

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 17, 2021 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 Jim Bixler, Assistant Chief (A/C) Jay Wiggins, and Administrative Assistant (A/A) Ramona Wheeler attended. Also in attendance: Capt. Arron Reynolds, Capt. Jeff Hayes and Administrative Assistant (A/A) Elizabeth Vickstein.

READING AND APPROVAL OF MINUTES

The minutes of August 3, 2021, Regular Board Meeting were presented. Commissioner Adler made a motion to accept the minutes. Commissioner Albertson seconded the motion. Motion passed.

REPORTS OF OFFICERS & BOARDS

SECRETARY'S REPORT

Secretary to the Board provided a report to commissioners on communications received by the District regarding premium rates for 2022 insurance policies. Coverage for employee medical insurance reflect no PPO plan increases, and the District will receive a decrease for Kaiser NW. However, the District is experiencing a premium rate increase for general liability and property insurance through Enduris Washington, due to the capital construction project and industry impacts.

The Secretary also shared with commissioners the invitation email from Washington Fire Commissioners Association, announcing that registration is now open for October's annual conference.

REVIEW OF RESOLUTIONS

Resolution #2021-32 Payroll & Expense vouchers #27210418 – #27210487 in the amount of \$54,592.15 was available for review and discussion. After review and discussion, Commissioner Albertson made a motion to approve. Commissioner Adler seconded. Motion passed.

Resolution #2021-33 Capital Project Expense voucher #27210488 – #27210489 in the amount of \$58,337.40 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 Wheeler presented the financial report to the Board. The year-to-date 2021 Financial Report for all funds through the month of July 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.

There are four additional Board meetings to approve expenses before October tax levies will be available to the District.

DISTRICT FUND	CASH ON HAND	INVESTMENTS	TOTAL CASH BALANCE
Current Expense Fund	\$ 56,885.62	\$87,390.94	\$144,276.56
Reserve Fund	\$ 1,77.82	\$420,356.37	\$422,104.19
G.O. Fund	\$ 1,171.29	\$ 82,489.00	\$ 83,660.29
Capital Project Fund	\$ 2,751.34	\$180,767.85	\$183,519.19

A/A Wheeler shared a letter from the state treasurer to local governments notifying that the Local Government Investment Pool (LGIP) had a higher-than-expected earning yield in July, due to a class action lawsuit. Proceeds were distributed to LGIP participants, and Pierce County's investments for the District netted an increase for interest revenue earnings.

CHIEF'S REPORT

Chief Bixler shared information regarding the Governor's new Proclamation 21-14, which requires all healthcare providers in healthcare settings to be fully vaccinated against COVID-19 no later than October 18. According to the emergency proclamation, exemptions from the vaccine requirement are allowed for those individuals who are entitled to a disability-related reasonable accommodation or a sincerely held religious belief accommodation. Chief spoke with Attorney Joe Quinn to clarify definitions and investigate options, and Attorney Quinn noted that the mandate has jeopardized the sustainability of at least four small volunteer fire departments. A/C Wiggins provided the Board with Department of Health documentation of this Proclamation, and the Board expressed concern over potential staff shortages. Chief announced that the fire station will again be closed to the public beginning August 23, and the Board concurred.

TRAINING OFFICER REPORT

A/C Wiggins presented the training report, stating that the regular program is proceeding as planned. Work continues on our EVIP training, and we have officially added another operator-driver to the boat crew, bringing that number up to five responders who can pilot the fireboat. We are getting ready for recruit class in September, with 8-10 new recruits scheduled to take the course.

UNFINISHED BUSINESS

Capital Building Project: A/C Wiggins shared an update on the capital building project and invited the Board to examine the buildings after the meeting. The interior of the newly constructed garage has been drywalled, taped, textured, primed, and painted white. Garage doors have been put on hold due to lack of parts and materials; we anticipate delivery sometime late in September. Residential building doors are also not available at this time. Appliances are scheduled for delivery this week. We are ready for installation of the cabinets and flooring. Concrete has been poured in the area between the two buildings, and A/C Wiggins shared that the Anderson Island Firefighters Association paid for the concrete pour. Commissioner Adler thanked the Association for the contribution.

Emergency Plan: Capt. Reynolds presented a progress report on the Emergency Plan update. Capt. Reynolds stated he was recently contacted by DEM regarding our emergency evacuation plan and confirmed we do not have a current plan. During his conversation, Capt. Reynolds expressed that the plan would most likely fall under the auspices of the Pierce County Sheriff's Department and should be created through a partnership

between the DEM and Anderson Island Fire and Rescue. Commissioner Adler concurred. Captain Reynolds and Commissioner Adler are scheduled to meet at the DEM to discuss plans on August 20.

Volunteer Banquet: Chief Bixler presented the price quote provided by a caterer the District has hired for previous banquets. The District will also investigate the feasibility of hosting our Volunteer Banquet dinner at the restaurant on-island.

Website Redesign: No report.

NEW BUSINESS

During review and discussion of District operational expenses, questions were raised regarding billing of the new copier contract. Commissioners requested a review of the contract. Chief stated that he will pursue a review with his contact. Commissioner Porterfield added the issue to future business discussions.

Commissioner Adler invited Capt. Reynolds to report on his time at the recent Fire Department Instructors Conference (FDIC). Capt. Reynolds shared information about courses and booth displays he experienced at this year's large FDIC convention. One takeaway in discussions with other attendees, Capt. Reynolds noted we were a unique situation on Anderson Island. Other departments can easily call the next town over for mutual aid, but our District's location restricts our options. Capt. Reynolds expressed thanks to the Board for the opportunity to attend FDIC and the valuable information learnings that he can now pass on to our team.

PUBLIC INPUT

None.

2021 BOARD MEETING SCHEDULE

Sep 7, 2021	3:00 PM
Sep 21, 2021	3:00 PM
Oct 5, 2021	3:00 PM
Oct 19, 2021	3:00 PM
Nov 2, 2021	3:00 PM
Nov 16, 2021	3:00 PM
Dec 7, 2021	3:00 PM
Dec 21, 2021	3:00 PM

ADJOURN

There being no further business for discussion, the meeting adjourned at 5:00 p.m.

APPROVED:

ATTEST:

Colleen Adler, Commissioner

David Albertson, Commissioner

Dale Porterfield, Commissioner

James R. Bixler, Secretary to the Board