

Chief  
James R. Bixler

Assistant Chief  
Jay Wiggins

Ph: (253) 884-4040



Commissioners:

Colleen M. Adler  
David Albertson  
Gordon S. Babo

admin@pcf27.com

12207 Lake Josephine Blvd | Anderson Island, WA 98303

## MINUTES OF FEBRUARY 6, 2024 REGULAR BOARD OF FIRE COMMISSIONERS MEETING

The regular meeting of the Pierce County Fire Protection District No. 27 Board of Fire Commissioners was held at 12207 Lake Josephine Blvd., Anderson Island, Washington. Board Chair Colleen M. Adler called the meeting to order at 3:00 p.m. Commissioner David Albertson, Commissioner Gordon S. Babo, Chief James R. Bixler, Assistant Chief (A/C) Jay Wiggins, Division Chief (D/C) Arron Reynolds, Admin Services Manager (ASM) Ramona Wheeler, and Administrative Assistant (A/A) Elizabeth Vickstein attended. Also in attendance: Capt. Jeff Hayes, Firefighter (FF) Aiden Manning.

### READING AND APPROVAL OF MINUTES

The minutes of January 16, 2023 Regular Board Meeting were presented. Commissioner Albertson made a motion to accept the minutes as written. Commissioner Babo seconded. Motion passed. It was noted that the minutes reflect District patches were purchased at \$1.25 per patch, but the rate was confirmed to be \$1.50 per patch.

## REPORTS OF OFFICERS & BOARDS

### SECRETARY'S REPORT

No correspondence.

### REVIEW OF RESOLUTIONS

Resolution #2024-06 Payroll & Expense vouchers #27240079 – #27240107 in the amount of \$30,223.89 was available for review and discussion. After review and discussion, Commissioner Albertson made a motion to approve. Commissioner Babo seconded. Motion passed.

Resolution #2024-07 Transfer from Reserve Fund to Current Expense Fund in the amount of \$30,000.00 was available for review and discussion. After review and discussion, Commissioner Albertson made a motion to approve. Commissioner Babo seconded. Motion passed.

### CHIEF'S REPORT

Resident Program: A/C Wiggins reported that Aidan Bibby has withdrawn from the Resident Program to pursue other opportunities.

Boat Maintenance: Chief Bixler notified the Board that Marine 27’s fire pump had been overheating. That issue has been resolved.

Hospice Services: D/C Reynolds reported that Providence Hospice of Seattle has extended their services to Anderson Island. Representatives visited the department to discuss what assistance they provide. The organization indicated plans to have a presence at this year’s Safety Fair held at Station 27.

Parks & Recreation: Chief Bixler noted that he has contacted Attorney Eric Quinn to develop a contract with the Parks Department for fire protection services.

2024 Audit: Chief Bixler informed the Board that the Washington State Auditor’s office has initiated contact regarding the District’s audit covering 2020-2022 financials. An informal kickoff meeting is scheduled to be held remotely tomorrow morning.

**TRAINING OFFICER REPORT**

A/C Wiggins updated the Board on personnel training. Airlift Northwest provided instructors for last Tuesday’s drill night focused on airway maintenance. Members expressed their appreciation for the exercise.

D/C Reynolds reported that HazMat Operations training began last Saturday under direction of an outside instructor. There are currently 12 students participating, one of whom is from outside of the District. All 12 students have attained their HazMat Awareness certificate. Once the program is complete, Firefighter 1 certification may be pursued.

**UNFINISHED BUSINESS**

Capital Building Project: A/C Wiggins gave an update on efforts to finalize the capital building project. Contractors are in communication with the Washington Department of Labor and Industries to complete paperwork.

**NEW BUSINESS**

None.

**PUBLIC INPUT**

None.

**BOARD MEETING SCHEDULE**

Mar 5, 2024	3:00 PM
Mar 18, 2024	3:00 PM ~ <i>Monday</i>
Apr 2, 2024	3:00 PM
Apr 16, 2024	3:00 PM
May 7, 2024	3:00 PM
May 21, 2024	3:00 PM
Jun 4, 2024	3:00 PM
Jun 17, 2024	3:00 PM ~ <i>Monday</i>
Jul 2, 2024	3:00 PM

Jul 16, 2024 3:00 PM  
Aug 6, 2024 3:00 PM  
Aug 20, 2024 3:00 PM  
Sep 3, 2024 3:00 PM  
Sep 17, 2024 3:00 PM  
Oct 1, 2024 3:00 PM  
Oct 15, 2024 3:00 PM  
Nov 5, 2024 3:00 PM  
Nov 19, 2024 3:00 PM  
Dec 2, 2024 3:00 PM ~ *Monday*  
Dec 17, 2024 3:00 PM

**ADJOURN**

There being no further business for discussion, the meeting adjourned at 3:22 p.m.

**APPROVED:**

**ATTEST:**

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**Colleen M. Adler**, Board Chair

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**David Albertson**, Commissioner

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**Gordon S. Babo**, Commissioner

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**James R. Bixler**, Secretary to the Board