

Chief
James R. Bixler

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Commissioners:

Colleen M. Adler
David Albertson
Gordon S. Babo

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12207 Lake Josephine Blvd | Anderson Island, WA 98303

MINUTES OF MARCH 5, 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 Gordon S. Babo, Chief James R. Bixler, 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, Lt. Al Parker, Firefighter (FF) Aiden Manning. Excused: Assistant Chief Jay Wiggins, Commissioner Albertson.

READING AND APPROVAL OF MINUTES

The minutes of February 20, 2024, Regular Board Meeting were presented; however, approval was postponed until the next regular Board Meeting in March.

REPORTS OF OFFICERS & BOARDS

SECRETARY'S REPORT

Chief Bixler shared a Letter of Representation from the Washington State Auditor's Office with the Board. He conveyed his opinion that the audit went well. The official Exit Conference will take place via a teleconference on Microsoft Teams, scheduled for Wednesday, March 13, 2024.

REVIEW OF RESOLUTIONS

Resolution #2024-10 Payroll & Expense vouchers #27240129 – #27240147 in the amount of \$23,198.84 was available for review and discussion. After review and discussion, Commissioner Babo made a motion to approve. Commissioner Adler seconded. Motion passed.

CHIEF'S REPORT

Chief Contract Amendment: Chief's contract amendment to include a cost-of-living increase for 2024 was presented to the Board. Discussion ensued and decision was postponed until the next regular meeting in March.

Payroll Process: Chief relayed that Attorney Eric Quinn confirmed that while the District may pay for products before receipt, payroll warrants should be held in a secure location until the pay period closes. This process has been formally implemented.

Call Volume: Call volume remains high.

TRAINING OFFICER REPORT

D/C Reynolds provided the training officer report. The HazMat Operations exam has been completed; however, it will be three to four weeks before results are known.

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CA _____

DA _____

GB _____

The District is approaching a busy conference and training season with four members attending the West Region EMS Conference, two members attending the Fire Department Instructors Conference (FDIC International), one member attending the Washington State Fire Fighters' Association Annual Fire School, and three leaders attending the Washington State Fire Chiefs Conference.

Fire Fighter 1 training for IFSAC certification is still a priority, but the schedule remains tentative. The District's regular training schedule continues.

UNFINISHED BUSINESS

Capital Building Project: Chief confirmed with the team from the State Auditor's Office that any interest accrued while the contractor's final paperwork is pending at the Department of Labor & Industries will be revenue for the District. Only the 10% withheld per contract will be due upon final project completion.

Park & Recreation District: Chief provided for review and discussion Attorney Eric Quinn's draft of the interlocal agreement for fire protection between Pierce County Fire Protection District No. 27 and Anderson Island Park and Recreation District.

NEW BUSINESS

Retirement Timeline: Board Chair Adler confirmed that Chief is anticipating retirement in April of 2025. Chief assured the Board that he is willing to remain until an eligible candidate is in place before his departure.

PUBLIC INPUT / ADDITIONAL ITEMS

A/A Vickstein reported that she was able to secure a government verification on social media service X FKA Twitter. This will increase public confidence in the official account as well as enhance visibility of the District's posts.

BOARD MEETING SCHEDULE

Mar 19, 2024 3:00 PM
Apr 2, 2024 3:00 PM
Apr 16, 2024 3:00 PM
May 6, 2024 3:00 PM ~ *Monday*

ADJOURN

There being no further business for discussion, the meeting adjourned at 3:46 p.m.

APPROVED:

ATTEST:

Colleen M. Adler, Board Chair

David Albertson, Commissioner

James R. Bixler, Secretary to the Board

Gordon S. Babo, Commissioner