

Chief
James R. Bixler

Assistant Chief
Jay Wiggins



Commissioners:
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MINUTES OF FEBRUARY 15, 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 David 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 February 1, 2022, Regular Board Meeting were presented. Commissioner Adler made a motion to accept the minutes. Commissioner Albertson seconded. Motion passed.

REPORTS OF OFFICERS & BOARDS

SECRETARY'S REPORT

No correspondence.

REVIEW OF RESOLUTIONS

Resolution #2022-06 Payroll & Expense vouchers #27220099 – #27220119 in the amount of \$28,713.10 was available for review and discussion. After review and discussion, Commissioner Adler made a motion to approve. Commissioner Albertson seconded. Motion passed.

Resolution #2022-07 Capital Project Expense voucher #27220120 in the amount of \$503.66 was available for review and discussion. After review and discussion, Commissioner Albertson made a motion to approve. Commissioner Adler seconded. Motion passed.

Resolution #2022-08 Transfer Reserve Funds to the Current Expense Fund in the amount of \$2,035.35 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 January was available for review and discussion. The report 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.

February 15, 2022

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CA _____
DA _____
DP _____

DISTRICT FUND	CASH ON HAND	INVESTMENTS	TOTAL CASH BALANCE
Current Expense Fund	\$ 6,441.70	\$60,922.52	\$67,364.22
Reserve Fund	\$ 3,770.97	\$405,533.40	\$454,304.37
G.O. Fund	\$ 344.41	\$31,017.98	\$31,362.39
Capital Project Fund	\$ 1,338.86	\$69,151.07	\$69,151.07

CHIEF’S REPORT

Chief Bixler provided information to the Board from the Pierce County data update, reporting that “COVID-19 cases are plummeting” with a nearly 50% drop in cases for the week. Chief commented that given the trending data, the District has resumed in-person meetings for the Board and for fire drills. Chief stated the District will continue to provide emergency coverage via the split shift format, in which volunteers on the “A” team and the “B” team provide after-hours and weekend coverage, on a weekly rotation basis. The split shift model is working well, and leadership will maintain the current shift assignments for the near future.

TRAINING OFFICER REPORT

A/C Wiggins reported officers have completed the 2022 training calendar schedule. District personnel will be returning to in-person drill sessions to better facilitate hands-on learning and skill assessments that are required for firefighter and EMT certifications. A/C Wiggins also provided an update on outside training for select personnel and reported volunteer Al Parker is registered for the EVIP 3.0 train-the-trainer virtual class. In addition, the District plans to send four people to the 2022 Fire Symposium for training in March, and both chief officers are registered to attend the 2022 Washington Fire Chiefs Conference in May.

UNFINISHED BUSINESS

Capital Building Project: A/C Wiggins gave a quick briefing on capital project items that are still pending, which include: 1) an acceptable breaker solution from the Pierce County fire marshal, which will satisfy the electrical circuit protective system cut-off requirement for the living quarters stove; and 2) approvals and finalization of the engineering for the upgraded drainage project.

DNR Agreement: Chief provided a presentation on research and data analysis into the pros and cons of reestablishing wildland fire protection, through an agreement with the Department of Natural Resources. After review and discussion that considered potential tax levy impacts, the Board determined no further action can be taken by the District until the DNR determines what options might be feasible. Chair Porterfield stated that the DNR matter can be removed from unfinished business.

Emergency Plan: Chief reported that weekly work group meetings have been productive, stating they are moving forward with the project as they pull together the District’s portion of a master emergency plan.

Fire Instructor I Training: Chief gave an update and mentioned possible training dates have been proposed. The District is now waiting for communication from the individuals who will be presenting the course work, to learn whether the tentative training dates will fit into their schedule.

Fuel Storage Tank: Chief reported on findings from research into fuel tank project options. During discussion, Chief presented cost data for the 1000 gallon triple-wall concrete split fuel tank, including costs of purchasing new-versus-used equipment and installation. After review and discussion, Chair Porterfield inquired whether the Board approved the proposed District purchase and installation of the fuel storage tank. Commissioner Adler made a motion to approve the purchase; Commissioner Albertson seconded. Motion passed.

Website Redesign: Commissioner Adler indicated that she was able to search the District’s new website and access leadership biography pages, even though navigation to the unfinished section had been hidden. Commissioner Adler requested to have the Team section added to the navigation tab menu to make the bios easier to find, even though they do not yet have individual photos. After review and discussion, it was determined the District would investigate options for obtaining professional portrait images for the website.

NEW BUSINESS

None.

PUBLIC INPUT

None.

2022 BOARD MEETING SCHEDULE

Mar 1, 2022	3:00 PM
Mar 15, 2022	3:00 PM
Apr 5, 2022	3:00 PM
Apr 19, 2022	3:00 PM
May 3, 2022	3:00 PM
May 17, 2022	3:00 PM
Jun 7, 2022	3:00 PM
Jun 21, 2022	3:00 PM
Jul 5, 2022	3:00 PM
Jul 19, 2022	3:00 PM

ADJOURN

There being no further business for discussion, the meeting adjourned at 4:15 p.m.

APPROVED:

ATTEST:

Colleen Adler, Commissioner

David Albertson, Commissioner

Dale Porterfield, Commissioner

James R. Bixler, Secretary to the Board