

Chief  
James R. Bixler

Assistant Chief  
Jay Wiggins



Commissioners:

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## MINUTES OF MARCH 7, 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 3:00 p.m. Commissioner David Albertson, Chief James R. Bixler, Assistant Chief (A/C) Jay Wiggins, and Administrative Assistant (A/A) Elizabeth Vickstein attended. Also in attendance: Capt. Arron Reynolds, Capt. Jeff Hayes, Lt. Al Parker, Firefighter Aidan Bibby, and Laura Worley. Excused: Commissioner Gordon Babo.

### READING AND APPROVAL OF MINUTES

The minutes of February 21, 2023, Regular Board Meeting were presented; corrections identified by Commissioner Adler have been completed. Commissioner Albertson made a motion to accept the amended minutes. Commissioner Adler seconded. Motion passed.

### REPORTS OF OFFICERS & BOARDS

#### SECRETARY'S REPORT

Secretary to the Board shared a complimentary card received from the Pierce County Council commending the District's support during the recent ferry situation.

#### REVIEW OF RESOLUTIONS

Resolution #2023-10 Payroll & Expense vouchers #27230118 – #27230153 in the amount of \$35,594.10 was available for review and discussion. After review and discussion, Commissioner Albertson made a motion to approve. Commissioner Adler seconded. Motion passed.

Resolution #2023-11 Transfer from Reserve Fund to Current Expense Fund in the amount of \$25,000 was available for review and discussion. After review and discussion, Commissioner Albertson made a motion to approve. Commissioner Adler seconded. Motion passed.

#### CHIEF'S REPORT

Fireboat Fuel Reimbursement: Chief Bixler reported that Pierce County refueled the fireboat once during the ferry service interruption response effort. Pierce County Ferry has directed the District to contact Steve Caputo, HMS Ferries, Inc. general manager, who will cover the cost of the next refueling.

USB Flash Drives: Thirty 4GB flash drives have been ordered for District use in a Welcome Packet with information for new volunteer members. The District is finalizing materials and planned content includes a welcome message, frequently asked questions, policy information, and benefits.

Long-Range Planning: A Board retreat to discuss long-range planning has been scheduled for March 22-23, in Ocean Shores, Washington. Reservations have been made for all attendees. The next regular Board meeting on

March 21 will be held at 11:00 a.m., to allow for travel time that afternoon. Notices for both meetings will be posted on the District's website, shared on Facebook, and posted physically at the station.

Station Curbing: Chief announced that installation of curbing between the new asphalt and the adjacent grassy field in the backlot will begin on April 1. District leadership determined this was the most feasible solution to effectively separate the two areas, while still meeting the three-foot height limitation required for safe EMS helicopter landings and transports from Landing Zone 1.

Station Heating System: Chief provided an update on the heating system replacement. Sunset Air affirmed that a high-efficiency handler and two pumps could be installed at the station for under \$30,000. A permit will need to be obtained through Pierce County, and the District was required to give permission for Sunset Air to seek permit approval on our behalf. Chief spoke with the supervisor at Pierce County Planning and Public Works today and was assured that approval would be expedited.

## **TRAINING OFFICER REPORT**

An update on personnel training was provided by A/C Wiggins, who also commented that the District is considering the feasibility of making daytime fire drills available for volunteers, in addition to our regularly scheduled fire drills which are held each week on Tuesday nights.

CPR Training: A/C Wiggins reported the District recently held a CPR/AED class with six volunteer students, five of whom will be undertaking the upcoming EMT coursework program.

EMT Course: Currently, there are nine students signed up for the 240-hour EMT course. Capt. Megan Arzola will be a co-instructor with Norma Pancake, EMS Director for Pierce County Emergency Medical Services. The extensive course training will count toward completion of instructional hours required for Senior EMS Instructor (SEI) certification for Capt. Arzola.

EMS Pre-hospital Training: A/C Wiggins shared that Capt. Reynolds and Capt. Arzola recently attended Prehospital Trauma Life Support (PHTLS) training with Pierce County and returned with valuable information, as well as an obstetric manikin for the District.

WSFFA Fire School: A/C Wiggins also reported that five District officers are scheduled for the Annual Washington State Fire Fighter's Association Fire School, which will take place this May in Wenatchee.

IFSAC Evaluator Class: Training has also been approved for Capt. Reynolds to attend an International Fire Service Accreditation Congress evaluator class in Yakima, Washington.

Firefighter 1: Howard Scartozzi, Chief Deputy State Fire Marshal with the Fire Training Academy, will be visiting the station on March 20 to discuss the possibility of the District conducting Firefighter 1 training.

CERT Training: Commissioner Adler requested an update on the establishment of CERT on Anderson Island. Capt. Reynolds reported that station does not have a venue to hold CERT meetings until the EMS course is completed. He is hopeful that training can begin soon after, with an anticipated attendance of 20 citizens from both the Anderson Island Amateur Radio Club and American Legion Post 265. Commissioner Adler suggested that the District seek financial assistance for the program through Pierce County's Department of Emergency Management, as they receive federal funds to support the program. Discussion ensued.

## **UNFINISHED BUSINESS**

Capital Building Project: A/C Wiggins reported that we are awaiting completed paperwork by C. Horjes Construction before the project can be finalized.

Insurance Review: Chief provided the Board with an update on our insurance evaluation. He has been in touch with Enduris, our current general liability insurance provider, regarding methods to potentially reduce costs. Chief has also been in touch with competitive firms and is anticipating an update on their assessment.

Radio Communications: Chief reported ten radios are being deactivated: three mobiles and seven portables. Commissioner Adler inquired if we could reactivate the units if needed. Chief commented that reactivation should be a relatively simple process, completed online. Deactivation of these units will save the District approximately \$4,800 annually. In the foreseeable future, the District plans to retain the deactivated units. Chief confirmed IT Public Safety Communications with the City of Tacoma will not grant reimbursement for the period the units were active but not used. Commissioner Adler stated Commissioner Albertson, and Commissioner Babo will be attending the South Sound 911 New Board Orientation with her tomorrow, and she plans to inquire about the feasibility of reinstating VHF capabilities on the island.

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.

**NEW BUSINESS**

Snure Seminar: Commissioner Adler requested to be registered for the online Snure Seminar, “Structuring Volunteer Programs,” scheduled for March 17 via remote attendance technology.

Windows License: Commissioner Adler inquired whether the District’s Windows application license extended to the commissioners, to conduct District business. Commissioner Adler commented that if additional cost is involved, the need can be reevaluated. Chief will follow up with our IT consultant.

**PUBLIC INPUT**

Laura Worley, a community resident, issued a request to comment on an item that was not on the agenda. Board Chair Adler invited Ms. Worley to address the Board. Ms. Worley recounted an experienced during the unplanned February interruption of ferry service between Anderson Island and the mainland. Over the two-day period the ferry was out of service, the District transported several hundred adults and children who were stranded. Ms. Worley described the negative encounter she had with a fire department volunteer. Chief Bixler tendered a formal apology for the incident, expressing his concern with an assurance that he would follow up with personnel. Ms. Worley expressed satisfaction with Chief’s response.

**2023 BOARD MEETING SCHEDULE**

Mar 21, 2023	11:00 AM
Apr 4, 2023	3:00 PM
Apr 18, 2023	3:00 PM
May 2, 2023	3:00 PM

**ADJOURN**

There being no further business for discussion, the meeting adjourned at 4:02 p.m.

**APPROVED:**

**ATTEST:**

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**Colleen M. Adler, Board Chair**

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**David Albertson, Commissioner**

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

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**Gordon S. Babo, Commissioner**