

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 MARCH 1, 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 Jim Bixler, Assistant Chief (A/C) Jay Wiggins, and Administrative Assistant (A/A) Ramona Wheeler attended.

### READING AND APPROVAL OF MINUTES

The minutes of February 15, 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

No correspondence.

#### REVIEW OF RESOLUTIONS

Resolution #2022-09 Payroll & Expense vouchers #27220121 – #27220137 in the amount of \$18,866.53 was available for review and discussion. After review and discussion, Commissioner Adler made a motion to approve. Commissioner Albertson seconded. Motion passed.

#### CHIEF'S REPORT

Records Release Request: Chief Bixler informed the Board that the District is working through our attorney to assure legal compliance regarding the appropriate release of sensitive medical records to legal authorities, involving a local assault case that will be going into litigation.

Mask Mandate: Chief stated the fire station will reopen to the public, based on Governor Inslee's recent announcement that the State will lift indoor masking requirements as of March 12.

Security System: Chief reported that our IT computer support expert, Mr. George Berz, is assisting the District in identifying separate security camera systems for more effective coverage of the fire station buildings.

South Sound 911: Chief inquired whether commissioners would be interested in attending monthly meetings as a District representative, and Commissioner Adler volunteered to attend the South Sound 911 meetings that are currently held via remote attendance technology. Chief will forward meeting details.

Pancake Breakfast: Chief announced that after a two-year hiatus, the District is once again planning to host the community Pancake Breakfast in May 2022.

March 1, 2022

Page 1 of 3

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

## **TRAINING OFFICER REPORT**

A/C Wiggins reported the District has begun holding inhouse training for personnel again, which has been attended by most of our volunteer team. Firefighter Al Parker is registered for the virtual EVIP 3.0 train-the-trainer course. The 2022 Fire Symposium has been postponed until November, for those we scheduled to attend. District chief officers are scheduled for the 2022 Washington Fire Chiefs Annual Conference in May.

## **UNFINISHED BUSINESS**

**Capital Building Project:** A/C Wiggins presented an update on the capital construction project, reporting that final drainage requirements have been submitted to Pierce County and the inspection is pending. The District is also waiting for the Pierce County fire marshal to determine breaker switch options that will satisfy the requirement for the electrical circuit protective system stove cut-off, in the firefighter living quarters.

**Emergency Plan:** Chief updated the Board on progress of the District's strategic planning efforts. Leadership continues to meet each Wednesday, and Capt. Reynolds is working with A/A Vickstein on data consolidation as the emergency plan develops. Chief commented that the District is on schedule to provide AICB with a first draft of the District's portion of the emergency plan, which will ultimately be expanded to include significant input from Pierce County through the Department of Emergency Management.

**Fire Instructor I Training:** Chief apprised commissioners of the difficulty the District has experienced in attempts to schedule Fire Service Instructor I Training through the previously identified source. In an effort to find an alternative, Chief commented on his discussion with one of our District volunteers who works for a national organization that produces fire engineering books and training videos. Mr. Mark Haugh indicated his company has an IFSTA instructor who could potentially conduct the class in exchange for filming on location. Chair Porterfield indicated the Fire Service Instructor I Training can be removed from unfinished business.

**Fuel Storage Tank:** Chief provided an update on arrangements in the acquisition of the triple-wall concrete split fuel storage tank previously approved by the Board. Pierce County Ferry has agreed to transport the tank to the island on March 12, 2022. A/C Wiggins commented on cost estimates for County permits; the District still needs to determine tank placement on campus in relation to buildings and property lines.

**Website Redesign:** A/A Wheeler shared with the Board that A/A Vickstein has now activated the main navigation link on the homepage, for direct access to District leadership content. Chief commented that he met with department administrative assistants and discussed the need to write monthly public service articles. A/A Wheeler reported that a publication calendar is currently under development, and the first article will focus on the blue address marker program. Chair Porterfield determined the Website Redesign project has been successfully launched and can be removed from unfinished business.

## **NEW BUSINESS**

None.

## **PUBLIC INPUT**

None.

## **2022 BOARD MEETING SCHEDULE**

Mar 15, 2022	3:00 PM
Apr 5, 2022	3:00 PM

March 1, 2022

Apr 19, 2022 3:00 PM  
May 3, 2022 3:00 PM  
May 17, 2022 3:00 PM  
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

**ADJOURN**

There being no further business for discussion, the meeting adjourned at 4:00 p.m.

**APPROVED:**

**ATTEST:**

\_\_\_\_\_  
**Colleen Adler**, Commissioner

\_\_\_\_\_  
**David Albertson**, Commissioner

\_\_\_\_\_  
**Dale Porterfield**, Commissioner

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