

Chief  
James R. Bixler

Assistant Chief  
Jay Wiggins

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Commissioners:

Colleen M. Adler  
David Albertson  
Gordon S. Babo

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**MINUTES OF FEBRUARY 20, 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. Commissioner David Albertson called the meeting to order at 3:00 p.m. Commissioner Gordon S. Babo, Chief James R. Bixler, Assistant Chief (A/C) Jay Wiggins, and Administrative Assistant (A/A) Elizabeth Vickstein attended. Also in attendance: Capt. Jeff Hayes. Excused: Commissioner Colleen M. Adler and Division Chief (D/C) Arron Reynolds.

**READING AND APPROVAL OF MINUTES**

The minutes of February 6, 2024 Regular Board Meeting were presented. Commissioner Babo made a motion to accept the minutes as written. Commissioner Albertson seconded. Motion passed.

**REPORTS OF OFFICERS & BOARDS**

**SECRETARY’S REPORT**

No correspondence.

**REVIEW OF RESOLUTIONS**

Resolution #2024-08 Payroll & Expense vouchers #27240108 – #27240128 in the amount of \$31,979.81 was available for review and discussion. After review and discussion, Commissioner Babo made a motion to approve. Commissioner Albertson seconded. Motion passed.

Resolution #2024-09 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 Babo made a motion to approve. Commissioner Albertson seconded. Motion passed.

**FINANCIAL REPORT**

The Financial Report for all funds through the month of January 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	\$5,854.75	\$7.48	\$5,862.23
Reserve Fund	\$798.63	\$335,627.15	\$336,425.78
G.O. Fund	\$101.10	\$31,572.51	\$31,763.61
Capital Project Fund	\$1.99	\$76,077.72	\$76,079.71

CA \_\_\_\_\_  
DA \_\_\_\_\_  
GB \_\_\_\_\_

**CHIEF’S REPORT**

SAO Audit: Chief Bixler shared that the District is continuing work with the Washington State Auditor’s Office. This audit is anticipated to take administrative office priority for the next three weeks. Most communication and requests have been handled via email and virtual meetings, with an onsite visit planned soon. The team assigned to our audit requested a report from Attorney Eric Quinn regarding potential legal liabilities for the District. As Chief and ASM Wheeler were able to confirm there were no outstanding liabilities known to the District, the SAO team deemed Mr. Quinn’s report no longer necessary.

Inventory: Chief verified that an inventory of small and attractive assets was available but there had been difficulty accessing the file. IT computer support expert, George Berz, was able to retrieve the information from the outdated program and we are now able to update that database.

**TRAINING OFFICER REPORT**

A/C Wiggins reported that HazMat Awareness and Operations class is still in progress here at Station 27. HazMat Operations was covered last weekend, and the exam will take place next Monday. The course currently has 10 active students.

A Firefighter 1 program was tentatively scheduled for May. However, there are concerns that high call volume and recent intensive classes may exhaust volunteers, so the timing will likely need adjustment. The annual EMS Conference, Officer Education Conference, and Washington Fire Chiefs Conference are all scheduled for May of this year as well.

**UNFINISHED BUSINESS**

Capital Building Project: No update.

Park and Recreation District: Chief reported that Attorney Eric Quinn is drawing up a fire protection agreement between Pierce County Fire District 27 and Anderson Island Park and Recreation District. Chief anticipates this will soon be available for review.

**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

**ADJOURN**

There being no further business for discussion, the meeting adjourned at 3:23 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