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James R. Bixler

Assistant Chief
Jay Wiggins



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**MINUTES OF APRIL 5, 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 at 12207 Lake Josephine Blvd., Anderson Island, Washington. Commissioner Albertson called the meeting to order at 3:00 p.m. Commissioner Colleen Adler, Assistant Chief (A/C) Jay Wiggins, and Administrative Assistant (A/A) Elizabeth Vickstein attended. Also in attendance: Capt. Jeff Hayes and Capt. Arron Reynolds. Commissioner Porterfield and Chief Bixler were excused.

READING AND APPROVAL OF MINUTES

The minutes of March 15, 2022 Regular Board Meeting were presented; however, review of the minutes was tabled until the next regularly scheduled meeting.

SECRETARY'S REPORT

A/C Wiggins shared an email communication from Firehouse Lawyer announcing a no-cost mandatory meeting for fire commissioners will be held on Saturday, April 9.

REVIEW OF RESOLUTIONS

Resolution #2022-13 Payroll & Expense vouchers #27220158 – #27220180 in the amount of \$25,414.09 was available for review and discussion. After review and discussion, Commissioner Adler made a motion to approve. Commissioner Albertson seconded. Motion passed.

Resolution #2022-14 Capital Project Expense vouchers #27220181 – #27220182 in the amount of \$31,620.33 was available for review and discussion. After review and discussion, Commissioner Adler made a motion to approve. Commissioner Albertson seconded. Motion passed.

Resolution #2022-15 Volunteer Reimbursement 2020 Q1 vouchers #27220183 – #27220208 in the amount of \$11,677.46 was available for review and discussion. After review and discussion, Commissioner Adler made a motion to approve. Commissioner Albertson seconded. Motion passed.

Resolution #2022-16 Transfer from Reserve Fund to Current Expense Fund in the amount of \$35,000 was available for review and discussion. After review and discussion, Commissioner Adler made a motion to approve. Commissioner Albertson seconded. Motion passed.

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CA _____
DA _____
DP _____

CHIEF’S REPORT

District Activity: A/C Wiggins reported personnel have been busy on Monday mitigating fallout from the recent windstorm, and we reported on a joint water rescue response at Harstine Island, with West Pierce.

Grant Applications: The District has applied for two grants with DNR: 1) Operators Grant for a UTV; and, 2) Personal Protective Equipment Grant. In addition, the District has received approval for the 2022 Trauma Grant, and we anticipate that the funds will be issued by end of the month.

TRAINING OFFICER REPORT

A/C Wiggins reported that regularly scheduled training is proceeding accordingly. Some volunteers were scheduled for external training in DuPont, but it was canceled. Al Parker is scheduled for a CPR instructor class this month. The Washington Fire Chief’s annual conference in Wenatchee will take place in May, and both Chief Bixler and A/C Wiggins are scheduled to attend. On Saturday, April 2, a tender training pump class was organized by Capt. Reynolds and Capt. Hayes and had excellent participation.

UNFINISHED BUSINESS

Capital Building Project: A/C Wiggins presented an update on the capital building construction and reported that the project is waiting for Pierce County to approve a final stove alarm model. The fire marshal has stated that he will provide a waiver if Labor & Industries concurs after speaking with the project electrician. A/C Wiggins has also contacted L&I to discuss the matter. A/C Wiggins further reminded the Board of the additional Reserve funds that will be needed to meet contract agreements with the contractor and the architect.

Emergency Plan: Capt. Reynolds reported on the status of the emergency planning project and provide a draft of the emergency plan draft, stating that as the Department of Emergency Management plans change, ours will need to change accordingly. Capt. Reynolds confirmed there will be a presentation from the District at the next AICAB meeting held on April 14.

Our previous contact at DEM left the position without a successor, and the District’s new liaison with the agency will be Shannon Markham, who is interim Preparedness Division Manager and head of FEMA search and rescue for the area. Capt. Reynolds commented that he has been attending the Ham Radio Club meetings on Anderson Island and reported that the group has their own plans, which overlap. In the future, we will invite them to participate in future strategic planning. Capt. Reynolds mentioned FEMA classes are fully booked; however, Station 31 will be holding a CERT training class and expressed interest in sending select team members to attend a “train the trainer” class.

Commissioner Albertson confirmed that this plan is intradepartmental and inquired if there will be a separate plan developed for the public. Capt. Reynolds shared that there is not one currently in development and that focus has been on the District’s plan. Commissioner Adler maintained that the District should emphasize public education and personal preparedness during emergencies. Commissioners Albertson and Adler requested monthly disaster preparedness articles for publication on the District’s website and social media, as well as in the *Island Sounder*. A/A Vickstein confirmed that the District has a monthly publication schedule and will ensure that disaster preparation articles continue to be part of that schedule.

Capt. Reynolds shared that we have a safety and disaster preparedness fair scheduled for September 24 during National Preparedness Month. Capt. Reynolds mentioned that he will be attending a critical transportation workshop, and Pierce County Ferry’s General Manager Steve Caputo, will also be in attendance. Commissioner Adler recommends a presentation on the information received at this workshop be included in the District’s September event.

Fuel Storage Tank:

A/C Wiggins reported that the fuel storage tank project is on hold until the plan for groundwork is approved.

NEW BUSINESS

None.

PUBLIC INPUT

Captain Hayes shared that “Firefighter Bingo” will be held on Wednesday, April 27, at the Riviera Lakeshore Restaurant and proceeds will benefit the Anderson Island Firefighters Association.

2022 BOARD MEETING SCHEDULE

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

ADJOURN

There being no further business for discussion, the meeting adjourned at 4:00 p.m.

APPROVED:

ATTEST:

Colleen Adler, Commissioner

David Albertson, Commissioner

Dale Porterfield, Commissioner

James R. Bixler, Secretary to the Board