

Chief  
James R. Bixler

Assistant Chief  
Jay Wiggins

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Commissioners:

Colleen M. Adler  
David Albertson  
Gordon S. Babo

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12207 Lake Josephine Blvd | Anderson Island, WA 98303

**MINUTES OF JANUARY 16, 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, Commissioner Gordon S. Babo, Chief James R. Bixler, Division Chief (D/C) Arron Reynolds, Admin Services Manager (ASM) Ramona Wheeler, and Administrative Assistant (A/A) Elizabeth Vickstein attended. Also in attendance: Capt. Jeff Hayes, Firefighter (FF) Aidan Bibby, and FF Aiden Manning. Excused: Assistant Chief Jay Wiggins.

**OATH OF OFFICE**

Chief Bixler conducted the Oath of Office swearing in ceremony for Commissioner Gordon S. Babo, who will continue to serve on the District’s Board of Fire Commissioners for another six years.

**READING AND APPROVAL OF MINUTES**

The minutes of December 19, 2023 Regular Board Meeting were presented Commissioner Albertson made a motion to accept the minutes as written. Commissioner Babo seconded. Motion passed.

The minutes of January 2, 2024 Regular Board Meeting were presented. Commissioner Albertson made a motion to accept the minutes as written. Commissioner Babo seconded. Motion passed.

**REPORTS OF OFFICERS & BOARDS**

**SECRETARY’S REPORT**

Secretary to the Board reported on correspondence from the Washington State Fire Commissioners Association. The 2024 Spring Seminars have been announced and are scheduled to take place in Tualip and Spokane, Washington, respectively.

**REVIEW OF RESOLUTIONS**

Resolution #2024-04 Payroll & Expense vouchers #27240052 – #272400078 in the amount of \$43,906.47 was available for review and discussion. After review and discussion, Commissioner Babo made a motion to approve. Commissioner Albertson seconded. Motion passed.

Resolution #2024-05 Transfer from Reserve Fund to Current Expense Fund in the amount of \$36,000.00 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 year-end 2023 Financial Report for all funds through the month of December was available for review. It is comprised of the most recently available 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	\$10,427.56	\$119.83	\$10,547.39
Reserve Fund	\$1,415.81	\$398,900.14	\$400,315.95
G.O. Fund	\$955.88	\$30,041.29	\$30,997.17
Capital Project Fund	\$1.99	\$75,746.85	\$1,119.89

**CHIEF’S REPORT**

Fireboat Return: Chief Bixler reported that West Pierce Fire and Rescue returned our fireboat last week. It has been utilized by them since April of 2023, while their fireboat *Endeavor* has been under repairs. It was returned in good condition. Chief Bixler stated his intention to review interlocal agreement terms.

District Patches: Chief conducted multiple inquiries to procure new embroidered patches for the District and secured a quote through Municipal Emergency Services for \$1.25 per patch via a 500-count pricing tier. The quality of the patches proved to be excellent, with a 60% savings to the District over previous sources.

Winter Storm: Recent weather conditions lead to multiple calls concerning downed trees. Numerous island homes have had issues with frozen pipes. The District responded to a chimney fire during this time.

Disaster Planning Meeting: On January 11, members of the District and representatives from Pierce County Department of Emergency Management attended the quarterly Anderson Island Citizen’s Advisory Board (AICAB) meeting to discuss the first planning steps in to develop an effective evacuation plan. AICAB passed a motion to create a subcommittee for island emergency planning. Chief Bixler recommended that D/C Reynolds be present on that committee. During the meeting, Chief Bixler emphasized personal preparedness and wildfire safety surveys currently offered by the District at no charge.

Communications Report: A/A Vickstein provided a comprehensive year-end communications report on efforts to provide effective social media and publication messaging for critical information as well as non-critical community interest items.

**TRAINING OFFICER REPORT**

D/C Reynolds provided an update on personnel training. HazMat training with the Washington State Fire Marshal will take place in February. This training will require 40 hours and take place over three weekends. In conjunction with this year’s EMS focus on patient trauma, Airlift Northwest will visit our fire station at the end of February to provide airway demonstrations on OTEP drill night.

**UNFINISHED BUSINESS**

Capital Building Project: No update.

Park and Recreation District: Chief Bixler reported on his recent conversation with the current board chair for Anderson Island Park and Recreation District, Belen Bilgic Schneider, regarding fire protection and their organization’s recent building acquisition. During their discussion, a tentative agreement was reached regarding fire protection services. Chief will contact Attorney Eric Quinn to draft the terms of agreement

between Anderson Island Park and Recreation District and Pierce County Fire Protection District 27, to formalize details from their discussion.

**NEW BUSINESS**

**West Pierce Board Meeting:** Commissioner Albertson requested that all District commissioners attend a West Pierce Fire and Rescue board meeting. Board Chair Adler will advise West Pierce that our fire commissioners plan to attend their upcoming board meeting on March 19, 2024.

**Badge Ceremony:** Arron Reynolds will be promoted to division chief when his badge is received.

**PUBLIC INPUT**

None.

**BOARD MEETING SCHEDULE**

Feb 6, 2024	3:00 PM
Feb 20, 2024	3:00 PM
Mar 5, 2024	3:00 PM
Mar 18, 2024	3:00 PM ~ <i>Monday</i>
Apr 2, 2024	3:00 PM
Apr 16, 2024	3:00 PM
May 7, 2024	3:00 PM
May 21, 2024	3:00 PM
Jun 4, 2024	3:00 PM

**ADJOURN**

There being no further business for discussion, the meeting adjourned at 4:38 p.m.

**APPROVED:**

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**Colleen M. Adler**, Board Chair

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**David Albertson**, Commissioner

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**Gordon S. Babo**, Commissioner

**ATTEST:**

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**James R. Bixler**, Secretary to the Board