

Chief  
James R. Bixler

Assistant Chief  
Jay Wiggins



Commissioners:  
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## MINUTES OF SEPTEMBER 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. 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, Capt. Arron Reynolds, and firefighters Al Parker and Dan Wheeler.

### READING AND APPROVAL OF MINUTES

The minutes of September 6, 2022, Regular Board Meeting were presented. Commissioner Albertson made a motion to accept the minutes as written. Commissioner Porterfield seconded. Motion passed.

### REPORTS OF OFFICERS & BOARDS

#### SECRETARY'S REPORT

Secretary to the Board presented an update on correspondence, reporting the Preliminary Certification of Assessed Values and Levy Limit Factor for 2023 was recently issued by Pierce County. Commissioners were informed of the tax rate reduction for both the regular levy rate (from 1.49 to 1.27) and the EMS levy rate (from 0.496 to 0.425) in 2023. The Secretary commented that while the District will experience a decrease in both levy rate multipliers, the overall projected total tax levies for the coming year indicate a potential revenue increase. Lengthy discussion ensued regarding the loss of revenue and other associated challenges the decreased levy rates create for fire districts, including Anderson Island. Commissioners agreed on the importance of communicating information about levy limit factor impacts to community residents, and Chair Porterfield requested the issue be added to unfinished business.

#### REVIEW OF RESOLUTIONS

Resolution #2022-34 Payroll & Expense vouchers #27220476 – #27220498 in the amount of \$30,198.98 was available for review and discussion. After review and discussion, Commissioner Albertson made a motion to approve. Commissioner Adler seconded. Motion passed.

Resolution #2022-35 Transfer for Capital Equipment Expense from Reserve Fund in the amount of \$2,322.00 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 Financial Report for all funds through the month of August 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.

<b>DISTRICT FUND</b>	<b>CASH ON HAND</b>	<b>INVESTMENTS</b>	<b>TOTAL CASH BALANCE</b>
Current Expense Fund	\$ 33,892.41	\$ 41,177.45	\$ 75,069.86
Reserve Fund	\$ 1,006.89	\$452,661.96	\$453,668.85
G.O. Fund	\$ 1,535.53	\$ 88,341.38	\$ 89,876.91
Capital Project Fund	\$ 793.86	\$ 70,761.07	\$ 71,554.93

The Board also reviewed follow-up information regarding the process correction for District reporting of Medicare taxes, and an outline reflecting IRS communication on tax increases, penalties, and interest. The Board unanimously approved the engagement of a CPA firm to provide counsel on complex tax issues.

## **CHIEF'S REPORT**

M27 Fireboat Repairs: Chief Bixler reported the motor damage on Marine 27 was examined by an insurance adjuster. The District is waiting for the factory to produce the lower unit. Mercury has designated the first one off the production line for our District, which should be next week.

WFCA Conference: Commissioners Adler and Porterfield confirmed that they will not be attending the 2022 conference. Chief Bixler and Commissioner Albertson are currently planning to attend the event.

DEM Warehouse: The Department of Emergency Management is divesting itself of a large warehouse, and they are giving away a fair portion of the contents. A/C Wiggins and Capt. Reynolds were able to obtain several partition walls that could be used in the event of an emergency, at no cost to the District. In addition, we are expending efforts to secure a trailer, as well as other items that would be intended for emergencies.

## **TRAINING OFFICER REPORT**

2022 Recruit Academy: A/C Wiggins reported on training that is currently underway for our cohort of new volunteers. District officers have provided the five potential firefighters with appropriate personal protective equipment, and each new recruit has been outfitted with bunker gear.

CERT Expo: Capt. Megan Arzola came away from the Yakima event with national certification for EMS mock injury training moulage. Capt. Reynolds and firefighter Al Parker also participated in valuable CERT courses.

Additional Activities: A/C Wiggins commented on regular District personnel training, and he also mentioned the upcoming Safety Preparedness Fair the District will host this weekend. Select individuals are being considered for training opportunities coming up in November.

## **UNFINISHED BUSINESS**

Capital Building Project: A/C Wiggins reported all aspects of the building portion of the capital project have been completed. He also gave an update on efforts to finalize the capital building project and reported that final billings are still pending from the contractor and the architect.

Emergency Plan: Capt. Reynolds gave a status update on efforts as the District moves forward with emergency planning. We are currently seeking input from Tanner Electric and will be reaching out to the Anderson Island Historical Society regarding feasibility of a medical triage location.

Fuel Storage Tank: Chief reported work is underway to install the fuel storage tank. Mr. Chuck Horjes provided services with the use of a crane to place the split-fuel tank on the pad, at no cost to the District. Leadership

decided to have the split-tank cleaned prior use. The project electrician is applying for the electrical permits to wire the tank. If all goes well, Chief commented, we will be ready for fuel by the end of the month.

Insurance Review: No progress.

Radio Communications: Chief reported on the multi-agency meeting he and A/C Wiggins recently attended, and he commented on ancillary discussions with various individual. Commissioner Adler inquired about follow-up efforts to coordinate schedules for South Sound 911 leadership to join us at a future Board meeting. Chief stated he would contact their assistant to schedule the meeting.

Residency Program: No progress.

**NEW BUSINESS**

The Board introduced discussion regarding Commissioner Porterfield’s plan to resign his position, pending the sale of his home. According to Chief, Attorney Joe Quinn provided counsel to the District and indicated Commissioner Porterfield can participate in the process to select an interim commissioner. After review and discussion, the Board agreed to hold a Special Meeting at 2:00 p.m. on Tuesday, September 27, 2022, to review Letters of Intent from qualifying candidates.

**PUBLIC INPUT**

None.

**2022 BOARD MEETING SCHEDULE**

Sep 27, 2022	2:00 PM ~ <i>Special Meeting</i>
Oct 4, 2022	3:00 PM
Oct 17, 2022	3:00 PM ~ <i>Monday</i>
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 5:12 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