

Chief  
James R. Bixler

Assistant Chief  
Jay Wiggins



Commissioners:  
Colleen Adler  
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**MINUTES OF FEBRUARY 1, 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 for Anderson Island Fire/Rescue, based at 12207 Lake Josephine Blvd., Anderson Island, Washington, with all attendees joining via remote attendance technology in compliance with the extension of the Washington Governor's Proclamation and in response to COVID-19 business restrictions. Commissioner Dale Porterfield called the meeting to order at 3:00 p.m. Commissioner Colleen Adler, Commissioner David Albertson, Chief James R. Bixler, Assistant Chief (A/C) Jay Wiggins, and Administrative Assistant (A/A) Ramona Wheeler attended the meeting. Also in attendance: Capt. Jeff Hayes and A/A Elizabeth Vickstein.

**OATH OF OFFICE**

Chief Bixler conducted the Oath of Office swearing in ceremony for Commissioner Adler, 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 January 18, 2022, Regular Board Meeting were presented. Commissioner Albertson made a motion to accept the Minutes as written. Commissioner Porterfield seconded. Motion passed.

**REPORTS OF OFFICERS & BOARDS**

**SECRETARY'S REPORT**

No correspondence.

**REVIEW OF RESOLUTIONS**

Resolution #2022-05 Payroll & Expense vouchers #2722076 – #2722098 in the amount of \$24,677.24 was available for review and discussion. After review and discussion, Commissioner Albertson made a motion to approve. Commissioner Adler seconded. Motion passed.

**CHIEF'S REPORT**

Olympic Ambulance Meeting: Chief Bixler reported on the recent meeting he attended with a representative from Olympic Ambulance, DuPont Fire Chief Brad Martin, and A/C Wiggins. Olympic Ambulance announced that it has taken under consideration the potential expansion of its Lacey-based aid car service area into Pierce County, which would include service to the city of DuPont and residents of Anderson Island. They are currently in the process of obtaining their Pierce County license to facilitate the effort, and they will contact us once that has been accomplished.

LIFEPAK Defibrillator: Chief reported that during the meeting he inquired whether Olympic Ambulance had any surplus LIFEPAK 12 defibrillator/monitor devices available. Olympic Ambulance indicated they had three or four LIFEPAK 12s available and would be willing to give one to our District.

Firefighter Residency: During the previously mentioned meeting, Chief Martin shared that DuPont is in the process of filling open positions, which will now be staffed with ALS firefighter paramedics. Chief commented that they also discussed the inhouse paramedic program offered by Olympic Ambulance. Interest was expressed in our District's residential housing and possible opportunities for EMS student firefighters. Chief Bixler reported that he continues to review similar fire district programs in the region as we work to develop and finalize our firefighter residency program.

COVID-19 Testing: Chief shared that we have a supply of COVID-19 tests at the station, including rapid antigen test kits as well as the PCR lab-processed test kits, currently available for personnel and the public.

Succession Planning: Commissioner Adler reiterated her request that Chief Bixler begin documentation of phone contacts, and leadership decisions, to capture institutional knowledge for the purpose of succession planning. Commissioners Porterfield and Albertson concurred. Chief confirmed his commitment to this task.

A/A Wheeler Schedule: Chief reported on his discussion with A/A Wheeler regarding her duties and long workdays. Chief proposed that a flexible schedule for A/A Wheeler will allow for extended-hour days when reports and board meeting preparation require additional work. Commissioner Adler suggested the policy reflect that the 40-hour work week can be flexed to accommodate the needs of the District. A/A Wheeler agreed that a flexed schedule would allow her to still meet tasks by working extra hours as needed, then shorten other workdays to maintain the 40-hour balance. Chief agreed to implement the new schedule on a trial basis. If it proves successful, the flex schedule will be defined and formally presented for Board approval.

Chief's Annual Evaluation: Commissioner Albertson submitted to the Board that Chief's annual evaluation is due, commenting that the last evaluation was completed in March 2021. A/A Wheeler will provide the relevant form to commissioners and, as Board Chair, Commissioner Porterfield will complete the evaluation.

## **TRAINING OFFICER REPORT**

A/C Wiggins reported training continues via remote attendance technology. This past week volunteers received EMS training on hemorrhage and shock through an online, interactive class. A/C Wiggins expressed positive anticipation that the District can resume in-person training soon. In addition, A/C Wiggins commented that Capt. Reynolds completed another FEMA class online, and firefighter Al Parker is enrolled to participate in a virtual EVIP 3.0 train-the-trainer class, scheduled for March.

## **UNFINISHED BUSINESS**

Capital Building Project: A/C Wiggins presented an update on the capital building construction project. Pierce County came out to inspect the drainage groundwork, but the engineer provided the wrong set of plans. The engineer will resubmit for the drainage inspection. An electrical inspection was conducted today; however, the new electrical inspector is requesting that additional ground fault circuits be placed in the garage. We will have the project electrician complete the additional work to ensure compliance. The contractor is working to finalize the kitchen breaker cutoff switch, and the Fire Marshal will need to approve completion.

DNR Agreement: Chief Bixler gave an update on the District's effort to reestablish the wildland fire protection agreement for Anderson Island, with the Department of Natural Resources. Chief commented that if we rejoin the DNR, whatever portion of tax dollars on unincorporated island property that are currently going to the fire department would go to the DNR in the future. According to the wildland fire liaison, Allen Lebovitz, the DNR would send a helicopter to the island for fire suppression, even though we do not currently have a wildland fire

agreement with DNR. Commissioner Porterfield inquired about the tax income received from undeveloped island property, and Chief noted that the District would need to contact the County for those numbers. After review and discussion, commissioners agreed the District should continue to wait on DNR for a response.

Emergency Plan: Chief reported on his recent emergency plan meeting with A/C Wiggins, Capt. Reynolds, and Capt. Hayes. During their planning session, they compiled a checklist for emergency action steps, discussed development of command centers, and made progress overall on determining next steps. Recurring strategy meetings are scheduled each week until completion of the emergency plan is achieved.

Firefighter I Training: Chief provided an update, stating dates have been selected and forwarded to the instructor who is interested in conducting classes. We anticipate a response soon, regarding class size and cost.

Fuel Storage Tank: The company that currently delivers fuel to the island has confirmed it has a dual-chamber, triple-wall tank available. Chief reported that the company contact he spoke with is collecting information and photos that they will present with a price estimate, sometime within the next week. Chief will investigate whether there will be an added expense for delivery.

Website Redesign: A/A Vickstein presented an update on the website redesign, announcing completion of Phase 1 and the soft launch of the site on January 27. A/A Vickstein also reported on the sections of the site that are now online, and she described future web pages such as Meet the Department, Anderson Island Firefighters Association, family resources that are under development, and a potential Volunteer Portal.

**NEW BUSINESS**

None.

**PUBLIC INPUT**

None.

**2022 BOARD MEETING SCHEDULE**

Feb 15, 2022	3:00 PM
Mar 1, 2022	3:00 PM
Mar 15, 2022	3:00 PM

**ADJOURN**

There being no further business for discussion, the meeting adjourned at 4:00 p.m.

**APPROVED:**

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**Colleen Adler, Commissioner**

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**David Albertson, Commissioner**

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**Dale Porterfield, Commissioner**

**ATTEST:**

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