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James R. Bixler

Assistant Chief
Jay Wiggins

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Commissioners:

Colleen M. Adler
David Albertson
Gordon S. Babo

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MINUTES OF NOVEMBER 7, 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, Chief James R. Bixler, Assistant Chief (A/C) Jay Wiggins, and Admin Services Manager (ASM) Ramona Wheeler attended. Also in attendance: Capt. Arron Reynolds, Capt. Jeff Hayes, Lt. Al Parker, and FF Aidan Bibby. Excused: Commissioner Gordon S. Babo.

READING AND APPROVAL OF MINUTES

The minutes of October 30, 2023, Special Budget Meeting were presented. Commissioner Albertson made a motion to accept the corrected minutes. Commissioner Adler seconded. Motion passed.

Minutes pending approval, for October's regular Board meetings, were tabled until the next regular meeting.

REPORTS OF OFFICERS & BOARDS

SECRETARY'S REPORT

The District received email correspondence from Pierce County regarding its hours of operation for the week of Thanksgiving. The Finance Department is scheduled to process warrants on Tuesday, November 21, which could negatively impact the District. After review and discussion, Commissioners agreed to move the date of the next regularly scheduled Board Meeting to Monday, November 20, to meet this new deadline.

REVIEW OF RESOLUTIONS

Resolution #2023-47 Payroll & Expense vouchers #27230599 – #27230622 in the amount of \$29,712.29 was available for review and discussion. After review and discussion, Commissioner Albertson made a motion to approve. Commissioner Adler seconded. Motion passed.

Resolution #2023-48 Transfer from Current Expense Fund into Reserve Fund in the amount of \$146,000.00 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

Chief Bixler reported briefly on current operations and the 2024 preliminary budget.

TRAINING OFFICER REPORT

A/C Wiggins provided an update on regular personnel training and reported on the conclusion of the 2023 Recruit Academy, informing the Board that five volunteer members successfully completed the program. District instructors recently conducted a CPR class to complete and/or renew the certification credentials for

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several firefighters. Director Norma Pancake, with Pierce County’s Department of Emergency Management, conducted disaster first aid training for residents of Anderson Island. Capt. Reynolds, who coordinated logistics for the class, reported that half of the island’s Amateur Radio Club members participated.

UNFINISHED BUSINESS

Capital Building Project: A/C Wiggins gave an update on efforts to finalize the capital building project and reported on his recent conversation with the project contractor. According Mr. Chuck Horjes, his portion of the Washington State Department of Labor & Industries reporting requirement has been submitted. Currently, A/C Wiggins is working to complete the District’s online report through the State’s L&I dashboard portal.

2024 Budget: Chief provided an update, stating work to finalize the preliminary budget continues.

NEW BUSINESS

None.

PUBLIC INPUT

None.

EXECUTIVE SESSION

Commissioner Albertson requested that the Board hold an executive session; Board Chair Adler agreed and called for a ten-minute executive session beginning at 3:22 p.m. Although the initial stated purpose for the executive session was: “to discuss a personnel matter,” it was later corrected to clarify that the purpose was to: “discuss the performance of a public employee,” pursuant to RCW 42.30.110. The Board reconvened at 3:32 p.m. and indicated no decision was made during the executive session.

BOARD MEETING SCHEDULE

Nov 20, 2023	3:00 PM ~ <i>Monday</i>
Dec 4, 2023	3:00 PM ~ <i>Monday</i>
Dec 19, 2023	3:00 PM

ADJOURN

There being no further business for discussion, the meeting adjourned at 3:35 p.m.

APPROVED:

Colleen M. Adler, Board Chair

David Albertson, Commissioner

Gordon S. Babo, Commissioner

ATTEST:

James R. Bixler, Secretary to the Board