

Chief  
James R. Bixler

Assistant Chief  
Jay Wiggins



Commissioners:  
Colleen Adler  
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## MINUTES OF JANUARY 18, 2022 REGULAR BOARD OF FIRE COMMISSIONERS MEETING

The regular meeting of the Pierce County Fire Protection District No. 27 Board of Fire Commissioners was held for Anderson Island Fire/Rescue, based at 12207 Lake Josephine Blvd., Anderson Island, Washington, with all attendees joining via remote attendance technology in compliance with the extension of the Washington Governor's Proclamation and in response to COVID-19 business restrictions. Commissioner Dale Porterfield called the meeting to order at 3:00 p.m. Commissioner David Albertson, Chief Jim Bixler, Assistant Chief (A/C) Jay Wiggins, and Administrative Assistant (A/A) Ramona Wheeler attended the meeting. Also in attendance: Capt. Jeff Hayes. Excused: Commissioner Colleen Adler.

### READING AND APPROVAL OF MINUTES

The minutes of January 4, 2022, Regular Board Meeting were presented. Commissioner Albertson made a motion to accept the Minutes as written. Commissioner Porterfield seconded. Motion passed.

### REPORTS OF OFFICERS & BOARDS

#### SECRETARY'S REPORT

No correspondence.

#### REVIEW OF RESOLUTIONS

Resolution #2022-03 Payroll & Expense vouchers #27220051 – #27220074 in the amount of \$33,207.61 was available for review and discussion. After review and discussion, Commissioner Albertson made a motion to approve. Commissioner Porterfield seconded. Motion passed.

Resolution #2022-04 Capital Project Expense voucher #27220075 in the amount of \$621.57 was available for review and discussion. After review and discussion, Commissioner Albertson made a motion to approve. Commissioner Porterfield seconded. Motion passed.

#### FINANCIAL REPORT

The year-end 2021 Financial Report for all funds through the month of December was available for review. It is comprised of the most recently closed District financials, via Pierce County's online dashboard. Effective Cash Balance by fund as well as Investment Purchases managed by the County are reflected in this summary.

DISTRICT FUND	CASH ON HAND	INVESTMENTS	TOTAL CASH BALANCE
Current Expense Fund	\$13,496.20	\$110,914.99	\$124,411.19
Reserve Fund	\$28,686.82	\$425,501.54	\$454,188.36
G.O. Fund	\$ 2,219.73	\$29,015.80	\$31,235.53
Capital Project Fund	\$ 960.43	\$68,807.20	\$69,767.63

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CA \_\_\_\_\_  
DA \_\_\_\_\_  
DP \_\_\_\_\_

## **CHIEF'S REPORT**

Chief Bixler provided a detailed update on the increased local demand for COVID tests. The District has been distributing home-test kits provided through Tacoma-Pierce County Health Department, which includes both the PCR and antigen tests. District leadership has been concerned for the safety and well-being of our team members, in consideration of the current COVID infection rates, and we cancelled a recent fire drill. This past week, the District split our volunteer team into two separate shifts, which include a balanced mix of EMTs, fireboat operators, and deckhands.

## **TRAINING OFFICER REPORT**

A/C Wiggins reported the District has gone back to meeting via remote attendance technology during the current regional spike in COVID cases. Officers are scheduled to meet tomorrow and will continue creating the training calendar for 2022. Capt. Reynolds has been completing a series of fire suppression classes online and has identified volunteers who are interested in completing certification to become EVIP 3.0 trainers.

## **UNFINISHED BUSINESS**

Capital Building Project: A/C Wiggins presented a brief report on the construction project and mentioned that garage inspections are scheduled to be completed later this week. Finalization of the living quarters is still pending, waiting upon installation of the electrical circuit protective system cut-off breaker for the stove.

DNR Agreement: No progress.

Emergency Plan: Although there was no progress to report, Chief stated development of the emergency plan is a high priority for District leadership. Commissioner Albertson mentioned the need to keep AICB apprised of the project.

Fire Instructor I Training: No progress.

Fuel Storage Tank: No progress.

Website Redesign: Chief reported to the Board that the District has received images from the portrait photo shoot. Once images have been posted to leadership bios, the new website will be ready to publish live.

## **NEW BUSINESS**

None.

## **PUBLIC INPUT**

None.

## **2022 BOARD MEETING SCHEDULE**

Feb 1, 2022	3:00 PM
Feb 15, 2022	3:00 PM
Mar 1, 2022	3:00 PM
Mar 15, 2022	3:00 PM
Apr 5, 2022	3:00 PM
Apr 19, 2022	3:00 PM
May 3, 2022	3:00 PM
May 17, 2022	3:00 PM
Jun 7, 2022	3:00 PM

Jun 21, 2022 3:00 PM  
Jul 5, 2022 3:00 PM  
Jul 19, 2022 3:00 PM  
Aug 2, 2022 3:00 PM  
Aug 16, 2022 3:00 PM  
Sep 6, 2022 3:00 PM  
Sep 20, 2022 3:00 PM

**ADJOURN**

There being no further business for discussion, the meeting adjourned at 3:35 p.m.

**APPROVED:**

**ATTEST:**

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**Colleen Adler, Commissioner**

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**David Albertson, Commissioner**

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**Dale Porterfield, Commissioner**

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