

Chief
James R. Bixler

Assistant Chief
Jay Wiggins



Commissioners:

Colleen M. Adler
David Albertson
Gordon S. Babo

Phone: (253) 884-4040

12207 Lake Josephine Blvd.
Anderson Island, WA 98303

Fax: (253) 884-4057

MINUTES OF FEBRUARY 21, 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) Ramona Wheeler attended. Also in attendance: Capt. Jeff Hayes, Capt. Arron Reynolds, and Lt. Al Parker. *JB Babo*

READING AND APPROVAL OF MINUTES

The minutes of February 7, 2023, Regular Board Meeting were presented; corrections previously identified by Commissioner Babo have been completed. Commissioner Albertson made a motion to accept the amended minutes. Commissioner Babo seconded. Motion passed.

REPORTS OF OFFICERS & BOARDS

SECRETARY'S REPORT

Although there was no correspondence, the Secretary to the Board did report on the finalization of his contract renewal as well as three policies, with commissioner edits, that were presented to commissioners for review. The full report is available under Unfinished Business.

REVIEW OF RESOLUTIONS

Resolution #2023-06 Payroll & Expense vouchers #27230101 – #27230117 in the amount of \$23,128.645 was available for review and discussion. After review and discussion, Commissioner Albertson made a motion to approve. Commissioner Babo seconded. Motion passed.

Resolution #2023-07 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 #2023-08 Capital Project Expense voucher #27230118 in the amount of \$1,700.00 was available for review and discussion. After review and discussion, Commissioner Babo made a motion to approve. Commissioner Albertson seconded. Motion passed.

Resolution #2023-09 Transfer from Reserve Fund to Capital Project Fund in the amount of \$1,700.00 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 January 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	\$ 3,661.21	\$ 10,549.45	\$ 14,210.66
Reserve Fund	\$ 8,146.81	\$366,206.25	\$374,353.06
G.O. Fund	\$ 2.47	\$ 32,111.29	\$ 32,113.76
Capital Project Fund	\$ 1.99	\$ 72,424.13	\$ 72,426.12

During budget review, it was proposed the District amend the previously approved Current Expense Budget to reflect wage increases subsequently awarded by commissioners for two wage staff. Commissioner Adler motioned to approve the changes as presented; Commissioner Albertson seconded. Motion passed to amend the Current Expense Budget to reflect these previously approved increases.

CHIEF'S REPORT

West Pierce Fire & Rescue: Chief Bixler briefed the Board on the recent lunch meeting he and A/C Wiggins attended with three West Pierce Fire & Rescue officers. During lunch, West Pierce leadership mentioned their district has two engines that will be coming up for surplus. In addition, Chief suggested to the Board that commissioners from our District consider attending a West Pierce Board of Commissioners meeting at some point in the future, to give Commissioner Babo the opportunity to meet their organization's commissioners.

Anderson Island Firefighters Association: Chief reported that the AIFA identified several pieces of emergency equipment that its members determined would benefit EMT and firefighter rescue mission efforts. The items include EMS jump bags (Chief offered to split costs 50/50 with the District); a larger chain saw, for use during windstorms when crews need to clear large trees blocking roadways so emergency apparatus can get through; and new ropes and harnesses, which help ensure better safety in emergencies such as the recent high-angle rescue. In addition, the AIFA will purchase a litter Stokes basket with a large all-terrain wheel to rescue injured individuals on the trail system or for use in parks located on island. Anderson Island Parks & Recreation District has offered to contribute \$2,300 toward the purchase of the stokes basket and wheel. Board Chair Adler expressed appreciation to AIFA for its generous use of funds toward protecting public safety.

Fuel Tank Update: Chief commented that he is working to surplus the old fuel tank. In addition, Chief commented on efforts to gain approval for gasoline transport on the ferry for the District and reported on his recent conversation with Steve Caputo, HMS Ferries, Inc. general manager.

