

Chief
James R. Bixler

Assistant Chief
Jay Wiggins



Commissioners:
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**MINUTES OF MAY 17, 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 Adler called the meeting to order at 3:00 p.m. Commissioner Dave Albertson, Chief Jim Bixler, Assistant Chief (A/C) Jay Wiggins, and Administrative Assistant (A/A) Elizabeth Vickstein attended. Also in attendance: Capt. Jeff Hayes and Capt. Arron Reynolds. Excused: Dale Porterfield.

READING AND APPROVAL OF MINUTES

The minutes of May 3, 2022, Regular Board Meeting were presented. Commissioner Albertson made a motion to accept the minutes as written. Commissioner Adler seconded. Motion passed.

REPORTS OF OFFICERS & BOARDS

SECRETARY'S REPORT

Secretary to the Board apprised commissioners of the Washington Fire Commissioners Association Conference. According to communication received by the District, the conference is scheduled for three days in October will be held in Spokane. We have reserved rooms at the convention rate for commissioners and Chief Bixler.

REVIEW OF RESOLUTIONS

Resolution #2022-21 Payroll & Expense vouchers #27220264 – #27220285 in the amount of \$26,765.17 was available for review and discussion. After review and discussion, Commissioner Albertson made a motion to approve. Commissioner Adler seconded. Motion passed.

Resolution #2022-22 Capital Project Expense vouchers #27220286 – #27220287 in the amount of \$348.54 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 May 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	\$41,416.64	\$180,927.70	\$222,344.34
Reserve Fund	\$10,983.72	\$430,775.81	\$441,759.53
G.O. Fund	\$10,924.04	\$73,039.06	\$83,963.10
Capital Project Fund	\$3,975.15	\$67,851.59	\$1,384.73

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CA _____
DA _____
DP _____

CHIEF'S REPORT

Maintenance: Chief Bixler provided an update on recent maintenance work and reported the station's main vehicle bay floors have been repainted with fresh lines, and 30 yards of gravel were delivered that will be used to resurface the parking area behind the station.

Rising Fuel Costs: The District's fuel consumption is being monitored to help remain within budget.

Job Shirt Uniforms: New heavy duty uniform shirts have been ordered at a discounted rate, and that cost will likely be reflected in the budget by the next Board meeting.

TRAINING OFFICER REPORT

A/C Wiggins reported that personnel continue with the regularly scheduled volunteer training program. This evening's drill will feature a guest instructor who will train our team on LIFEPAK application and use. Firefighter Al Parker recently completed CPR instructor class, and this week Capt. Reynolds will join him to attend a three-days CERT program development training course on the mainland.

UNFINISHED BUSINESS

Capital Building Project: Chief Bixler reported the District has been granted a temporary waiver on the requirement for the automatic stove shutoff in the firefighter quarters building, until a cost-effective solution can be found. According to Chief, the initial bid for the all-station alert system was \$48,000. Further research is being conducted, and Chief commented the Motorola Minitor V pager with an amplified base might be a viable option at a cost between \$300-\$400 to the District. Meanwhile, the District can move forward to finalize the project. A/C Wiggins reported the new drainage plans, required because of building elevation changes, are currently undergoing approval. In addition, the gazebo that had been purchased by the Anderson Island Firefighters Association (AIFA) has been assembled and installed.

Emergency Plan: Capt. Reynolds presented a status update on emergency planning. During a meeting with Rachel Adler with West Pierce Fire, he was able to observe their EOC setup. Rachel will be providing a thumb drive with additional materials for review. Capt. Reynolds believes supplies for an EOC setup on-island should cost under \$500. Commissioner Adler recommended obtaining Coast Guard Incident Management handbooks and examining the practicability of a single-line basic station phone for emergency situations. Chief Bixler informed the Board that priority messaging will be available to be installed on District cell phones with no additional charge from the current carrier. Chief also shared that he is continuing to look into emergency food supplies. On May 25, Capt. Reynolds has another meeting with Deputy Director Amy Gillespie at DEM to discuss emergency transportation and the District's emergency plan.

Fuel Storage Tank: Chief Bixler informed the Board that the fuel storage tank installation continues to be on hold until the capital building and new concrete are complete.

Radio Communications: A/C Wiggins gave an update on efforts to identify a feasible alternative for radio communications. A/C Wiggins reached out to contact Jeff Axtel, who was formally with West Pierce Fire, and is waiting for a callback to discuss possible options. Chief Bixler stated he will contact Gig Harbor Fire & Medic One to inquire about their system.

NEW BUSINESS

A grant from Washington State Fire Chiefs was awarded to the District for bicycle helmets for children. The red helmets were ordered by Capt. Hayes and received yesterday. The District plans to distribute the red helmets at upcoming events to be hosted by the District, including the AIFA Pancake Breakfast and the Safety Fair that is scheduled for September. Commissioners Albertson and Adler requested that this grant award be

announced to the public. In addition, Commissioner Adler mentioned EMS Appreciation Week and extended personal appreciation to all EMS providers currently serving with Anderson Island Fire/Rescue.

PUBLIC INPUT

None.

2022 BOARD MEETING SCHEDULE

Jun 7, 2022	3:00 PM
Jun 21, 2022	3:00 PM
Jul 5, 2022	3:00 PM
Jul 19, 2022	3:00 PM
Aug 2, 2022	3:00 PM
Aug 16, 2022	3:00 PM
Sep 6, 2022	3:00 PM
Sep 20, 2022	3:00 PM
Oct 4, 2022	3:00 PM
Oct 18, 2022	3:00 PM
Nov 1, 2022	3:00 PM
Nov 15, 2022	3:00 PM

ADJOURN

There being no further business for discussion, the meeting adjourned at 3:45 p.m.

APPROVED:

ATTEST:

Colleen Adler, Commissioner

David Albertson, Commissioner

Dale Porterfield, Commissioner

James R. Bixler, Secretary to the Board