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James R. Bixler

Assistant Chief
Jay Wiggins



Commissioners:
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MINUTES OF OCTOBER 17, 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. Chair Colleen Adler called the meeting to order at 3:08 p.m. Meeting was temporarily postponed due to medical emergency. Commissioner David Albertson, Commissioner Gordon Babo, Assistant Chief (A/C) Jay Wiggins, Administrative Assistant (A/A) Ramona Wheeler, and Administrative Assistant (A/A) Elizabeth Vickstein attended. Also in attendance: Capt. Jeff Hayes and Capt. Arron Reynolds.

READING AND APPROVAL OF MINUTES

The minutes of October 4, 2022, Regular Board Meeting were presented. Commissioner Albertson made a motion to accept the minutes as written. Commissioner Adler seconded. Motion passed.

REPORTS OF OFFICERS & BOARDS

SECRETARY'S REPORT

No correspondence.

REVIEW OF RESOLUTIONS

Resolution #2022-40 Payroll & Expense vouchers #27220559 – #27220583 in the amount of \$31,773.47 was available for review and discussion. After review and discussion, Commissioner Albertson made a motion to approve. Commissioner Babo seconded. Motion passed.

Resolution #2022-41 Transfer from Reserve Fund to Current Expense Fund in the amount of \$25,000.00 to cover insufficient funds was available for review and discussion. After review and discussion, Commissioner Albertson made a motion to approve. Commissioner Babo seconded. Motion passed.

Resolution #2022-42 Transfer from Reserve Fund to Current Expense Fund in the amount of \$3,527.57 for miscellaneous capital equipment expenditures was available for review and discussion. After review and discussion, Commissioner Albertson made a motion to approve. Commissioner Babo seconded. Motion passed.

Resolution #2022-43 Capital Project Expense vouchers #27220584 – #27220585 in the amount of \$43,141.87 was available for review and discussion. After review and discussion, Commissioner Albertson made a motion to approve. Commissioner Babo seconded. Motion passed.

Resolution #2022-44 Transfer from Reserve Fund to Capital Project Fund in the amount of \$43,000.00 was available for review and discussion. After review and discussion, Commissioner Albertson made a motion to approve. Commissioner Babo seconded. Motion passed.

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Emergency Planning: A/C Wiggins presented the Board with an emergency checklist created by Capt. Reynolds. This checklist was made in response to the Board's request to have a plan in place if senior officers or chiefs are not available in an emergent situation. In reference to a directive on the checklist, Commissioner Adler inquired how a non-administrative responder might determine if a response level were "adequate." A/C Wiggins reported that this would be determined at the scene. If personnel response was not at a level needed for the situation, a second tone-out would be required or contact made with mainland agencies for assistance. Commissioner Adler suggested adding an addendum for Emergency Operations Center setup but was otherwise pleased with the results of the Board's request.

Fuel Storage Tank: A/C Wiggins provided the Board with a brief update on the fuel storage tank installation, reporting that we're expecting a quote from an electrician for the fuel pumps. Bollards are not yet established but will be a project completed in-house.

Insurance Review: No current update.

Radio Communications: A/C Wiggins presented a status report and confirmed we are pursuing a meeting with South Sound 911 now that the Board has transitioned. Commissioner Adler spoke with Chief Bixler regarding an email from South Sound 911 regarding West Pierce Fire & Rescue still receiving a bill from Tanner for the water tower on island. A/C Wiggins will confirm if it is still needed and whether it remains plugged in. Commissioner Adler also confirmed with a technician at South Sound 911 that VHF channels are active and maintained for mutual aid with districts like Thurston County. Commissioner Adler was directed by the technician to contact Mark Mears, Deputy Director of Operations, to discuss potential use of the VHF system. She has reached out, but not received a return call. Mears is slated to attend the future meeting with South Sound 911's Director. Concerning South Sound 911 providing 40 new radios, Commissioner Adler stated she would prefer contribution to the radio usage fee. The District might also still be paying for mobiles on standby. A/C Wiggins will investigate.

Residency Program: A/C Wiggins gave a brief update. Capt. Hayes is finalizing the required guidelines for the program. Further discussion of the stipend policy occurred. It was determined the annual budget must be addressed and will help determine stipend policy.

Tax Levy Messaging: No current update.

NEW BUSINESS

Budget Meeting: Commissioner Adler requested a special meeting be set for 10:00 a.m. Friday, November 4 to discuss the annual budget. A/A Wheeler confirmed the budget must be ratified by the November 15 regular board meeting to be submitted by the end-of-month deadline. The commissioners requested a preliminary budget be provided by Chief Bixler for Board review by November 1. A/A Wheeler requested an audio recording of the special budget meeting be made for transcription, as she will not be able to attend; Commissioner Adler agreed.

AICAB Representative: Commissioner Albertson inquired whether Capt. Reynolds would be at future Anderson Island Community Action Board (AICAB) meetings. A/C Wiggins confirmed the new District representative is Gabe Sachwitz.

PUBLIC INPUT

None.

BOARD MEETING SCHEDULE

Nov 1, 2022 3:00 PM

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