

Chief  
James R. Bixler

Assistant Chief  
Jay Wiggins



Commissioners:

Colleen M. Adler  
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## MINUTES OF DECEMBER 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. Board Chair Colleen M. Adler called the meeting to order at 3:00 p.m. Commissioner David Albertson, 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. Arron Reynolds and Capt. Jeff Hayes.

### READING AND APPROVAL OF MINUTES

The minutes of November 11, 2022 Regular Board Meeting were presented. Commissioner Adler made a motion to accept the minutes as written. Commissioner Babo seconded. Motion passed.

### REPORTS OF OFFICERS & BOARDS

#### SECRETARY'S REPORT

Chief Bixler shared with the Board that he was in receipt of an email notification from Enduris Insurance, confirming payment of \$7,138.74 for marine repair. This payment has been received and processed.

#### REVIEW OF RESOLUTIONS

Resolution #2022-51 Payroll & Expense vouchers #27220611 – #27220632 in the amount of \$28,201.67 was available for review and discussion. After review and discussion, Commissioner Albertson made a motion to approve. Commissioner Adler seconded. Motion passed.

Resolution #2022-52 Transfer for Capital Purchase from Reserve Fund in the amount of \$7,344.00 was available for review and discussion. After review and discussion, Commissioner Albertson made a motion to approve. Commissioner Babo seconded. Motion passed.

#### CHIEF'S REPORT

Upgraded Security System: Chief Bixler provided a report on security implementation. A new security system was purchased with an upgrade in definition and coverage, as well as speakers and microphones included in each unit. Each camera also has alarm and spotlight capabilities. The District must determine which features to activate. The system includes 24 cameras but can handle a load of 32 cameras. George Berz assisted in purchasing the camera system at a savings to the District of \$700. He has also been at the station to assist with installation. 2,000 feet of coaxial cable has been installed, with another 1,000 feet of cable needed to complete the project.

Member Update: Chief shared that two District members recently lost a family member and another has suffered a health emergency. The Board and the District extend their sympathies and well-wishes.

Volunteer Banquet: Chief reported that the annual volunteer banquet will take place tomorrow evening at the Riviera Lakeshore Restaurant. Scott Breshears of Mercury Marine will be presented with an award in recognition of his outstanding service to the District. The award plaque was available for examination by the Board. The Anderson Island Firefighters Association and administration will also be presenting a gift to Mr. Breshears, in honor of his years of support.

Paving Project: Chief gave an update, sharing that the contracted company is a day behind schedule, so will be moving in equipment to begin work on the project tomorrow. The front concrete apron will also be widened with asphalt and gravel.

Volunteer Gift Exchange: Chief announced that the annual volunteer gift exchange will be held at the station on December 13.

### **TRAINING OFFICER REPORT**

A/C Wiggins reported that this will be a light training month, as the volunteer banquet will take place on one training night and the volunteer gift exchange will take place on another. The training program schedule for next year is complete. The District is looking forward to March 1<sup>st</sup> as the beginning of EMT classes. We are awaiting confirmation from Norma Pancake, Pierce County's EMS Director. Our training goals for next year will include a focus on officer training.

### **UNFINISHED BUSINESS**

Capital Building Project: A/C Wiggins gave an update on efforts to finalize of the capital building project. The required Labor and Industries (L&I) documentation has been uploaded through the portal. A/C Wiggins confirmed that Contractor Chuck Horjes has received final payment, less the 10% held until L&I documentation is finalized by the state.

Fuel Storage Tank: Chief Bixler gave a report on the fuel storage tank installation. The project is complete, apart from bollard installation and additional hose safety measures. Chief will be ordering breakaway hoses to preserve the integrity of the unit; in the event a vehicle pulls away with the hose still attached. We have received a quote from the fuel company that currently provides our diesel fuel. Chief is also seeking a quote from the company that provides fuel for the Anderson Island General Store.

Insurance Review: A/C Wiggins reported that representatives from Nicholson & Associates are scheduled to be at the station on December 14 to prepare a quote.

Radio Communications: Radio communications are tabled at this time.

Residency Program: Commissioners requested the working copy of the residency program policy be provided to them via email before the next Board meeting.

### **NEW BUSINESS**

Commissioner Adler requested the proposed employment contract for Chief Bixler be forwarded to the commissioners for review by the next Board meeting.

**PUBLIC INPUT**

None.

**BOARD MEETING SCHEDULE**

Dec 20, 2022	3:00 PM
Jan 3, 2023	3:00 PM
Jan 17, 2023	3:00 PM
Feb 7, 2023	3:00 PM
Feb 21, 2023	3:00 PM
Mar 7, 2023	3:00 PM
Mar 21, 2023	3:00 PM

**ADJOURN**

There being no further business for discussion, the meeting adjourned at 3:27 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