

Chief
James R. Bixler

Assistant Chief
Jay Wiggins



Commissioners:

Colleen M. Adler
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MINUTES OF APRIL 18, 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, and Administrative Assistant (A/A) Elizabeth Vickstein attended. Also in attendance: Capt. Arron Reynolds, Capt. Jeff Hayes, Lt. Al Parker and Firefighter Aidan Bibby.

READING AND APPROVAL OF MINUTES

The minutes of the April 4, 2023 Regular Board Meeting were presented. Commissioner Babo made a motion to accept the minutes as written. Commissioner Albertson seconded. Motion passed.

The minutes of the March 22-23, 2023 Special Long Range Planning 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

No correspondence.

REVIEW OF RESOLUTIONS

Resolution #2023-18 Payroll & Expense vouchers #27230226 – #27230247 in the amount of \$63,377.19 was available for review and discussion. After review and discussion, Commissioner Albertson made a motion to approve. Commissioner Babo seconded. Motion passed.

Resolution #2023-19 Transfer from Reserve Fund to Current Expense Fund in the amount of \$20,000.00 was available for review and discussion. After review and discussion, Commissioner Albertson made a motion to approve. Commissioner Babo seconded. Motion passed.

Resolution #2023-20 Capital Project Expense voucher #27230248 in the amount of \$2,011.98 was available for review and discussion. After review and discussion, Commissioner Albertson made a motion to approve. Commissioner Babo seconded. Motion passed.

April 18, 2023

Page 1 of 4

CA _____

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GB _____

Resolution #2023-21 Transfer from Reserve Fund to Current Expense Fund in the amount of \$2,011.19 was available for review and discussion. After review and discussion, Commissioner Babo made a motion to approve. Commissioner Albertson seconded. Motion passed.

Resolution #2023-22 Transfer for Miscellaneous Capital Expense from Reserve Fund in the amount of \$29,916.00 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 March 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	\$17,244.56	\$0.61	\$17,245.26
Reserve Fund	\$6,203.88	\$305,727.03	\$311,930.91
G.O. Fund	\$10,087.99	\$32,340.22	\$42,428.21
Capital Project Fund	\$1.99	\$72,944.28	\$72,946.27

CHIEF’S REPORT

Current Staffing: Chief Bixler briefed the Board on meetings he conducted with staff. Capt. Hayes shared that he plans to retire within the next five years. Capt. Reynolds communicated his long-term intention with the District and will continue officer training with the objective of moving into a leadership role.

Marine 278 Loan: West Pierce Fire & Rescue (WPFR) are requesting the use of the District’s secondary fireboat for three months, while their boat *Endeavor* is being repaired. WPFR was provided a copy of the interlocal agreement between our districts and Key Peninsula Fire District #16, which has been in effect since 2015. Upon further research, our District has not been in receipt of the annual boat maintenance fee from West Pierce since 2018. An invoice totaling \$5,000.00 was sent to bring their payments current. Captains Hayes and Reynolds provided a refresh to M278, including upgrading work lights and the spotlight. WPFR intends to bring their boat operators next week to reacquaint themselves with Marine 278. Chief Bixler expressed appreciation that our fireboats’ out-of-service periods have been brief.

Fuel Delivery: The first dual gasoline and diesel delivery was completed yesterday for the new fuel tank. We are currently using Puget Sound Petroleum, the same company that has been supplying our diesel. They are utilizing the same ferry fuel run as the Anderson Island General Store.

Alarm Time Analysis: Research was conducted on our alarm numbers. It was found that the busiest call time concentration was between the hours of 7:00 AM and 7:00 PM, Monday through Sunday.

Levy Lid Lift: Chief Bixler shared that he and A/A Wheeler have been working on levy lid lift data. The deadline for registration with Pierce County is May 12. Chief met with the Anderson Island Firefighter Association, and they are in support. Levy resolutions will be available at the next scheduled Board meeting for review and signatures. We intend to submit our filing that same week. Commissioner Albertson inquired

about community promotion. Chief Bixler shared that the District is working on a PowerPoint presentation to share with various island organizations.

Surplus Fuel Tank: The successful bid for the surplus fuel tank was awarded to a representative from the company that delivers our fuel. The transfer of ownership is planned to take place this week.

Grievance Complaint: Chief mentioned a recent grievance that had come to his attention between two personnel regarding allegations of an off-campus incident. Chief Bixler is reviewing the matter. Both members are on temporary leave of absence per their own request.

Laptop Updates: Chief Bixler has been in communication with IT regarding the purchase of laptops for the commissioners. We hope to have the laptops by the end of the week.

TRAINING OFFICER REPORT

A/C Wiggins provided an update on personnel training. Our training schedule continues as planned. Captains Hayes and Arzola must complete their CPR instructor recertification. EMT classes continue and have presented some challenging coursework.

Capt. Reynolds shared that he leaves Saturday for the Fire Department Instructors Conference (FDIC) where he will be joining Lt. Mark Haugh. Board Chair Adler inquired if FEMA has resumed Emergency Management Instruction (EMI) classes in Emmitsburg, Maryland. Reynolds confirmed that the classes have resumed, but rosters are full. Capt. Reynolds also shared that we are scheduled for HazMat Ops and Awareness training in October. This will take place over two and a half weekends and is at a reasonable cost to the District.

UNFINISHED BUSINESS

Capital Building Project: A/C Wiggins provided an update on the Capital Building project. The electrician subcontractor has submitted paperwork to C. Horjes Construction for L&I reporting. There are other subcontractors who have yet to provide the required documentation.

Insurance Review: Our current insurance company, Enduris, does not have many cost-saving measures to suggest. Chief Bixler reported he had a brief conversation with a competitive firm, but it was interrupted by an emergency response.

Radio Communications: Board Chair Adler has been in communication with Mark Mears, South Sound 911 Deputy Director of operations, who suggested a Zoom meeting to discuss VHF possibilities. Chief Bixler recommended the South Sound 911 presentation take place during a scheduled Board meeting and will be in contact with Mr. Mears to arrange that meeting.

NEW BUSINESS

The commissioners have reviewed the financial documentation that A/A Wheeler had previously prepared. Board Chair Adler requested the budgetary carryover for the last five years.

Commissioner Albertson requested that a long range planning checklist be added to unfinished business.

PUBLIC INPUT

None.

BOARD MEETING SCHEDULE

May 2, 2023	3:00 PM
May 16, 2023	3:00 PM
Jun 6, 2023	3:00 PM
Jun 20, 2023	3:00 PM

ADJOURN

There being no further business for discussion, the meeting adjourned at 3:53 p.m.

APPROVED:

ATTEST:

Colleen M. Adler, Board Chair

David Albertson, Commissioner

Gordon S. Babo, Commissioner

James R. Bixler, Secretary to the Board