

Chief  
James R. Bixler

Assistant Chief  
Jay Wiggins



Commissioners:

Colleen M. Adler  
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## MINUTES OF JUNE 20, 2023 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, and Administrative Assistants (A/A) Ramona Wheeler and Elizabeth Vickstein attended. Also in attendance: Capt. Arron Reynolds, Capt. Jeff Hayes, and FF Aidan Bibby.

### READING AND APPROVAL OF MINUTES

The minutes of June 6, 2023 Regular Board Meeting were presented. Commissioner Albertson made a motion to accept the minutes as written. Commissioner Babo seconded. Motion passed.

### REPORTS OF OFFICERS & BOARDS

#### SECRETARY'S REPORT

Secretary to the Board reported on correspondence from Enduris Insurance. Property protection has increased 10%, liability has increased 5% and all other coverage has increased by 10%. Chief Bixler has received a communication from Mark Mears, Director of Operations for South Sound 911. The in-person presentation set for the June 20 Board meeting today must be rescheduled due to unforeseen circumstances. and set an in-person presentation for the Board meeting on June 20. Chief requested a new presentation date and relayed that the Board will attempt to accommodate the change of date.

#### REVIEW OF RESOLUTIONS

Resolution #2023-29 Payroll & Expense vouchers #27230316 – #27230336 in the amount of \$31,869.68 was available for review and discussion. After review and discussion, Commissioner Babo made a motion to approve. Commissioner Albertson seconded. Motion passed.

#### FINANCIAL REPORT

The Financial Report for all funds through the month of May 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	\$40,212.56	\$130,348.02	\$170,560.58
Reserve Fund	\$1,736.44	\$388,419.50	\$390,155.94
G.O. Fund	\$289.72	\$87,773.97	\$88,063.69
Capital Project Fund	\$1.99	\$73,530.83	\$73,532.82

**CHIEF’S REPORT**

Badge Proposal: Chief Bixler reported that multiple volunteers have requested metal badges to wear when representing the District. Prior to offering badges, a policy would need to be implemented, requiring a percentage of hours volunteered and a minimum commitment to qualify. As with other uniform assets, badges must be returned upon leaving the District. The estimated cost for the badges is over \$2,000.00. There are currently funds in the uniform budget to cover some of that cost. The Chief offered to speak to the AIFA (Anderson Island Firefighters Association) about splitting the cost. The commissioners are in agreement to procure metal badges, but do not wish to request AIFA split the cost.

Levy Lid Lift: Chief shared that A/As Wheeler and Vickstein have been working on levy materials. 1,000 flyers have been ordered to be mailed out and dispersed. The Island Sounder was unable to print levy materials received before the deadline due to formatting concerns. The Island Sounder has instead approved publication for the August issue, which will be out for delivery July 12. Chief Bixler spoke to Darrell Beck regarding inclusions for the August issue. Mr. Beck also offered to place flyers at an upcoming bingo night at the Riviera Lakeshore Restaurant. A staff meeting was held at the station this afternoon discussing mailings and target demographics of registered voters. AIFA paid for campaign signs and banners. There are approximately three weeks before ballots are mailed by Pierce County Elections. Commissioners and Chief Bixler commended efforts on the levy messaging and materials produced thus far.

**TRAINING OFFICER REPORT**

A/C Wiggins provided an update on personnel training. Tonight’s scheduled drill will feature Wildland Urban Interface training. Drill night last Tuesday focused on water rescues. EMT class is holding steady with six students. The final opportunity to pass the EMT test will be July 9. EMS exercises will take place this weekend, followed by a practical test.

**UNFINISHED BUSINESS**

Capital Building Project: A/C Wiggins shared that there has been no movement from the contractor on finalizing the project. Commissioner Albertson expressed his concern about possible late penalties if prevailing wage reporting is not submitted in a timely manner. Board Chair Adler suggested documenting each attempt to contact C. Horjes Construction regarding the completion of documentation.

Insurance Review: Chief Bixler reported that all information requested by Nicholson & Associates’ underwriters has been provided and we are expecting an estimate.

Radio Communications: Board Chair Adler presented an email outline to be sent to Mr. Mears, concerning the canceled South Sound 911 presentation. Commissioners were in agreement with the outline provided. Chief Bixler offered to forward the email. A/C Wiggins confirmed power has been cut to the VHF towers but that antennae remain.

**NEW BUSINESS**

Resident FF Program: Board Chair Adler requested an update on recruitment efforts for our firefighter residency program. Chief Bixler agreed that recruitment efforts should increase.

**PUBLIC INPUT**

None.

**BOARD MEETING SCHEDULE**

<b>Jul 3, 2023</b>	<b>10:00 AM ~ Monday</b>
Jul 18, 2023	3:00 PM
Aug 1, 2023	3:00 PM
Aug 15, 2023	3:00 PM
Sep 5, 2023	3:00 PM
Sep 19, 2023	3:00 PM – Adler will not be present
Oct 3, 2023	3:00 PM
Oct 17, 2023	3:00 PM
Nov 7, 2023	3:00 PM
Nov 21, 2023	3:00 PM
Dec 4, 2023	3:00 PM ~ Monday
Dec 19, 2023	3:00 PM

**ADJOURN**

There being no further business for discussion, the meeting adjourned at 3:34 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**