

Chief
James R. Bixler

Assistant Chief
Jay Wiggins



Commissioners:

Colleen M. Adler
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**MINUTES OF APRIL 4, 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, Commissioner Gordon S. Babo, Chief James R. Bixler, Assistant Chief (A/C) Jay Wiggins, Administrative Assistant (A/A) Ramona Wheeler and A/A Elizabeth Vickstein attended. Also in attendance: Capt. Jeff Hayes and Resident Firefighter Aidan Bibby.

READING AND APPROVAL OF MINUTES

The minutes of March 21, 2023 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

Secretary to the Board reported that Attorney Eric Quinn provided draft resolutions for Fire and EMS levy lid lifts.

REVIEW OF RESOLUTIONS

Resolution #2023-14 Volunteer Reimbursement Q1 2023 for vouchers #27230172 – #27230201 in the amount of \$12,065.70 was available for review and discussion. After review and discussion, Commissioner Albertson made a motion to approve. Commissioner Babo seconded. Motion passed.

Resolution #2023-15 Payroll & Expense vouchers #27230202 – #27230225 in the amount of \$30,785.00 was available for review and discussion. After review and discussion, Commissioner Albertson made a motion to approve. Commissioner Babo seconded. Motion passed.

Resolution #2023-16 Transfer from Reserve Fund to Current Expense Fund in the amount of \$10,000.00 was available for review and discussion. After review and discussion, Commissioner Babo made a motion to approve. Commissioner Albertson seconded. Motion passed.

Resolution #2023-17 Transfer for Miscellaneous Capital Expense from Reserve Fund in the amount of \$265.87 was available for review and discussion. After review and discussion, Commissioner Albertson made a motion to approve. Commissioner Babo seconded. Motion passed.

CHIEF'S REPORT

Long Range Planning: Chief thanked the commissioners for their attendance at the long range plan meetings. A good deal was accomplished, and some action items have already been carried out. The District's second full-time administrative assistant has stepped into the role. Meetings were held with staff members regarding their goals and long term plans with the District.

Station Improvements: The installation of curbing in the backlot will begin tomorrow, April 5. This was rescheduled from April 1, to ensure installation takes place during the work week. The floors of the station have been stripped and waxed.

Surplused Fuel Tank: Chief Bixler reported that the District received a bid of \$2,000.00 for the fuel tank we hold in surplus.

TRAINING OFFICER REPORT

A/C Wiggins provided an update on personnel training. Currently, the EMT course has seven active students, as one volunteer experienced a personal loss and had to withdraw. We held a Supraglottic Airways (SGA) class with the EMT students along with established EMTs to obtain SGA certification. We will be looking into acquiring capnography monitors to assist in SGA placement. A/A Vickstein will be attending a Snure webinar for medical records management this week. Capt. Reynolds is at the Puyallup Emergency Operations Center today and tomorrow for an ICS 300 class.

UNFINISHED BUSINESS

Capital Building Project: A/C Wiggins confirmed that finalization of the Capital Building Project remains on hold while C. Horjes Construction concludes reporting.

Insurance Review: No current update.

Radio Communications: No current update.

Succession Planning: Succession planning was addressed at the long range planning meeting. Board Chair Adler indicated that it should be removed from unfinished business.

Employment Projection: Employment projection was addressed at the long range planning meeting. Board Chair Adler indicated that it should be removed from unfinished business.

CERT: Board Chair Adler indicated that the establishment of a Community Emergency Response Team will be an ongoing process and directed it be removed from unfinished business at this time.

NEW BUSINESS

PC Fire Commissioners' Presentation: Commissioner Babo shared that he will be attending the Diversity, Equity and Inclusion presentation hosted by the Pierce County Fire Commissioners' Association on April 28th at the South Sound 911 building. Attorney Eric Quinn will be the presenter.

Marine Boat Refueling: Capt. Hayes reported that he contacted Steve Caputo, HMS Ferries general manager to coordinate marine boat refueling, as proffered by Pierce County. This was to cover unplanned fuel expenses incurred by the District during the recent ferry outage. The total fuel reimbursed by Pierce County for this refueling amounted to \$872.55.

Ferry Financial Plan Open House: Chief Bixler shared that he and Commissioner Albertson, as well as several District members attended the Pierce County ferry open house. Commissioner Albertson and Chief Bixler also attended the Anderson Island Community Action Board meeting that took place later the same evening.

Expense Review: A/A Wheeler provided a multi-year operational expense comparison to the Board. The Board requested additional time to review.

PUBLIC INPUT

None.

2023 BOARD MEETING SCHEDULE

Apr 18, 2023	3:00 PM
May 2, 2023	3:00 PM
May 16, 2023	3:00 PM
Jun 6, 2023	3:00 PM
Jun 20, 2023	3:00 PM
Jul 3, 2023	3:00 PM ~ Monday
Jul 18, 2023	3:00 PM
Aug 1, 2023	3:00 PM
Aug 15, 2023	3:00 PM

ADJOURN

There being no further business for discussion, the meeting adjourned at 3:29 p.m.

APPROVED:

ATTEST:

Colleen M. Adler, Board Chair

David Albertson, Commissioner

Gordon S. Babo, Commissioner

James R. Bixler, Secretary to the Board