

Chief  
James R. Bixler

Assistant Chief  
Jay Wiggins



Commissioners:  
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## MINUTES OF DECEMBER 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) Elizabeth Vickstein. Also in attendance: Capt. Jeff Hayes.

### READING AND APPROVAL OF MINUTES

The minutes of December 6, 2021, Regular Board Meeting were presented. Commissioner Adler 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 #2021-49 Payroll & Expense vouchers #27210631 – #27210654 in the amount of \$23,822.40 was available for review and discussion. After review and discussion, Commissioner Adler made a motion to approve. Commissioner Albertson seconded. Motion passed.

Resolution #2021-50 Capital Project Expense voucher #27210655 in the amount of \$131.52 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 November was available for review. It is comprised of the 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	\$ 34,156.86	\$145,906.17	\$180,063.03
Reserve Fund	\$ 28,066.50	\$425,470.53	\$453,537.03
G.O. Fund	\$ 1,091.95	\$29,013.05	\$30,105.00
Capital Project Fund	\$ 1,285.23	\$ 68,802.18	\$70,087.41

December 21, 2021

Page 1 of 3

CA \_\_\_\_\_  
DA \_\_\_\_\_  
DP \_\_\_\_\_

## **CHIEF'S REPORT**

**DNR Participation:** Chief Bixler spoke with the commissioner of Public Lands about the District's possible reintegration with the Department of Natural Resources strategic planning for Community Wildland Fire Protection Plans. If a wildland fire occurred on the island, a Pierce County Strike Team, already contracted with DNR, would respond. District volunteers could become Red Card certified; the Incident Qualification Card is an accepted interagency certification indicating qualification to do the required job when arriving at a wildland fire incident. Pros and cons of participation will be weighed before a final decision is reached.

**Fire Instructor 1 Training:** Chief is investigating the possibility of arranging for an outside instructor to hold a three-day class on island, for Fire Instructor 1 certification. Approximately six volunteers have expressed an interest in the Level 1 certification training. During review and discussion, it was mentioned that this training could potentially be opened to interested parties from agencies on the mainland. Commissioner Adler inquired whether there was still a program providing state-funded instruction to rural area agencies. Chief acknowledged the program support was offered about five years ago and stated he will check into possible current funding availability.

**Sea Cadet Tour:** Capt. Reynolds and a District marine crew hosted a group of Sea Cadets last weekend. They were brought to the island on fireboat Marine 27 and provided an overview of fireboat training.

**Volunteer Recognition Banquet:** Chief provided a final update on the success of the annual Volunteer Recognition Banquet and commented that the Riviera Restaurant provided impressive service. Commissioner Adler thanked District administration and officers for their service and contribution to the District.

**Volunteer Gift Exchange:** The annual gift exchange was held at the station on December 14 and was a good team-building experience. Volunteer members had the opportunity to describe why they initially joined the District, and each shared a memory about serving as part of our fire family team.

**Community Events:** Chief commented on the success of the recent Santa Candy Cane Run, reporting that nearly four dozen candy canes provided by the District were distributed during the community event.

**EMS Supplies:** A/C Wiggins made a trip to the Department of Emergency Management warehouse to obtain EMS personal protective gear, in the form of gloves, masks, and gowns for personnel. The District is providing additional N-95 and surgical masks to team members for emergency response use, as needed.

**COVID-19 Testing:** Chief reported that the District gives out an average of two to four take-home self-test kits each weekday, and some on weekends. The District has ordered additional COVID-19 test kits, with an anticipated delivery expected this Wednesday. The new test kits will be viable for children ages two and up, as well as for adults. However, the UPS requirement and accessibility issues continue to be a challenge for test submissions. The District is pursuing solutions, although the soonest a drop box could be installed is February.

## **TRAINING OFFICER REPORT**

A/C Wiggins gave an update on our wrap-up for 2021 District training. A fire drill training class will be held tonight and one more EMS class is scheduled for next week. Strategic planning is still underway as officers work to complete next year's training calendar. A/C Wiggins reported that we are pursuing a grant for online pediatric training, which is targeted to EMTs in rural communities. Our application has been submitted; grant award decisions will be announced in February 2022.

## **UNFINISHED BUSINESS**

**Capital Building Project:** A/C Wiggins presented an update on the capital building construction project. Progress continues: Trim has been placed, painting finished, and the washer and dryer are now installed. In

accordance with the pre-inspection, additional railing material has been acquired and a landing will need to be placed outside the garage door. An electrician is needed to install a breaker switch for the oven range. These should be the last impediments to permit approval. Furnishings will be purchased and aggregated after inspections have been successfully passed.

Emergency Plan: No progress to report.

Fuel Storage Tank: Chief reported ongoing research into fuel storage tank options continues. The fire marshal has been working with organizations that are in the process of upgrading their systems; however, others have already spoken for the older units he hopes to have available. Chief stated that District will need tanks that are triple-walled to meet regulatory requirements for the gasoline we hope to store, as double-wall tanks are only appropriate for diesel. A/C Wiggins provided vendor information regarding costs the District can expect for the transportation of diesel fuel; Chief will follow up on gasoline options.

Website Redesign: A/A Vickstein reported website updates have been completed as requested, and she stated the redesigned website could launch as early as January, contingent upon receipt of photos.

**NEW BUSINESS**

None.

**PUBLIC INPUT**

None.

**2022 BOARD MEETING SCHEDULE**

Jan 4, 2022	3:00 PM
Jan 18, 2022	3:00 PM
Feb 1, 2022	3:00 PM
Feb 15, 2022	3:00 PM
Mar 1, 2022	3:00 PM
Mar 15, 2022	3:00 PM

**ADJOURN**

There being no further business for discussion, the meeting adjourned at 4:05 p.m.

**APPROVED:**

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**Colleen Adler, Commissioner**

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**David Albertson, Commissioner**

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**Dale Porterfield, Commissioner**

**ATTEST:**

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**James R. Bixler, Secretary to the Board**