

Chief  
James R. Bixler

Assistant Chief  
Jay Wiggins



Commissioners:  
Colleen Adler  
David Albertson  
Dale Porterfield

Phone: (253) 884-4040

12207 Lake Josephine Blvd.  
Anderson Island, WA 98303

Fax: (253) 884-4057

## MINUTES OF AUGUST 16, 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) Elizabeth Vickstein attended. Also in attendance: Capt. Arron Reynolds.

### READING AND APPROVAL OF MINUTES

The minutes of August 2, 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 reported on correspondence from the Washington Fire Commissioners Association regarding the conference planned for October 21-23 located in Spokane, Washington. The Snure Laws Update Seminar is scheduled for October 20. Accommodations for the conference have been reserved.

The Secretary reported on the preliminary 2023 budget for South Sound 911, commenting that there is no significant increase or decrease. The Secretary also shared the South Sound 911 inquiry about the feasibility of conducting a virtual presentation to our Board. Board of Directors Chair Julie Door is scheduled to attend Tacoma City Council meetings in direct conflict with our District's Board meetings. The Secretary suggested that we hold a special meeting to accommodate the director's schedule. Commissioners were in agreement.

#### REVIEW OF RESOLUTIONS

Resolution #2022-31 Payroll & Expense vouchers #27220430 – #27220453 in the amount of \$63,050.62 was available for review and discussion. After review and discussion, Commissioner Albertson made a motion to approve. Commissioner Adler seconded. Motion passed.

Resolution #2022-32 Capital Project Expense voucher #27220454 in the amount of \$268.70 was available for review and discussion. After review and discussion, Commissioner Adler made a motion to approve. Commissioner Albertson seconded. Motion passed.

#### FINANCIAL REPORT

A/A Vickstein presented the Financial Report for all funds through the month of July. 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	\$ 12,867.09	\$121,010.79	\$133,877.88
Reserve Fund	\$ 552.18	\$451,847.94	\$452,400.12
G.O. Fund	\$ 668.86	\$88,182.54	\$88,851.40
Capital Project Fund	\$793.86	\$70,633.10	\$71,426.96

**CHIEF’S REPORT**

CenturyLink: For multiple days, over 40 residents were without phone or internet service. Chief Bixler made inquiries due to emergency call concerns and reported numerous outages to a CenturyLink supervisor. A technician stated they could not fix the outage without a specific location. Captain Reynolds canvassed neighborhoods and found an additional 40 homes without service in the area where it is believed a contractor damaged wires. In the next few days, 95% service was restored. South Sound 911 has filed a complaint with the Utilities and Transportation Commission (UTC) due to the lack of access to 911 this incident created.

Test Kits: Demand continues for COVID rapid test kits; an additional 120 self-testing kits, with two tests each, have been acquired by the District for distribution.

9/11 Memorial: Chief reported that the American Legion Auxiliary is installing a new 9/11 Memorial. The District will have a presence at the dedication ceremony on September 11, 2022.

Enduris: Chief presented a six-year review of the District’s insurance coverage, which included information on the 2022 rate increase of approximately 3%. Commissioner Adler expressed appreciation for A/A Wheeler’s report. Chief noted that the District’s original contract with Enduris saved approximately \$13,000, but that it would be prudent to examine other providers going forward. Commissioners were in support of attaining quote comparisons.

**TRAINING OFFICER REPORT**

A/C Wiggins presented a report and expressed his gratitude that training continued smoothly during his recent absence.

PIO Training: A/C Wiggins shared that Firefighter Mark Haugh will not be able to attend Public Information Officer training at this time, due to a work conflict.

Camp BLAZE: A/C Wiggins reported Capt. Megan Arzola has returned from Camp BLAZE Firecamp, reporting that it was a positive experience and expressed interest in future participation for the District.

CERT: Capt. Reynolds and Firefighter Al Parker will attend the CERT Expo scheduled for September in Yakima, Washington.

