

Chief
James R. Bixler

Assistant Chief
Jay Wiggins



Commissioners:
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MINUTES OF DECEMBER 6, 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: Administrative Assistant A/A Elizabeth Vickstein and Capt. Jeff Hayes.

READING AND APPROVAL OF MINUTES

The minutes of November 16, 2021, Regular Board Meeting were presented. Commissioner Adler made a motion to accept the Minutes as written. Commissioner Albertson seconded. Motion passed.

REPORTS OF OFFICERS & BOARDS

SECRETARY'S REPORT

No correspondence.

REVIEW OF RESOLUTIONS

Resolution #2021-48 Payroll & Expense vouchers #27210603 – #27210630 in the amount of \$23,822.40 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

Public Disclosure Request: Chief Bixler reported that the District has successfully met public disclosure requirements for the recent records request and a full response has been provided to the requestor.

Residency Program: Chief is currently researching local firefighter residency programs at local fire districts in the Puget Sound area and has reached out to potential resources for more details.

South Sound 911 Tour: Last week District chief officers and two volunteers toured the new South Sound 911 communications facility. While non-employees are not currently allowed on the main work floor due to COVID-19 business restrictions, District representatives were still able to view the new dispatch center operations from above, via a vantage point in the mezzanine.

Volunteer Recognition Banquet: Preparations are complete for our annual banquet scheduled for Tuesday evening, to honor District volunteers for their service. We have invited community members and leaders who are strong supporters of the District to join us for the evening.

Community Events: The District hosted a series of children's crafting workshops on Thursday evenings, while maintaining compliance with the current mask mandate and proper sanitization of the training room before and

after each event. In addition, District personnel will drive Santa on a designated route in the fire engine, to drop off candy canes for children again this year.

TRAINING OFFICER REPORT

A/C Wiggins gave an update on the wrap-up for 2021 District training. This will be a light training month with one drill and EMS training. The weekend live fire burn completed this year's Recruit Academy, with good team participation and approximately 20 people in attendance. The exercise was successful. Officer instructors provided CPR training to the Health Ministry nurses. We are planning to implement additional testing next year after volunteer training sessions, to increase District compliance with certification requirements. In addition, officers are developing training schedules and working to update District procedures used to record individual training for volunteers and staff.

EXECUTIVE SESSION

Commissioner Porterfield called for a 15-minute Executive Session starting at 3:30 p.m., to discuss the performance of a public employee. The regular meeting session was back in order at 3:45 p.m. No decision was made by the Board.

UNFINISHED BUSINESS

2022 Preliminary Budget: Commissioner Adler indicated that the Board had reviewed employee duties for District personnel in conjunction with wages for the 2022 preliminary budget. Commissioners came to the consensus that Capt. Hayes is underpaid, and that an in-depth job description of duties should be developed for the maintenance position. The Board also stated the need for the distinct separation between station duties and volunteer service on 911 emergency calls. Chief will investigate further. Commissioner Adler moved that Capt. Hayes' annual wage be adjusted to \$48,000. Commissioner Albertson seconded. Motioned passed.

Five-Year Tax Revenue Review: A/A Wheeler submitted a report to the Board, which provided a review of projected tax revenue compared to actual tax revenues over the past five years. After review and discussion, the preliminary budget was finalized and approved by the Board.

Capital Building Project: A/C Wiggins presented an update on the capital building construction. The garage is completed. Thursday is our pre-final inspection. Painting on the second floor must be completed before hardware is installed. Handicap grab bars need to be installed. Vinyl trim for the laundry area should arrive on Friday, after which the washer and dryer will be installed. The fire marshal has instructed a breaker switch must be installed for the stove, and an inspection will be needed on drainage and groundwork. A/C Wiggins confirmed that completion of the capital building project will require additional funds from reserves, though the amount is currently undetermined.

Chief presented an update to the Board on recent discussions with a few fire departments regarding policies and procedures for residency programs. Central Mason Fire has a resident program, and Chief Mike Patti offered to send information on their program, and Chief has obtained a copy of policies and procedures for Vashon Island's residency program. Chief shared some key details and commented that the District would like to model a similar program, budget will have to be considered. Some departments require a minimum number of shift hours filled and provide boarding stipends accordingly, as well as providing housing. Tuition incentive/assistance programs should also be considered. We would be looking at candidates who are either already certified or they might have to be sent through accelerated program

at Pierce College, at a cost to the District. Chief confirmed that policies and procedures will be written for the Board to approve before the program is implemented.

Emergency Plan: Chief reported that Pierce County DEM has not replied to multiple inquiries. Commissioner Adler requested that the in-house plan still progress. A/C Wiggins confirmed that Capt. Reynolds has completed an outline.

Fuel Storage Tank: Chief gave a report on research for the fuel storage tanks. While researching for a 1000-gallon split fuel tank, Chief determined that option may not be available and concluded the District may need to get two separate 500-gallon tanks. Chief commented that he is still waiting for a response from the fire marshal regarding possible local contacts for the project.

Website Redesign: A/A Vickstein presented a comprehensive demonstration of the District's new website, which is still in development.

NEW BUSINESS

Commissioners Porterfield and Albertson presented a briefing on the WFCM 2021 Conference and shared highlights from key sessions.

PUBLIC INPUT

None.

BOARD MEETING SCHEDULE

Dec 21, 2021	3:00 PM
Jan 4, 2022	3:00 PM
Jan 18, 2022	3:00 PM
Feb 1, 2022	3:00 PM
Feb 15, 2022	3:00 PM
Mar 1, 2022	3:00 PM
Mar 15, 2022	3:00 PM

ADJOURN

There being no further business for discussion, the meeting adjourned at 4:45 p.m.

APPROVED:

ATTEST:

Colleen Adler, Commissioner

David Albertson, Commissioner

Dale Porterfield, Commissioner

James R. Bixler, Secretary to the Board

December 6, 2021

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