

Chief
James R. Bixler

Assistant Chief
Jay Wiggins



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MINUTES OF APRIL 19, 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 Dave Albertson, Chief Jim Bixler, Assistant Chief (A/C) Jay Wiggins, and Administrative Assistant (A/A) Ramona Wheeler attended. Also in attendance: Capt. Arron Reynolds and Capt. Jeff Hayes. Excused: Commissioner Colleen Adler.

READING AND APPROVAL OF MINUTES

The minutes of March 15, 2022, Regular Board Meeting were presented. Commissioner Albertson made a motion to accept the Minutes as written. Commissioner Porterfield seconded. Motion passed.

The minutes of April 5, 2022, Regular Board Meeting were presented but were tabled until the next meeting.

REPORTS OF OFFICERS & BOARDS

SECRETARY'S REPORT

Secretary to the Board reported on correspondence received from the Washington Fire Commissioners Association, which included a memorandum update from the Snure Law Office to all fire districts. According to Brian Snure, HB 1329 recently passed legislation and become law, resulting in changes to the Open Public Meetings Act. District leadership has reviewed the updates and determined the District is in compliance.

REVIEW OF RESOLUTIONS

Resolution #2022-17 Payroll & Expense vouchers #27220209 – #27220238 in the amount of \$36,810.65 was available for review and discussion. After review and discussion, Commissioner Albertson made a motion to approve. Commissioner Porterfield seconded. Motion passed.

Resolution #2022-18 Capital Project Expense voucher #27220239 in the amount of \$239.82 was available for review and discussion. After review and discussion, Commissioner Albertson made a motion to approve. Commissioner Porterfield seconded. Motion passed.

FINANCIAL REPORT

The Financial Report for all funds through the month of March 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 the following summary.

April 19, 2022

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CA _____
DA _____
DP _____

DISTRICT FUND	CASH ON HAND	INVESTMENTS	TOTAL CASH BALANCE
Current Expense Fund	\$ 41,011.73	\$ 927.70	\$ 41,939.42
Reserve Fund	\$ 13,523.55	\$390,648.52	\$404,172.07
G.O. Fund	\$ 529.94	\$ 43,026.05	\$ 43,555.99
Capital Project Fund	\$ 1,599.87	\$ 70,444.87	\$ 72,044.74

CHIEF’S REPORT

Power Utility Invoice: Chief Bixler updated the Board on a recent issue involving a billing error one of the District’s utilities. After multiple phone calls, we discovered the company had installed a new scanning device that had misread the Pierce County warrant, which was rejected by their bank. The issue has been resolved.

Radio Network User Fees: Chief introduced discussion regarding the rising costs of communications radios used by District personnel and quarterly radio network user fees charged by the City of Tacoma. Chief informed commissioners that he is researching options to determine whether there is a viable alternative that might save tax levy dollars in the District budget.

American Legion Bingo: Chief shared with the Board the American Legion local post will be hosting a special Bingo night on April 27, and the proceeds will be donated to the Anderson Island Firefighters Association. In addition, an auction will be offered consecutively for Birthday Bingo with Chief, and the winner will spend the evening at Chief Bixler’s table during the event.

Pancake Breakfast: Chief also mentioned the activities around current preparations for the Memorial Holiday weekend Pancake Breakfast in 2022, which we will host after a two-year hiatus due to COVID-19 restrictions.

TRAINING OFFICER REPORT

A/C Wiggins reported District training for volunteers is in full swing and on schedule with the 2022 calendar. We are also planning on conducting a Saturday CPR class in May that will be open to the public. Our goal is to have island residents trained in CPR and first aid in support of the multi-organizational effort toward better emergency preparedness. A/C Wiggins commented that District chief officers are still on track to participate in the Washington Fire Chiefs conference. A/C Wiggins also informed commissioners that one of our officer instructors is stepping down to take sabbatical leave; however, we have another volunteer in the process of completing instructor training coursework toward becoming a trainer for the District.

UNFINISHED BUSINESS

Capital Building Project: A/C Wiggins gave an update on the capital building construction, reiterating that the District is still seeking to identify a viable solution for the stove shutoff requirement which will be acceptable to Pierce County.

Emergency Plan: Chief and Capt. Reynolds provided a joint report on strategic planning efforts and the status of the District’s portion of the comprehensive emergency plan. Prior to the most recent Anderson Island Citizens Advisory Board (AICAB) meeting, Capt. Reynolds distributed the final draft of a pamphlet the District has created on emergency preparedness and received positive feedback. Chief gave an update on our inhouse plan and commented that the District committee is in the process of completing another round of review, changes, and corrections, and we are finalizing appendices for the emergency plan. Commissioners expressed approval of the brochure design and indicated it is ready for printing.

Fuel Storage Tank: Chief commented that now the tank is on campus the installation portion of the project will be on hold for a couple of months until the District receives final inspections from Pierce County on the capital building project. Chair Porterfield requested that the fuel storage tank project remain in unfinished business for future Board meetings.

NEW BUSINESS

None.

PUBLIC INPUT

None.

2022 BOARD MEETING SCHEDULE

May 3, 2022	3:00 PM
May 17, 2022	3:00 PM
Jun 7, 2022	3:00 PM
Jun 21, 2022	3:00 PM
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

ADJOURN

There being no further business for discussion, the meeting ended at 4:07 p.m. with a motion to adjourn made by Commissioner Albertson and seconded by Commissioner Porterfield.

APPROVED:

ATTEST:

Colleen Adler, Commissioner

David Albertson, Commissioner

Dale Porterfield, Commissioner

James R. Bixler, Secretary to the Board