

Chief
James R. Bixler

Assistant Chief
Jay Wiggins

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Commissioners:

Colleen M. Adler
David Albertson
Gordon S. Babo

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MINUTES OF NOVEMBER 20, 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, Admin Services Manager (ASM) Ramona Wheeler and Administrative Assistant (A/A) Elizabeth Vickstein attended. Also in attendance: Capt. Arron Reynolds, Capt. Jeff Hayes, FF Aiden Manning.

READING AND APPROVAL OF MINUTES

The minutes of October 3, 2023 Regular Board Meeting were presented. Commissioner Babo made a motion to accept the minutes as written. Commissioner Adler seconded. Motion passed.

The minutes of October 17, 2023 Regular Board Meeting were presented. Commissioner Albertson made a motion to accept the minutes as written. Commissioner Babo seconded. Motion passed.

The minutes of November 7, 2023 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

Chief Bixler presented the annual Washington Fire Commissioners Association Health Care Program insurance eligibility form. This form was reviewed and signed by Board Chair Adler.

REVIEW OF RESOLUTIONS

Resolution #2023-49 Payroll & Expense vouchers #27230623 – #27230642 in the amount of \$31,1587.46 was available for review and discussion. After review and discussion, Commissioner Albertson made a motion to approve. Commissioner Babo seconded. Motion passed.

Resolution #2023-50 Requesting Regular 2024 Levy was available for review and discussion. After review and discussion, Commissioner Albertson made a motion to approve. Commissioner Babo seconded. Motion passed.

Resolution #2023-50 Requesting Regular 2024 Levy was available for review and discussion. After review and discussion, Commissioner Albertson made a motion to approve. Commissioner Babo seconded. Motion passed.

FINANCIAL REPORT

The Financial Report for all funds through the month of October 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 | \$32,054.40 | \$20,000.33 | \$52,054.73 |
| Reserve Fund | \$1,247.05 | \$424,573.25 | \$425,820.30 |
| G.O. Fund | \$589.54 | \$129,168.77 | \$129,758.11 |
| Capital Project Fund | \$1.99 | \$75,100.52 | \$74,628.95 |

CHIEF’S REPORT

2023 Annual Awards Banquet: Chief Bixler provided an update on the annual firefighter awards banquet. Chief reported that award plaques are ordered and should arrive in a timely manner. The Anderson Island Firefighters Association (AIFA) sent banquet invitations to honorees in the community. AIFA has also purchased holiday gifts for our volunteer members. Board Chair Adler thanked the administration for their efforts on banquet preparation.

TRAINING OFFICER REPORT

Capt. Reynolds provided an update on personnel training. Recruit academy graduates recently attended Emergency Vehicle Incident Prevention (EVIP) training. Work on the 2024 training schedule continues. Capt. Reynolds is pursuing the possibility of sending volunteers for Firefighter 1 certification. He is also looking at schedules for Community Emergency Response Team (CERT) training but is waiting for funding availability. Capt. Hayes shared that next week the District will be sending a contingent of firefighters to McNeil Island for an overview of McNeil’s firefighting system. With Chief Bixler’s support, Capt. Reynolds applied for a committee position with the Washington State Fire Chiefs Training and Safety Officers Board. He was accepted into the position where he will be representing Pierce, King and Thurston County. Chief Bixler also advised the Board that one of our resident firefighters has been called for a second interview with Graham Fire & Rescue.

Chief Bixler reported that A/A Vickstein successfully completed FEMA’s Public Information Officer Basics course. A/A Vickstein provided a report of her training at the Snohomish County Department of Emergency Management.

Board Chair Adler brought attention to the opening of FEMA training for the Emergency Management Institute (EMI) on December 15. The federal government will reimburse a significant portion of the attendance cost. Adler highly recommends the opportunity to learn valuable material and make vital connections.

UNFINISHED BUSINESS

Capital Building Project: Chief Bixler reported that A/C Wiggins has been working with Labor and Industries (L&I) to complete required paperwork.

2024 Preliminary Budget: Finalized documents for the District’s 2024 Preliminary Budget were made available to the Board for review. After review and discussion, commissioners voted unanimously to approve our 2024 Preliminary Budget.

NEW BUSINESS

None.

PUBLIC INPUT

None.

BOARD MEETING SCHEDULE

| | |
|--------------|-------------------------|
| Dec 4, 2023 | 4:30 PM ~ <i>Monday</i> |
| Dec 19, 2023 | 3:00 PM |
| Jan 2, 2024 | 3:00 PM |
| Jan 16, 2024 | 3:00 PM |
| Feb 6, 2024 | 3:00 PM |
| Feb 20, 2024 | 3:00 PM |
| Mar 5, 2024 | 3:00 PM |
| Mar 19, 2024 | 3:00 PM |
| Apr 2, 2024 | 3:00 PM |
| Apr 16, 2024 | 3:00 PM |

ADJOURN

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

APPROVED:

Colleen M. Adler, Board Chair

David Albertson, Commissioner

Gordon S. Babo, Commissioner

ATTEST:

James R. Bixler, Secretary to the Board