

Chief  
James R. Bixler

Assistant Chief  
Jay Wiggins



Commissioners:  
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## MINUTES OF SEPTEMBER 21, 2021 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 Dale Porterfield called the meeting to order at 3:00 p.m. Commissioner Colleen Adler, Commissioner Dave Albertson, Chief Jim Bixler, Assistant Chief (A/C) Jay Wiggins, and Administrative Assistant (A/A) Ramona Wheeler attended.

### READING AND APPROVAL OF MINUTES

The minutes of September 7, 2021, Regular Board Meeting were presented; one correction was identified, and the item was deleted from the minutes. Commissioner Albertson made a motion to accept the corrected minutes. Commissioner Adler seconded the motion. Motion passed.

## REPORTS OF OFFICERS & BOARDS

### SECRETARY'S REPORT

Secretary to the Board informed commissioners of a formal records request submitted to the District via email, from an individual employed by West Pierce Fire & Rescue (WPF). Leadership has consulted with Attorney Eric Quinn for guidance on how to proceed with our response as the District strives to meet RCW 42.56.520 requirements. The Secretary presented follow-up Mr. Quinn's communication and action items to the Board. Chief Bixler and A/C Wiggins have a meeting scheduled with the WPF leadership later this month.

### REVIEW OF RESOLUTIONS

Resolution #2021-35 Payroll & Expense vouchers #27210463 – #27210480 in the amount of \$24,301.21 was available for review and discussion. After review and discussion, Commissioner Adler made a motion to approve. Commissioner Albertson seconded. Motion passed.

Resolution #2021-36 Capital Project Expense voucher #27210481 in the amount of \$851.96 was available for review and discussion. After review and discussion, Commissioner Albertson made a motion to approve. Commissioner Adler seconded. Motion passed.

### FINANCIAL REPORT

The year-to-date 2021 Financial Report for all funds through the month of August was available for review. It is comprised of the most recently closed District financials, via Pierce County's online dashboard. Effective Cash Balance and Investment Funds are reflected in this summary.

DISTRICT FUND	CASH ON HAND	INVESTMENTS	TOTAL CASH BALANCE
Current Expense Fund	\$ 26,040.37	\$ 48,397.81	\$ 74,438.18
Reserve Fund	\$ 2,248.56	\$420,383.08	\$422,631.64
G.O. Fund	\$ 152.45	\$ 84,494.24	\$ 84,646.69
Capital Project Fund	\$ 1,413.94	\$123,777.82	\$125,191.76

## **CHIEF'S REPORT**

**Vaccination Mandate:** Chief Bixler provided an update on station impacts of the governor's vaccination mandate and informed the Board that Attorney Eric Quinn has provided the District with the language for religious exemption forms. Chief commented that the District will make every feasible effort to accommodate exemption requests, meeting the requirements, while providing appropriate safety measurements for all involved.

**Marine 279 Repairs:** The District has experienced ongoing problems with electrical wiring for boat pump on M279. Chief reported that, through connections, he has secured professional services for a solution that will include extensive issue tracking and provide the District with a color-coded diagram of M279 wiring, for future reference.

## **TRAINING OFFICER REPORT**

A/C Wiggins reported training is going well in the second week of Recruit Academy. Our intensive schedule for recruits includes academic lecture and review Tuesday nights, with extensive practical training and lectures through weekends, both Saturday and Sunday. Fully five of the Districts EMTs recertified through Washington State this year. Leadership will attend the 2021 Washington Fire Commissioners Association Conference later in October, and in November Capt. Reynolds will be attending a free, two-day National Fire Academy course.

## **UNFINISHED BUSINESS**

**Capital Building Project:** A/C Wiggins presented an update on the capital building construction and reported that we are still waiting on exterior doors for the new garage and living quarters. The floor in the living quarters has been finished, interior doors are hung, and the heating system has been installed. The electrician recently finished his portion, and all lighting fixtures are installed. Next week the main wires will be connected. The sprinkler system installation, countertops, and final trim are also pending.

**Emergency Plan:** No progress to report.

**Sharp Copier Contract:** Chief reported on his review of the District's contract with Sharp and provided an update on efforts toward elimination of the double billing the District is still receiving from the old contract. Chairman Porterfield stated the information completed the inquiry, and the matter is closed.

**Volunteer Banquet:** Chief provided an update on catering quotes and venues obtained for the December Volunteer Banquet. After review and discussion, the Board approved one of the options, and Chief will follow up with final details to secure the venue and catering for the event.

**Website Redesign:** A/A Wheeler provided an update on website redesign efforts, reporting on A/A Vickstein's progress and outlining next steps. Commissioner Adler commented that the Board had previously discussed hiring a portrait photographer, and Chief mentioned the District could potentially arrange for a photographer for the Volunteer Banquet.

## **NEW BUSINESS**

Commissioner Adler informed the Board that West Pierce Emergency Preparedness Coordinator Rachel Adler has ordered approximately 2,000 medical masks for EMS needs, for Anderson Island Fire/Rescue. Chief Bixler expressed the District's appreciation for the generous gift.

Chief Bixler also shared information regarding a free supply of naloxone obtained through the EMS "Leave Behind" Program designed to fight drug overdoses, in which paramedics and EMTs offer a free naloxone kit at the response scene to a patient who was revived from an opioid overdose.

**PUBLIC INPUT**

None.

**2021 BOARD MEETING SCHEDULE**

Oct 5, 2021	3:00 PM
Oct 19, 2021	3:00 PM
Nov 2, 2021	3:00 PM
Nov 16, 2021	3:00 PM
Dec 6, 2021	3:00 PM ~ <i>Monday</i>
Dec 21, 2021	3:00 PM

**ADJOURN**

There being no further business for discussion, the meeting adjourned at 4:45 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