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James R. Bixler

Assistant Chief
Jay Wiggins

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Commissioners:

Colleen M. Adler
David Albertson
Gordon S. Babo

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**MINUTES OF AUGUST 15, 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, Assistant Chief (A/C) Jay Wiggins, Admin Services Manager (ASM) Ramona Wheeler and Administrative Assistant (A/A) Elizabeth Vickstein attended. Also in attendance: Capt. Arron Reynolds and Lt. Al Parker. Excused: Chief James R. Bixler.

READING AND APPROVAL OF MINUTES

The minutes of August 1, 2023 Regular Board Meeting were presented. Commissioner Babo 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 #2023-36 Payroll & Expense vouchers #27230431 – #27230453 in the amount of \$67,489.96 was available for review and discussion. After review and discussion, Commissioner Albertson made a motion to approve. Commissioner Babo seconded. Motion passed.

Resolution #2023-37 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.

FINANCIAL REPORT

The 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.

DISTRICT FUND	CASH ON HAND	INVESTMENTS	TOTAL CASH BALANCE
Current Expense Fund	\$9,469.02	\$46,218.87	\$55,687.89
Reserve Fund	\$980.77	\$394,176.21	\$395,156.98
G.O. Fund	\$1,177.99	\$89,989.57	\$91,167.56
Capital Project Fund	\$1.99	\$74,140.18	\$74,628.95

CHIEF'S REPORT

Full Burn Ban – A/C Wiggins reported that concerned citizens had raised questions regarding the full burn ban enacted for Anderson Island and the status of emergency plans for the island considering the recent fire event in Lahaina, Hawaii. As directed by Chief Bixler, ASM Wheeler and A/A Vickstein updated the District's website with a Wildfire Safety Briefing. This briefing was also shared via social media outlets and was physically distributed in key locations. Board Chair Adler inquired about the status of the siren connected to Station 27. A/C Wiggins confirmed that the siren was still in working order but cannot be heard on all areas of the island. For the current siren to be a valid method of mass communication, multiple repeaters would need to be placed and community education would be paramount.

CenturyLink Outage – A/C Wiggins informed the Board that both internet and landline phone service was interrupted at the station on Monday. This was due to an area-wide CenturyLink disruption connected to an outage on the Key Peninsula. South Sound 911 was notified, and FF Aidan Bibby was present onsite through the night. Currently, there is no information on the cause of the outage. This is not the first such loss of service that has occurred this year. A/C Wiggins confirmed that the District remained in communication with South Sound 911 on VHF frequencies. Board Chair Adler requested that, should a similar outage occur, a member of the District be dispatched to an area with service to update the community via social media channels.

TRAINING OFFICER REPORT

Capt. Reynolds provided an update on personnel training. The HazMat training has been rescheduled from October to February 2024, as the original date created a conflict with Recruit Academy. HazMat training will take place during the day on weekends. Washington State is funding this class. A/C Wiggins added that HazMat certification is required for Firefighter 1. Capt. Reynolds stated that the eventual goal of the District is to have Firefighter 1 training in-house.

Fire Instructor 1 training will be taking place in September, with 6-7 students participating. Washington State will be funding this class, as well. One day of instruction will be at the training facility and all other days will be online. The District will also be participating in an S-212 Wildland Fire Chainsaws class. The three-day course has a limit of ten students and our roster is already at capacity. Capt. Reynolds believes it would be of significant benefit to require the chainsaw course as regular training for our team. Recruit Academy begins this evening with five recruits in the cadre.

This Thursday (August 17, 2023), the United States Coast Guard (USCG) is visiting the District to discuss future training opportunities. A/C Wiggins stressed the need for a strong relationship between our organizations, as the USCG is one of few resources in the South Sound Region.

Capt. Reynolds also informed the Board that the Annual Safety Fair will be taking place September 16, 2023.

UNFINISHED BUSINESS

Capital Building Project: No update.

Internet Service Provider: No update.

NEW BUSINESS

None.

PUBLIC INPUT

None.

BOARD MEETING SCHEDULE

Sep 5, 2023	3:00 PM
Sep 19, 2023	3:00 PM
Oct 3, 2023	3:00 PM
Oct 17, 2023	3:00 PM
Nov 7, 2023	3:00 PM
Nov 21, 2023	3:00 PM
Dec 4, 2023	3:00 PM ~ <i>Monday</i>
Dec 19, 2023	3:00 PM

ADJOURN

There being no further business for discussion, the meeting adjourned at 3:52 p.m.

APPROVED:

ATTEST:

Colleen M. Adler, Board Chair

David Albertson, Commissioner

Gordon S. Babo, Commissioner

James R. Bixler, Secretary to the Board