 15 point minimum.
  - b. Red Brush 6 auction: no update.
  - c. Classroom rental paperwork update: Tabled for January after discussion. Draft to be sent to Bowen.
7. New Business:
- a. Review and Approve Treasurer policy updates:
    - i. Treasurer Policy 1.2 Single Signature Signing Authority. Discussion. Motion by Jackie to approve the modifications. Seconded by Newton. Motion passed.
    - ii. Treasurer Policy 1.3 Check for Cash Exchange. Discussion. Needed because current bank does not accept cash (e.g. from fundraising events). Motion by Jackie to establish this new policy. Seconded by Davidson. Motion passed.
    - iii. Treasurer Policy 1.4 Reimbursement to Signing Authorities. Discussion. Motion by Jackie to establish this new policy. Seconded by Davidson. Motion passed.
  - b. Discuss, document, and approve LOSAP details. Some members eligible may not want to participate. More details are needed for individuals to decide. Newton will collect those details. Then, those eligible can be polled. Starting figure to put into the LOSAP per eligible member is \$1000. Need to determine how to allocate monies from the eligible who decline. Tabled until January.
  - c. 2024 Budget. Tentative budget attached below. To be finalized at January meeting.
  - d. Documentation of Board Member roles and responsibilities. Discussion. Tabled.
  - e. Discuss approach to scheduling future board meetings. Discussion. Set dates for 2024 meetings. January 11 - 6pm, March 9 - 11:30am potluck/12:30pm meeting, May 9 - 6pm, July 11 - 6pm, September 12 - 6pm, December 12 - 6pm
8. For the Good of the Order
- a. Next Blood drive: Jan 11<sup>th</sup> – 10 spots available.
  - b. Donation Drive – Lewis: Donations received in October \$780, November, \$29,270 and as of Dec. 19 \$13,035. Last deposit will be made 12/29/23. Over 90% of donations made in October through December included the donation form that was sent with the donation drive letter. Only 3 people referenced an email and/or printed the donation form from the email or Portal Rescue website. There were only a handful of new donors.
9. Adjourn: At 5:07pm

Minutes submitted by David Newton

Treasurer's Report for 20 Dec 2023 submitted by Jackie Lewis

All amounts include deposit to be made on  
12/22/23\*

**Income:** \$84,902 (rounded)

Donations deposited: \$56,275  
Fundraising deposited: \$9,760  
Interest: \$2,384.71  
Misc Rev deposited: \$618.77  
Phone book sales deposited: \$4,590  
Rent deposited: \$150  
Fire Income deposited: \$1,487.40  
Grants deposited: \$8,302.83

**Expenses:** \$59,187 (rounded)

EMS Supp/Equip: \$2,313.88  
EMS Training: \$515.80  
Fire Supp/Equip: \$2,534.03  
Fundraising: \$631.33  
Heart Monitor: \$16,691.58  
Insurance: \$11,552.00  
Misc: \$77.97 (bbq & cash to m/o for  
deposit)  
Office: \$1,406.58  
Phone Book Exp: \$2,371.50  
Radio Ops: \$9,219.40  
Rescue 233: \$1,507.62  
Structure Maint: \$1,383.53  
Utilities: \$3,965.11  
Vehicles Ops: \$4,915.33

Total Cash Assets:

\*Outstanding deposit: \$15,799  
Petty Cash Beginning Balance: \$87.90  
Minus \$18.60 for stamps & postage  
Petty Cash Ending Balance: \$69.30

Excess Stamps on hand: \$198.00

Total Edward Jones assets as of 12/20/23:  
\$178,038.50\*\*

Bank of China (4.65%) \$7,000 12/29/23  
Key Bank Ntl (4.60%) \$8,000 1/12/24  
Citigroup Global Mkts (1%) \$15,000 1/20/24  
Canadian Imperial Bk (1%) \$15,000 1/24/24  
Morgan Stanley (5.15%) \$10,000 5/23/24  
Morgan Stanley (5.15%) \$20,000 5/23/24  
Bank Baroda (5.2%) \$30,000 5/29/24

\*\*Includes:

Edward Jones checking balance: \$72,607.89  
(current interest rate is 4.67%)  
Outstanding checks balance: \$411.62

Washington Federal: the total value of our  
Washington Federal account – 60 month CD  
– Maturity Date: 01-15-25- (Rainy Day Fund)  
is \$34,603.20

## Preliminary 2024 Budget

Column	Revenues	Amt	2023 Act	2024	Expenses	Amt	2023 Act	2024
1	Donations	40000	57650	50000	Chief Meeting	300	0	300
2	Fundraising Inc	5000	9720	8000	Dues	100	100	250
3	Interest	1000	2383	2000	EMS Supp/Equip	4000	2314	4000
4	Misc Rev	200	619	0	EMS Training	6000	516	6000
5	Phone Book Sales	4500	4590	450	Fire Supp/Equip	4500	2534	4500
6	Rent	200	150	200	Fire Training	2000	0	2000
7	Fire Income		1487	0	Fundraising Exp	1000	631	1500
8	Grants	18025	8303	9500	Insurance	13000	11552	14000
9	Rainy Day	26500	0	8500	Legal	500	0	500
10					Misc Exp	100	78	100
11					Office	2000	1407	2000
12	XXX				Radio Ops	26425	9219	19000
13	XXX				Structure Maint	2500	1384	2500
14	XXX				Utilities	4000	3965	4500
15	XXX				Vehicle Ops	4500	4915	4500
16	XXX				LOSAP			13000
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Total		95425	84902	78650		70925	38615	78650