

Chief
James R. Bixler

Assistant Chief
Jay Wiggins

Ph: (253) 884-4040



Commissioners:

Colleen M. Adler
David Albertson
Gordon S. Babo

admin@pcf27.com

12207 Lake Josephine Blvd | Anderson Island, WA 98303

MINUTES OF MARCH 19, 2024 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, Chief James R. Bixler, Assistant Chief (A/C) Jay Wiggins, Division Chief (D/C) Arron Reynolds, Admin Services Manager (ASM) Ramona Wheeler, and Administrative Assistant (A/A) Elizabeth Vickstein attended. Also in attendance: Firefighter (FF) Aiden Manning. Excused: Commissioner Gordon S. Babo.

READING AND APPROVAL OF MINUTES

The approval of the minutes of February 20, 2024 and March 5, 2024 Regular Board Meetings was postponed until the next regularly scheduled Board Meeting.

REPORTS OF OFFICERS & BOARDS

SECRETARY'S REPORT

SAO Audit Report: Chief Bixler received the final State Auditor's Office report for 2020-2022, which had no findings and only a few recommendations. This document will be made available to the public on the District website. The initial estimate of total audit costs was approximately \$13,000.00, but the final SAO bill was just over \$10,000.00. According to the auditors they were able to save audit time and travel due to the District's well-organized data. Board Chair Adler and Chief thanked ASM Wheeler and A/A Vickstein for their work on the audit.

Washington Fire Commissioners Association (WFCA) Conference: Lodging has been reserved for District commissioners and two chief officers to attend the Annual WFCA Conference in October 2024.

REVIEW OF RESOLUTIONS

Resolution #2024-11 Payroll & Expense vouchers #27240148 – #27240166 in the amount of \$38,593.43 was available for review and discussion. After review and discussion, Commissioner Albertson made a motion to approve. Commissioner Adler seconded. Motion passed.

Resolution #2024-12 Transfer from Reserve Fund to Current Expense Fund in the amount of \$35,0000.00 was available for review and discussion. After review and discussion, Commissioner Albertson made a motion to approve. Commissioner Adler seconded. Motion passed.

FINANCIAL REPORT

The Financial Report for all funds through the month of February 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	\$10,234.41	\$7.51	\$10,241.92
Reserve Fund	\$4,495.68	\$307,015.26	\$311,510.94
G.O. Fund	\$191.85	\$35,295.71	\$35,487.56
Capital Project Fund	\$1.99	\$76,388.36	\$76,390.35

CHIEF’S REPORT

Equipment Repairs: A butterfly valve was delivered without an essential gasket. The manufacturer provided a replacement and allowed the District to keep the original part as well. The additional expense of replacing the air dryer on Tender 279 is anticipated.

Officer Promotion: Newly promoted Division Chief Arron Reynolds for Pierce County Fire Protection District No. 27 received his badge at a formal pinning on Tuesday, March 12, 2024. Fire Chief Bixler presented D/C Reynolds with his new rank insignia at the ceremony, which was attended by family, District staff, fire department volunteers.

Member Spotlight: Chief shared that A/A Vickstein is working on a spotlight series for District members on our website and social media platforms. A/A Vickstein detailed that each member will be photographed and asked a set of introductory questions for an online bio, in efforts to encourage community engagement.

TRAINING OFFICER REPORT

A/C Wiggins reported positive pressure ventilation training was held last Tuesday in the live fire training structure. D/C Reynolds is finalizing the Fire Fighter 1 Certification class schedule. This week our team has invited Anderson Island Park and Recreation District to join us for training on the “Big Wheel” Terra-Tamer Litter Trail Wheel, which was purchased through joint funding by Anderson Island Firefighters Association and the Parks District. The search and rescue training scenario will take place tonight at Jacob’s Point.

UNFINISHED BUSINESS

Capital Building Project: A/C Wiggins reported that Washington State Labor and Industries is still reviewing documentation and has not provided an update.

Park and Recreation District: Commissioners approved moving forward with the current draft of the Interlocal Agreement for Fire Protection Services to Parks Properties. The document will be forwarded to the Anderson Island Park and Recreation District board for review at their next regular board meeting in March.

Chief’s Contract Amendment: The amendment to include the cost-of-living increase in Chief’s contract was unanimously approved and signed into action by Board Chair Adler and Commissioner Albertson.

NEW BUSINESS

Mitigation Plan: D/C Reynolds shared that he is collaborating with the Pierce County Department of Emergency Management (PCDEM) to update the Region 5 Hazard Mitigation Plan. The revised plan, with effective years of 2025-2030 will include significant updates concerning fire hazards, addressing Wildland Urban Interface (WUI) and climate change issues.

PUBLIC INPUT/ADDITIONAL ITEMS

District Phones: Chief advised the Board that he is preparing to purchase an updated replacement cell phone for the District Chief position.

District Vehicle: Chief and A/C Wiggins will be visiting government surplus next week to examine potential vehicles for the District Chief position, as D/C Reynolds is currently using his personal vehicle to attend all off-island meetings and training.

Anderson Island Evacuation Plan: D/C Reynolds informed the Board that PCDEM has rented the Anderson Island Historical Society’s Archival Building for a community-wide emergency planning presentation and discussion, tentatively scheduled for May 5, 2024.

Safety Fair: Board Chair Adler recommended contacting emergency supply vendors for the Safety Fair in September.

BOARD MEETING SCHEDULE

Apr 2, 2024	3:00 PM
Apr 16, 2024	3:00 PM
May 6, 2024	3:00 PM ~ <i>Monday</i>
May 21, 2024	3:00 PM
Jun 4, 2024	3:00 PM
Jun 17, 2024	3:00 PM ~ <i>Monday</i>
Jul 2, 2024	3:00 PM

ADJOURN

There being no further business for discussion, the meeting adjourned at 3:47 p.m.

APPROVED:

ATTEST:

Colleen M. Adler, Board Chair

David Albertson, Commissioner

Gordon S. Babo, Commissioner

James R. Bixler, Secretary to the Board