

Chief  
James R. Bixler

Assistant Chief  
Jay Wiggins



Commissioners:

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## MINUTES OF NOVEMBER 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 at 12207 Lake Josephine Blvd., Anderson Island, Washington. 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, and Administrative Assistant (A/A) Elizabeth Vickstein attended. Also in attendance: Capt. Arron Reynolds and Capt. Jeff Hayes.

### READING AND APPROVAL OF MINUTES

The minutes of the October 17, 2022, 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

No correspondence.

#### REVIEW OF RESOLUTIONS

Resolution #2022-45 Payroll & Expense vouchers #27220586 – #27220610 in the amount of \$22,967.62 was available for review and discussion. After review and discussion, Commissioner Albertson made a motion to approve. Commissioner Babo seconded. Motion passed.

Resolution #2022-46 Transfer from Reserve Fund to Current Expense Fund in the amount of \$23,000.00 was available for review and discussion. After review and discussion, Commissioner Albertson made a motion to approve. Commissioner Babo seconded. Motion passed.

#### CHIEF'S REPORT

2022 Halloween Drive-Thru: Chief Bixler gave a report that the District's Trick-or-Treat event went very well. Ten large bags of candy were needed and approximately 100 cars come through. A wide demographic of the island attended, as some adult citizens came to see the decorations. Commissioner Adler added that such successful events help build community between the District and the public.

2022 Annual Awards Banquet: Chief Bixler provided an update on the annual firefighter awards banquet. The event will again take place at the Riviera Lakeshore Restaurant, with the same menu as last year. Funds

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have already been allocated. It will take place on Tuesday, December 6. Chief inquired if the commissioners would like to present an award this year. The commissioners will take it under consideration.

Diesel Supply: Due to potential supply issues, Chief Bixler notified the Board that he has ordered the existing diesel tank be filled, which will provide the District with enough fuel to last 6-8 months. It should be delivered within the week.

Paving Project: Chief received three estimates for the paving project. Tucci & Sons quoted \$103,000. Puget Paving came in lower, but they were only willing to conduct a satellite estimate and have not been responsive to the request for an in-person estimate. Looker Asphalt, Inc. came to the station to conduct an in-person estimate last week. Looker's estimate was revised due to a finding of less actual square footage. Their quote came in at \$55,000, prevailing wage included. The quote does not include gravel, which the District will be providing, and sales tax. This project was originally budgeted at \$75,000. Looker Asphalt believes they can complete the project before December. Commissioner Adler inquired if this project was subject to a bidding process. Chief shared that since the estimates were below \$300,000, only three quotes were required. Commissioner Adler moved to accept the bid from Looker Asphalt. Commissioner Albertson seconded. Motion passed.

### **TRAINING OFFICER REPORT**

A/C Wiggins reported that we continue our regularly scheduled training. Three District members will be attending the Company Officer Track with the Washington Fire Chiefs in Wenatchee before the next Board meeting. He is hopeful that these educational opportunities will lead to potential officer candidates.

### **UNFINISHED BUSINESS**

Capital Building Project: A/C Wiggins gave an update on efforts to finalize the capital building project. We are currently waiting for Labor and Industries (L&I) authorization. While at the Washington Fire Commissioners conference, he spoke with an L&I Representative, but they could not help in facilitating the process.

Emergency Plan: Capt. Reynolds presented a status update on emergency planning. He is hopeful to meet with a committee next month at the Historical Society. Chief Bixler expressed his approval of the finalized emergency checklist and inquired whether there should be a version tailored to crews dispatched into the community. Capt. Reynolds believes that there is an existing ICS form that serves that function but will confirm.

Fuel Storage Tank: Chief informed the Board that the electrician needed for fuel tank installation provided a quote of \$6,800. The equipment must be to code, with explosion-proof conduit, and ditch depth must be doubled. Babo inquired if the L&I portal would have to be utilized for this project as well. A/C Wiggins responded that would only be the case if the project was subject to the bidding process. Commissioner Adler confirmed that the threshold for bids is \$300,000. Commissioner Adler moved to approve that the funds available be increased to cover the amount needed for completion of the fuel storage tank. Commissioner Babo seconded. Motion passed.

Insurance Review: A/C Wiggins is in contact with two insurance companies but has not yet received comparative quotes.

Radio Communications: Chief Bixler spoke with a representative at the City of Tacoma IT Public Safety Communications and discovered that the District should not be charged for any radio not transmitting, at a

savings of \$40 each radio per month. We had previously been charged for two spare radios that have not been transmitting. Chief confirmed that the communications representative is investigating the possibility of reimbursement for those fees. Chief also held a meeting with A/C Wiggins and Capt. Hayes to discuss how many radios can be cut without affecting firefighter safety. They will include Capt. Reynolds in further discussion. Commissioners and Chief agreed communication with 911 and firefighter safety are of the utmost importance. Chief Bixler continues to pursue the possibility of transmitting through VHF. Commissioners are available for a special meeting with South Sound 911 on November 17.

Residency Program: Chief presented a packet to the Board for the residency program. Using area comps, occupancy was valued at \$600 per month. This value would be combined with a stipend based on response points. The stipend would be reflected in the budget under a resident-specific extra hire line item for a total of \$12,000 annually. This stipend will be capped at one-third of the total amount available per month, per resident. Policies and rules have been drafted. Commissioner Adler stated the Board will review and discuss at the next regular meeting.

Tax Levy Messaging: Chief spoke with Roger Ferris, Executive Director of the Fire Commissioners Association while at the recent Washington Fire Commissioners Association (WFCA) conference. Mr. Ferris had no experience with public messaging on the decision to not ask for a levy and therefore could not provide further direction. Commissioners Albertson and Babo raised concern for potential negative community reaction in the current financial atmosphere. Commissioners agreed to not pursue levy messaging at this time.

**NEW BUSINESS**

CPA: Commissioner Adler requested that we continue to pursue the engagement of a CPA. Chief Bixler informed the Board that A/A Wheeler is working on providing required financial information to the CPA.

WFCA Conference: Commissioner Adler requested a copy of the information presented at the Snure Law Seminar held prior to the conference. Chief reported that the conference was a success. He believes that Commissioner Babo will need to attend the conference for new commissioners that will take place in March, located at Ocean Shores. Commissioner Adler expressed her appreciation at seeing increased member attendance at conferences and classes; she believes it is beneficial for the District as a whole.

**PUBLIC INPUT**

None.

**BOARD MEETING SCHEDULE**

Nov 15, 2022	3:00 PM
Dec 5, 2022	3:00 PM ~ <i>Monday</i>
Dec 20, 2022	3:00 PM
Jan 3, 2023	3:00 P.M.
Jan 17, 2023	3:00 P.M.
Feb 7, 2023	3:00 P.M.
Feb 21, 2023	3:00 P.M.
Mar 7, 2023	3:00 PM
Mar 21, 2023	3:00 PM

**ADJOURN**

There being no further business for discussion, the meeting adjourned at 4:13 p.m.

**APPROVED:**

**ATTEST:**

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**Colleen M. Adler**, Board Chair

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**David Albertson**, Commissioner

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**Gordon S. Babo**, Commissioner

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