

Chief  
James R. Bixler

Assistant Chief  
Jay Wiggins



Commissioners:

Colleen M. Adler  
David Albertson  
Gordon S. Babo

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**MINUTES OF JANUARY 17, 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. Commissioner David Albertson called the meeting to order at 3:00 p.m. Commissioner Gordon S. Babo, Chief James R. Bixler, Assistant Chief (A/C) Jay Wiggins, Administrative Assistant (A/A) Ramona Wheeler and A/A Elizabeth Vickstein attended. Also in attendance: Capt. Jeff Hayes and Capt. Arron Reynolds and Lt. Al Parker. Excused: Board Chair Colleen M. Adler.

**READING AND APPROVAL OF MINUTES**

The minutes of January 2, 2023 Regular Board Meeting were presented. Commissioner Babo 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 #2023-03 Payroll & Expense vouchers #27230052 – #27230076 in the amount of \$37,560.75 was available for review and discussion. After review and discussion, Commissioner Babo made a motion to approve. Commissioner Albertson seconded. Motion passed.

Resolution #2023-04 Transfer from Current Expense Fund to Reserve Fund in the amount of \$7,138.74 was available for review and discussion. After review and discussion, Commissioner Albertson made a motion to approve. Commissioner Babo seconded. Motion passed

**FINANCIAL REPORT**

The Financial Report for all funds through the month of January 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	\$5,850.82	\$80,303.32	\$86,154.14
Reserve Fund	\$779.60	\$364,985.94	\$365,675.54
G.O. Fund	\$603.86	\$31,071.25	\$31,675.11
Capital Project Fund	\$651.99	\$71,520.83	\$72,182.82

## **CHIEF'S REPORT**

**Fuel Tank:** Chief Bixler gave report on the new fuel tank. Unleaded gasoline has been ordered through the company that currently provides the District with diesel fuel. Delivery is expected within two weeks. The singular diesel tank will no longer be utilized. Therefore, Chief requested it be declared surplus. Commissioner Babo made a motion to declare the diesel tank surplus. Commissioner Albertson seconded.

**Payroll:** At this time, a representative of the District will retrieve warrants directly from the Pierce County finance office so they may be processed in a timely manner.

**Ambulance Services:** American Medical Response (AMR) is pulling service from Pierce County. Chief Bixler was able to secure a verbal agreement with Olympic Ambulance out of Lacey to mitigate this service deficit. Olympic Ambulance has communicated intention to station an aid car in DuPont, Washington.

**Bollards:** Airlift Northwest has requested that the bollards at the back of the station be moved for safety concerns. That task will be completed this week.

**Promotions:** Firefighters Al Parker and Mark Haugh have been promoted to lieutenant officers.

## **TRAINING OFFICER REPORT**

A/C Wiggins provided the training report. The District has commenced the new training schedule for 2023. An officers meeting was held to assign instructors. Quarterlies were discussed last week and building construction will be addressed this week. EMT classes are set to begin in March and ten spots are available.

Commissioner Albertson inquired if there had been interest in the District's residency program. A/C Wiggins shared that he will be contacting Bates Technical College and other fire departments for potential residents. Chief Bixler is exploring advertising the opportunity on the Western Fire Chiefs or Washington Fire Commissioners site.

## **UNFINISHED BUSINESS**

**Capital Building Project:** A/C Wiggins spoke with Contractor Chuck Horjes today. Mr. Horjes is awaiting documentation from subcontractors to move forward.

**Insurance Review:** No update has been received from the insurance company that recently assessed the property. Chief Bixler will reach out again this week and plans to contact Enduris for a possible reassessment before their contract renewal in August.

**Radio Communications:** Tabled at this time.

**Residency Program:** Tabled at this time.

**Chief's Contract Renewal:** Tabled at this time.

**Succession Planning:** Tabled at this time.

**Employment Projection:** Chief Bixler shared that the Staffing For Adequate Fire and Emergency Response (SAFER) grant opened January 9, 2023. District leadership will investigate possible grant writing assistance.

## **NEW BUSINESS**

None.

## **PUBLIC INPUT**

None.

**BOARD MEETING SCHEDULE**

Feb 7, 2023	3:00 PM
Feb 21, 2023	3:00 PM
Mar 7, 2023	3:00 PM
Mar 21, 2023	3:00 PM
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

**ADJOURN**

There being no further business for discussion, the meeting adjourned at 3:46 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**