

Chief
James R. Bixler

Assistant Chief
Jay Wiggins



Commissioners:

Colleen M. Adler
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Gordon S. Babo

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**MINUTES OF MAY 16, 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, Administrative Assistants (A/A) Ramona Wheeler and Elizabeth Vickstein attended. Also in attendance: Capt. Arron Reynolds, Capt. Jeff Hayes, Lt. Al Parker, Firefighter Aidan Bibby, and Laura Worley.

READING AND APPROVAL OF MINUTES

The minutes of May 2, 2023 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 South Sound 911 informing us that a designated representative has been assigned to Anderson Island Fire/Rescue.

The District is in receipt of a \$5,000.00 payment from West Pierce Fire and Rescue, which brings their annual fireboat maintenance payments current.

Chief Bixler received a copy of the agreement between the District and Pierce County Ferry that is up for renewal. No material changes have been made to the agreement since the last attestation. The contract was signed and renewed.

Commissioners were notified that District laptop user agreements were available to complete and sign after the Board meeting.

REVIEW OF RESOLUTIONS

Resolution #2023-27 Payroll & Expense vouchers #27230274 – #27230297 in the amount of \$33,984.27 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 April 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	\$33,736.89	\$100,000.61	\$133,737.50
Reserve Fund	\$4,455.44	\$374,919.19	\$379,374.63
G.O. Fund	\$504.76	\$82,465.79	\$82,970.55
Capital Project Fund	\$1.99	\$73,227.51	\$74,628.95

CHIEF’S REPORT

Station Improvements: Chief reported that several station improvement projects have been completed. The oxygen Cascade system has been moved as well as the air bottle compressor system, thanks to the assistance of a power moving cart furnished by one of our volunteers. A temporary serving station has been created in the bay for the Annual Pancake Breakfast, for which we continue to prepare.

Levy Lid Lift: All documents required to be placed on the August election ballot have been received and accepted by the Pierce County Election’s office. A slideshow presentation to be shown during the Pancake Breakfast will be available for commissioners to view before the event.

State of the Island: Chief Bixler regretfully informed the Board that a former island resident had recently passed.

TRAINING OFFICER REPORT

A/C Wiggins provided an update on personnel training. Capt. Reynolds has returned from ICS:400 classes. Five District members are leaving for Wenatchee, Washington to attend the Washington State Fire Fighters’ Association Annual Fire School this week. EMT class is holding steady at six students. A/C Wiggins will be attending the Washington Fire Chief’s conference next week. Capt. Reynolds shared the volunteers have a challenging drill scheduled for tonight, involving Fire and EMS skills.

UNFINISHED BUSINESS

Capital Building Project: No update.

Insurance Review: Chief Bixler has had further communication with the underwriters at Nicholson & Associates Insurance. The underwriters requested information on any firefighters’ auxiliary or association the District may have. The insurance company is now creating a quote with the relevant information.

Radio Communications: Chief reported that he has spoken to Mark Mears, Director of Operations for South Sound 911 and set an in-person presentation for the Board meeting on June 20. Deborah Grady, Executive Director of South Sound 911 will also be in attendance with Mr. Mears. Community member Laura Worley provided specialized knowledge regarding the potential benefits of switching to a VHF frequency. Discussion ensued.

Long Range Planning Checklist: Chief Bixler shared that the Washington State Wage and Benefit Survey was completed and submitted by himself and A/A Wheeler. That item will be noted on the checklist. Commissioners agreed that the checklist presented at this meeting fulfills the Board’s requirements.

NEW BUSINESS

WFCA: Board Chair Adler reported that she received an email communication announcing that Washington Fire Commissioners Association (WFCA) conference accommodation was now open. Chief Bixler shared that reservations have been made for the three commissioners, A/C Wiggins and himself.

PUBLIC INPUT

Capt. Reynolds gave a report of his recent meeting at Pierce County Department of Emergency Management (DEM). The meeting focused primarily on the reintroduction of their PC-NET citizens emergency network. Though they are willing to support both PC-NET and Citizens Emergency Response Team (CERT) with personnel, funding is extremely limited due to budget cuts. Board Chair Adler confirmed that grant writers are part of the support offered.

BOARD MEETING SCHEDULE

Jun 6, 2023	3:00 PM
Jun 20, 2023	3:00 PM
Jul 3, 2023	3:00 PM ~ <i>Monday</i>
Jul 18, 2023	3:00 PM
Aug 1, 2023	3:00 PM
Aug 15, 2023	3:00 PM
Sep 5, 2023	3:00 PM
Sep 19, 2023	3:00 PM

ADJOURN

There being no further business for discussion, the meeting adjourned at 4:09 p.m.

APPROVED:

ATTEST:

Colleen M. Adler, Board Chair

David Albertson, Commissioner

Gordon S. Babo, Commissioner

James R. Bixler, Secretary to the Board