

Chief
James R. Bixler

Assistant Chief
Jay Wiggins



Commissioners:

Colleen M. Adler
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MINUTES OF MARCH 21, 2023 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 3:03 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 the March 7, 2023 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 #2023-12 Payroll & Expense vouchers #27230154 – #27230171 in the amount of \$32,0971.12 was available for review and discussion. After review and discussion, Commissioner Albertson made a motion to approve. Commissioner Babo seconded. Motion passed.

Resolution #2023-13 Transfer from Reserve Fund to Current Expense Fund in the amount of \$15,000.00 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 March 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	\$21,144.38	\$0.00	\$25,144.38
Reserve Fund	\$1,924.54	\$329,438.81	\$331,363.35
G.O. Fund	\$3,652.72	\$32,216.50	\$35,869.22
Capital Project Fund	\$1.99	\$72,667.22	\$74,628.95

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CA _____

DA _____

GB _____

CHIEF'S REPORT

Station Heating System: Chief Bixler reported that Sunset Air has replaced the failed heating system for the station with a 95% efficient unit. The project came in under \$30,000.00.

Long-Range Planning: Chief reported that he has been engaged in preparation for the long-range planning meeting taking place this week. He has also been in communication with Joe Quinn, our meeting facilitator.

IT Devices: Chief proposed the District consider purchasing laptop computers for use by commissioners while conducting District business to avoid additional complexity in future public disclosure requests. The commissioners were in support.

TRAINING OFFICER REPORT

A/C Wiggins provided an update on personnel training.

EMT Course: The EMT Course is now underway. Capt. Megan Arzola has been instructing alongside Norma Pancake, EMS Director for Pierce County. There are currently eight participants. Capt. Hayes informed the Board that for the duration of the classes, boat training has been suspended. Commissioner Adler extended her appreciation for the volunteers investing in the EMT course, acknowledge that is a rigorous undertaking.

Firefighter 1: Howard Scartozzi, Chief Deputy State Fire Marshal with the Fire Training Academy, attended a meeting at the station yesterday. The Fire Training Academy is pursuing hybrid online classes which could prove useful for members of the District. A/C Wiggins shared that we are focused on pursuing Instructor 1 classes but are interested in HAZMAT and Firefighter 1 classes as well. Mr. Scartozzi indicated he would be willing to assist with that training.

IFSAC Evaluator Class: Capt. Reynolds attended the International Fire Service Accreditation Congress (IFSAC) Evaluator class in Yakima, Washington last week.

UNFINISHED BUSINESS

Capital Building Project: A/C Wiggins gave an update on efforts to finalize the capital building project, reporting that C. Horjes Construction continues their efforts to complete L&I reporting.

Insurance Review: Chief shared that a representative from VFIS Insurance visited the station and recently reported that personnel changes within their company would require them to reinstate our paperwork. We expect to hear from our current insurance company, Enduris, with information about cost-saving potential.

Radio Communications: Chief reported that Mark Mears, Deputy Director of Operations with South Sound 911 is assisting us with radio communications.

Succession Planning: Succession planning will be part of the long-range planning process.

Employment Projection: Employment projection will be part of the long-range planning process.

CERT: Commissioner Adler reported that she has been in communication with Jody Ferguson, Director of Pierce County Department of Emergency Management (DEM) regarding the formation of a Community Emergency Response Team (CERT) on the island. Commissioner Adler was able to confirm that Pierce Co. DEM received an emergency management planning grant increase. Capt. Reynolds believes there's an opportunity to work with the County-led program Pierce County Neighborhood Emergency Teams (PC-NET)

to create an appropriate island-centric program. EMS Director Norma Pancake may be able to share information with the District on possible funding support.

NEW BUSINESS

DEM: Commissioner Adler inquired as to the success of our efforts to obtain specific assistance from the DEM. Capt. Reynolds confirmed that our District representatives have returned from DEM meetings with emergency supplies and information, but not the assistance initially anticipated.

PUBLIC INPUT

None.

BOARD MEETING SCHEDULE

Apr 4, 2023	3:00 PM
Apr 18, 2023	3:00 PM
May 2, 2023	3:00 PM
May 16, 2023	3:00 PM
Jun 6, 2023	3:00 PM
Jun 20, 2023	3:00 PM
Jul 3, 2023	3:00 PM ~ <i>Monday</i>
Jul 18, 2023	3:00 PM
Aug 1, 2023	3:00 PM
Aug 15, 2023	3:00 PM

ADJOURN

There being no further business for discussion, the meeting adjourned at 11:47 p.m.

APPROVED:

ATTEST:

Colleen M. Adler, Board Chair

David Albertson, Commissioner

Gordon S. Babo, Commissioner

James R. Bixler, Secretary to the Board