

Chief
James R. Bixler

Assistant Chief
Jay Wiggins



Commissioners:
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MINUTES OF JUNE 21, 2022 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: Capt. Jeff Hayes and Capt. Arron Reynolds.

READING AND APPROVAL OF MINUTES

The minutes of May 17, 2022, Regular Board Meeting were presented. Commissioner Adler made a motion to accept the corrected minutes. Commissioner Albertson seconded. Motion passed.

The minutes of June 21, 2022, Regular Board Meeting were presented. Commissioner Albertson made a motion to accept the minutes as written. Commissioner Adler seconded. Motion passed.

REPORTS OF OFFICERS & BOARDS

SECRETARY'S REPORT

Secretary to the Board reported on correspondence from Enduris regarding rate increases that will affect premiums for plan participation members. Commissioner Adler requested a five-year review of annual billings and rate increases implemented by Enduris. The Secretary also presented the District's new Pierce County Ferry contract, which was then signed by commissioners.

REVIEW OF RESOLUTIONS

Resolution #2022-24312 Payroll & Expense vouchers #27220312 – #27220333 in the amount of \$33,918.67 was available for review and discussion. After review and discussion, Commissioner Albertson made a motion to approve. Commissioner Adler seconded. Motion passed.

Resolution #2022-25 Capital Project Expense voucher #27220334 in the amount of \$82.75 was available for review and discussion. After review and discussion, Commissioner Adler made a motion to approve. Commissioner Albertson seconded. Motion passed.

FINANCIAL REPORT

The Financial Report for all funds through the month of May 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	\$ 50,375.59	\$200,928.61	\$251,304.20
Reserve Fund	\$ 1,539.30	\$448,996.74	\$450,536.04
G.O. Fund	\$ 171.36	\$ 87,063.39	\$ 87,234.75
Capital Project Fund	\$ 1,026.61	\$ 70,489.95	\$ 71,516.56

CHIEF’S REPORT

New Security System: Chief Bixler provided an update on procurement efforts to acquire a new security system for the fire station, as the current system is no longer maintaining an adequate record of events. Costs for systems that offer the level of technical functionality needed for station security appear to average between \$3,000 and \$3,500. After review and discussion, the Board agreed with the proposal to move forward.

Juneteenth Federal Holiday: Chief introduced discussion regarding the recent executive order that established June 19 as a new federal holiday, to commemorate the end of slavery in the United States. Chief proposed the Board consider honoring the event by official recognition of Juneteenth as a District holiday. After review and discussion, Commissioner Albertson made a motion to approve the addition of Juneteenth as an approved District holiday. Commissioner Adler seconded. Motion passed. The revised policy will be presented for commissioner signatures at the next regular Board meeting.

Resident Firefighters: Chief provided an update on outreach efforts to determine local interest in future participation of our fire fighter residency program. According to Bates Technical College, they have students who are currently finishing EMT coursework who are potential candidates. District leadership is currently working through compensation options to finalize the residency program and its corresponding policies.

TRAINING OFFICER REPORT

A/C Wiggins gave a brief training update, reporting that the standard District program continues as volunteers meet for fire drill each week.

UNFINISHED BUSINESS

Capital Building Project: A/C Wiggins reported the capital building construction final inspection has been completed, and a copy of the inspection report has been provided to the project’s general contractor, Mr. Chuck Horjes. The District will begin the process of finalizing our contract with architect Dan Kinkella. A/C Wiggins also informed the Board that the District is moving ahead with cement projects and will scheduled the slab pour for the front of the new garage, as well as the retaining wall for the fuel tank installation.

Emergency Plan: Capt. Reynolds gave a brief update, reporting that Deputy Director Amy Gillespie has not yet received any response on the pending invitation for a multi-agency evacuation planning meeting, which has been scheduled by Pierce County’s Department of Emergency Management. Capt. Reynolds also commented that he and firefighter Al Parker will be attending CERT program development training in July.

Fuel Storage Tank: Chief reported the fuel storage tank installation continues to be on hold. Meanwhile, the District will contact Pierce County to determine whether any permits will be required to complete the project.

Radio Communications: Chief reported on his conversation with Assistant Fire Chief Dan Bjurstrom with Gig Harbor Fire & Medic One. According to A/C Bjurstrom, their fire district does contract with the city of Tacoma for radio communications, via the same system at the same fee rate as our District. Chief stated that the District will continue to explore the feasibility of alternative options.

NEW BUSINESS

Commissioner Adler raised a concern regarding the current cost of living increase and mentioned the Board should begin consideration toward creative thought processes on how best to compensate employees beyond just relying on salary increases.

Commissioner Porterfield then enquired about succession planning and asked when the District’s two chief officers plan to retire. After review and discussion, Commissioner Adler requested that Chief research the salary of the fire chief for Pierce County Fire Protection District 23, for the next regular Board meeting.

PUBLIC INPUT

None.

EXECUTIVE SESSION

At the request of Commissioner Adler, Chair Porterfield called a ten-minute Executive Session at 4:50 p.m., to review the performance of a public employee. The executive session was officially extended for an additional five minutes. The regular Board Meeting session resumed at 5:05 p.m., and commissioners reported no decision was made.

2022 BOARD MEETING SCHEDULE

Jul 5, 2022	3:00 PM
Jul 19, 2022	3:00 PM
Aug 2, 2022	3:00 PM
Aug 16, 2022	3:00 PM
Sep 6, 2022	3:00 PM
Sep 20, 2022	3:00 PM
Oct 4, 2022	3:00 PM
Oct 18, 2022	3:00 PM
Nov 1, 2022	3:00 PM

ADJOURN

There being no further business for discussion, the meeting adjourned at 5:05 p.m.

APPROVED:

Colleen Adler, Commissioner

David Albertson, Commissioner

Dale Porterfield, Commissioner

ATTEST:

James R. Bixler, Secretary to the Board