Recruit Academy: The District is currently conducting Recruit Academy, with 7-8 potential recruits. Capt. Reynolds commented that they are “upping the game” and going deeper this year into training materials and exercises. A/C Wiggins commended Capt. Reynolds on creating the this year’s excellent course schedule. This Recruit Academy will run through October.

**UNFINISHED BUSINESS**

Capital Building Project: A/C Wiggins gave an update on capital building project construction. Contractor Chuck Horjes will deliver another load of gravel this Friday. A final bill has not been received from Horjes, but A/C Wiggins was informed the total should not exceed the bid. Current accounting on the contract balance has been sent to the architect, with no response received at this time.

Emergency Plan: Capt. Reynolds presented an update on emergency planning. Announcements for the Safety Preparedness Fair have been posted to social media and published in the Island Sounder. We currently have

CA \_\_\_\_\_  
 DA \_\_\_\_\_  
 DP \_\_\_\_\_

about six guests scheduled for presentations, and we are awaiting confirmation from other organizations. Recruit Academy will be taking place at the same time, in a different location. Norma Pancake, at Pierce County’s Department of Emergency Management, is conducting research on the current emergency plan. Capt. Reynolds anticipates resuming regular emergency planning meetings this fall. Commissioner Adler brought forward discussion regarding Pierce County Sheriff assistance during emergency evacuation. Capt. Reynolds shared that Anderson Island has been reassigned from the Mountain Division to the Gig Harbor Division. The area sergeant informed Capt. Reynolds that their marine division currently trains twice yearly. Commissioner Albertson requested that the Sheriff’s office and Comprehensive Emergency Management Plan committee be made aware of the commissioners’ concern over potential non-fulfillment of emergency plan duties. Commissioner Adler added that emergency planning should include policy and procedure in the event both chiefs are off island during a crisis.

Fuel Storage Tank: A/C Wiggins provided the Board an update on the fuel storage tank installation. The final layer of bricks is ready to be laid. The installation of bollards or environmental blocks is to be determined, as the triple-wall tank is designed so that bollards may not be necessary. Tanner Electric originally offered to help collect the tank, but that has not been confirmed. Capt. Reynolds shared that one of the new recruits may be a licensed crane operator. Chief Bixler will follow up with an individual who works with Rainier Crane. Responding to commissioner inquiry, Chief confirmed he is keeping track of professional connections in a designated notebook.

Radio Communications: Chief addressed the status of radio communications. Once the director for South Sound 911 makes their presentation, we will move forward from there. Commissioner Adler shared that Anderson Island Amateur Radio Club virtual meeting will take place tomorrow. She will continue attending these meetings as necessary. Meanwhile, there are two separate concerns for radio communications; the physical radios and paying for a service we may not need.

Residency Program: Chief provided an update on the residency program. Chief shared that one of the District’s new recruits has expressed interest in the residency program. The candidate is currently attending recruit academy, starting his EMT and is already Red Card certified. Commissioner Adler inquired if a policy has been created. Chief Bixler shared that rules and regulations have been set and the policy is near finalization. At this time, reimbursement would consist solely of the regular volunteer stipend. When Capt. Hayes returns from vacation, Chief will work with him to create a presentation to present at Bates Technical College for potential recruits. Commissioner Adler requested that a finalized outline of the presentation be prepared for the Board.

**NEW BUSINESS**

None.

**PUBLIC INPUT**

None.

**2022 BOARD MEETING SCHEDULE**

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

Dec 5, 2022            3:00 PM ~ *Monday*  
Dec 20, 2022         3:00 PM

**ADJOURN**

There being no further business for discussion, the meeting adjourned at 4:14 p.m.

**APPROVED:**

**ATTEST:**

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**Colleen Adler**, Commissioner

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**David Albertson**, Commissioner

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**Dale Porterfield**, Commissioner

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**James R. Bixler**, Secretary to the Board