

Chief
James R. Bixler

Assistant Chief
Jay Wiggins



Commissioners:
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MINUTES OF JULY 19, 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. Commissioner Dale Porterfield called the meeting to order at 3:00 p.m. Commissioner Colleen Adler, Commissioner Dave Albertson, Chief James R. Bixler, Assistant Chief (A/C) Jay Wiggins, and Administrative Assistant (A/A) Ramona Wheeler attended. Also in attendance: Capt. Jeff Hayes.

READING AND APPROVAL OF MINUTES

The minutes of July 5, 2022, 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

Secretary to the Board presented District correspondence, reporting on a letter of support received from Deputy Director Amy Gillespie with the Department of Emergency Management at Pierce County. According to Ms. Gillespie, they have eliminated contracts for emergency management services under the direction of DEM Director Jody Ferguson, who reportedly stated, "it is the DEM's role to provide [services] at no charge." In addition, the DEM is re-energizing their liaison program, and our primary contact going forward will be Norma Pancake, who is also the EMS/EMT liaison for our District.

REVIEW OF RESOLUTIONS

Resolution #2022-28 Payroll & Expense vouchers #27220384 – #27220407 in the amount of \$25,222.17 was available for review and discussion. After review and discussion, Commissioner Albertson made a motion to approve. Commissioner Adler seconded. Motion passed.

Resolution #2022-29 Capital Project Expense voucher #27220408 in the amount of \$150.00 was available for Albertson made a motion to approve. Commissioner Adler seconded. Motion passed.

FINANCIAL REPORT

The Financial Report for all funds through the month of June 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 Pierce County Finance Department, are reflected in this summary.

July 19, 2022

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CA _____
DA _____
DP _____

DISTRICT FUND	CASH ON HAND	INVESTMENTS	TOTAL CASH BALANCE
Current Expense Fund	\$ 60,580.03	\$120,929.24	\$181,509.27
Reserve Fund	\$ 5,188.58	\$446,303.49	\$451,492.07
G.O. Fund	\$ 1,112.10	\$ 87,097.17	\$ 88,209.27
Capital Project Fund	\$ 943.86	\$70,543.22	\$ 71,487.08

CHIEF’S REPORT

Chief Bixler provided the Board with an update on emergency 911 calls the District has recently responded to, in our community. In addition, Chief reported on productive conversations he has conducted with various individuals at South Sound 911 and the possibility of someone joining us for a future Board meeting. Chief also reported one of our garage doors had sustained damage, which has been repaired at a cost of \$2200.

TRAINING OFFICER REPORT

A/C Wiggins gave an update, reporting officers continue to train District personnel according to the scheduled program. Capt. Arron Reynolds and firefighter Al Parker are participating in a CERT manager training course this week. We are still working toward getting Capt. Megan Arzola certified to teach the coursework for our next round of EMT training.

UNFINISHED BUSINESS

Capital Building Project: Chief reported the concrete was poured around the new garage. A/C Wiggins provided additional information on the capital building construction project, reporting the exterior drainage has been installed and efforts are underway to finalize the architect’s contract. Chief also informed commissioners that the Pierce County onsite inspection of our storm water drainage system was completed, and the District is still waiting for the final report.

Emergency Plan: Copies of the final Emergency Plan pamphlet were made available to the Board for review. The District has printed 1000 copies, which will be broadly distributed at our upcoming Safety Fair in September. Chief informed the Board that Capt. Reynolds is in the process of putting together EOC kits, which commissioners noted were on the worktable in the training room during the meeting. Chief also reported Capt. Reynolds had participated in a multi-agency meeting at Pierce County, which included representatives from the Department of Emergency Management, the Sheriff’s Office, and county ferry, to begin discussions on emergency planning. During Board review and discussion, several items were briefly mentioned, such as: additional expenditures for the upcoming Safety Fair, and future CERT training classes; the potential installation of an emergency supplies trailer, provided by Pierce County for the island; and, the need to explore funding options for another full-time employee to oversee ongoing emergency management efforts.

Fuel Storage Tank: Chief reported that cement for the fuel storage tank pad is still pending and expected to be completed within the next week. A/C Wiggins commented that District personnel will move retaining wall blocks into place for the project once the concrete pad has been poured and has time to cure.

Radio Communications: Chief presented information on conversations with Steve Taylor, who is with Tacoma City radio communications. During discussions, Mr. Taylor confirmed that the District owns the radios outright and the radio network user fee pays for access to the communications trunk; without it, our radios do not work. He also acknowledged that, given the fact our District does not interact with other fire departments, the current system is not a good fit financially for us. According to Mr. Taylor, South Sound 911 kept a few of the old systems, which he offered to check in an effort to determine whether that might be a feasible solution. In

addition, Mr. Taylor suggested that we consider keeping two radios to have on hand, in the rare event the District needs to reach out via radio to other fire districts, then we could come up with a feasible alternative to use inhouse for our radio communications needs.

Residency Program: No progress.

NEW BUSINESS

None.

PUBLIC INPUT

None.

2022 BOARD MEETING SCHEDULE

Aug 2, 2022	3:00 PM
Aug 16, 2022	3:00 PM
Sep 6, 2022	3:00 PM
Sep 20, 2022	3:00 PM
Oct 4, 2022	3:00 PM
Oct 18, 2022	3:00 PM
Nov 1, 2022	3:00 PM
Nov 15, 2022	3:00 PM
Dec 5, 2022	3:00 PM ~ <i>Monday</i>
Dec 20, 2022	3:00 PM

ADJOURN

There being no further business for discussion, the meeting adjourned at 4:38 p.m.

APPROVED:

ATTEST:

Colleen Adler, Commissioner

David Albertson, Commissioner

Dale Porterfield, Commissioner

James R. Bixler, Secretary to the Board