

Chief
James R. Bixler

Assistant Chief
Jay Wiggins



Commissioners:

Colleen M. Adler
David Albertson
Gordon S. Babo

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**MINUTES OF DECEMBER 20, 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) Ramona Wheeler attended. Also in attendance: Capt. Jeff Hayes and Capt. Arron Reynolds.

READING AND APPROVAL OF MINUTES

The minutes of December 5, 2022, Regular Board Meeting were presented. Commissioner Albertson made a motion to accept the minutes as written. Commissioner Babo seconded. Motion passed.

REPORTS OF OFFICERS & BOARDS

SECRETARY'S REPORT

No correspondence.

REVIEW OF RESOLUTIONS

Resolution #2022-53 Payroll & Expense vouchers #27220654 – #27220684 in the amount of \$37,530.26 was available for review and discussion. After review and discussion, Commissioner Albertson made a motion to approve. Commissioner Babo seconded. Motion passed.

Resolution #2022-54 Transfer from Reserve Fund to Current Expense Fund in the amount of \$353.46 was available for review and discussion. After review and discussion, Commissioner Albertson made a motion to approve. Commissioner Babo seconded. Motion passed.

Resolution #2022-55 Capital Project Expense voucher #27220685 in the amount of \$59,729.40 was available for review and discussion. After review and discussion, Commissioner Albertson made a motion to approve. Commissioner Babo seconded. Motion passed.

Resolution #2022-56 Transfer from Reserve Fund to Capital Project Fund in the amount of \$59,729.40 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 November 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	\$41,769.32	\$115,006.80	\$156,776.12.
Reserve Fund	\$ 10,976.04	\$420,546.32	\$431,522.36
G.O. Fund	\$ 12,360.27	\$ 18,995.65	\$ 31,355.92
Capital Project Fund	\$ 651.99	\$ 71,285.14	\$ 71,937.13

CHIEF’S REPORT

Paving Project: Chief Bixler gave a report on completion of the asphalt paving project and updated the Board on current installation of the posts that will separate the training yard and landing zone from the parking lot. Chief also mentioned that the feasibility of a fence gate is under consideration for the west side of the main fire station, at the entryway where the asphalt ends, to restrict access to the backlot area.

Meals and Awards Banquet Policies: Chief reintroduced a meals policy that was initially prepared in 2021 but not ratified by the Board, and he presented a new policy for the District’s awards recognition banquet for Board consideration. After review and discussion, Commissioner Adler moved that both policies be approved, and commissioners unanimously agreed. Motion passed.

Holiday Staffing: Chief mentioned that he will be on vacation until January and commented that he has informed staff that they have the option to take personal leave during the holidays, as the fire station typically does not experience much business between Christmas and New Year’s Day. Commissioners agreed.

Mercury Marine Rep: Chief gave an update on the pending retirement of Scott Breshears, our Mercury Marine representative. Chief commented that although Mr. Breshears was unable to make it to the District’s awards banquet, he recently dropped by the station and District officers presented him with our appreciation plaque.

TRAINING OFFICER REPORT

A/C Wiggins gave a wrap-up for the year on personnel training, reporting that the last District fire drill for 2022 will be tonight and is comprised of an OTEP development class for Emergency Medical Services. In addition, A/C Wiggins reported that officers are working to coordinate another Emergency Medical Technician (EMT) course that is tentatively planned for next March, to certify new recruits as additional EMTs.

UNFINISHED BUSINESS

Capital Building Project: A/C Wiggins provided an update on efforts to meet Labor & Industries reporting requirements on the District’s construction project. In addition, the contractor’s final L&I reporting for the construction company is still pending, to close out the project.

Insurance Review: Chief gave an update on efforts to research alternative insurance coverage options for the District, reporting that two representatives from a potential provider were recently on island for an extended site visit. We are still waiting to learn the outcome and review possible proposals.

Radio Communications: Tabled and on hold at this time.

Residency Program: Commissioners opened discussion on the residency program policy, and they submitted changes for the language in the working document copy that is under review. Commissioner Adler requested that pay amount figures be removed from the policy document, noting that any funding considerations should be maintained separately from the policy. Chief informed the Board that Capt. Jeff Hayes is the residency program director. Commissioner Adler inquired whether the current volunteer firefighter resident had signed a residency agreement and requested that it be presented for Board review.

Chief's Contract Renewal: Chief provided commissioners with a copy of his previously approved contract. During review and discussion, Commissioner Adler noted that it did not address Cost-Of-Living Adjustment (COLA) and stated that the new contract needs to accurately reflect the current position responsibilities. Chief shared that he would like to have his position move into administrative overview more than hands-on, and Commissioner Adler agreed. Chief also stated that he would like to take the next two years to work on succession planning. A/A Wheeler will send an employment evaluation form to commissioners in preparation for Chief's annual review.

NEW BUSINESS

Chief introduced the topic of an upcoming SAFER Grant that opens February 2023, indicating interest in the District's participation for the purpose of securing funding for potential firefighter positions. Chief commented on the need for day shift firefighter coverage to help fill gaps in personnel availability when several of our volunteer firefighters are off island and/or working jobs to financially support their families.

PUBLIC INPUT

None.

BOARD MEETING SCHEDULE

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

ADJOURN

There being no further business for discussion, the meeting adjourned at 4:40 p.m.

APPROVED:

ATTEST:

Colleen M. Adler, Board Chair

David Albertson, Commissioner

Gordon S. Babo, Commissioner

James R. Bixler, Secretary to the Board