Station Heating System: Chief reported that the District has been experiencing issues with the station's heating system, and we recently learned that both heat pumps for the system are damaged. Average lifespan is 10-15 years; the existing heat pumps have been in use at the station for nearly 18 years. Two companies completed site visits. Techs who performed both reviews determined the heat pumps need to be replaced. The best-outcome recommendation to ensure system compatibility and operation efficiency is to replace the air handlers at the same time. After review and discussion, Commissioner Babo motioned that the District move forward to replace the two units, authorizing up to \$30,000. All commissioners expressed approval to replace the heat pumps and air handlers within the cost constraint; motion passed.

Backlot Improvements: As reported previously, Airlift Northwest requested that the District remove the recently installed bollards from between the new asphalt and the adjacent grassy field. Now that the posts have been removed, EMS helicopters have been landing directly on the asphalt for ALS calls. Chief commented that the District is still looking into feasible methods that might divide the grass and asphalt and still meet the height limitation of less than three feet. Research suggests that curbing might be a viable solution.

TRAINING OFFICER REPORT

A/C Wiggins provided an update on personnel training and stated the regular program schedule continues. In addition, he reported the upcoming EMT course is scheduled to begin March 18 and mentioned that the District has 10-11 students. Also, A/C Wiggins reported our officer instructors will teach the CPR class Saturday, February 25, to new and re-certifying District volunteers. In addition, we are working on sending 4-5 volunteer officers to Wenatchee for Fire School, which is hosted by the Washington State Firefighters Association.

UNFINISHED BUSINESS

Capital Building Project: A/C Wiggins reported that Chuck Horjes, contractor on the District’s capital building project, is currently working with his bookkeeper to complete the prevailing wage documentation. Once this requirement has been satisfied, the District can move forward and finalize the capital building project.

Insurance Review: Chief reported on the insurance company that conducted a site visit has requested a list of five-year losses. Enduris also came out last week and conducted a site visit. We are awaiting both reports.

Radio Communications: Chief stated he will schedule the meeting with South Sound 911 leadership. Board Chair Adler inquired whether the District still intended to turn off some of radios, and Chief confirmed that is part of the plan. The District will work to identify extraneous radios this week.

Chief’s Contract Renewal: Chief presented the Board with the finalized draft of his proposed contract, which includes changes requested by commissioners. After review and brief discussion, Board Chair Adler stated that she approved the final version; all commissioners agreed. Chief’s new contract was unanimously approved and signed by the Board. In addition, corresponding Payroll Policy 2055 with commissioner changes was presented; after a brief review the policy was approved, adopted, and signed. Board Chair Adler indicated that Chief’s Contract is officially renewed and instructed the line item to be removed from unfinished business.

Residency Program: Final changes requested by commissioners have been completed on the drafts of two policies, which convey candidate requirements, outline monetary compensation, and describe program benefits. Revised versions of the policies were presented with the changes commissioners had requested previously; both Policy 1937 and Policy 1938 were approved, adopted, and signed. Board Chair Adler indicated that all Residency Program items have been completed and the line item can be removed from unfinished business.

Succession Planning and Employment Projection: Chief introduced discussion on both line items with the suggestion that the Board examine these together as part of long-range planning for the District. Chief proposed the Board hold an offsite retreat with the District’s legal counsel participation, to advise leadership during the process. Chief provided information regarding legal and lodging costs; commissioners agreed to the proposal.

NEW BUSINESS

None.

PUBLIC INPUT

None.

CA 
DA 
GB 

2023 BOARD MEETING SCHEDULE

Mar 7, 2023 3:00 PM
Mar 21, 2023 ~ Noon
Apr 4, 2023 3:00 PM
Apr 18, 2023 3:00 PM
May 2, 2023 3:00 PM
May 16, 2023 3:00 PM
Jun 6, 2023 3:00 PM
Jun 20, 2023 3:00 PM
Jul 3, 2023 3:00 PM ~ *Monday*
Jul 18, 2023 3:00 PM

ADJOURN

There being no further business for discussion, the meeting adjourned at 4:17 p.m.

APPROVED:



Colleen M. Adler, Board Chair



David Albertson, Commissioner

Gordon S. Babo, Commissioner

ATTEST:



James R. Bixler, Secretary to the Board