

Chief  
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Assistant Chief  
Jay Wiggins



Commissioners:  
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## MINUTES OF JANUARY 19, 2021 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 Jim Bixler, and Administrative Assistant (A/A) Ramona Wheeler attended the meeting. Also in attendance: Capt. Arron Reynolds and Capt. Jeff Hayes. Excused: Assistant Chief (A/C) Jay Wiggins.

### READING AND APPROVAL OF MINUTES

The minutes of December 15, 2020, Regular Board Meeting were presented. Commissioner Albertson made a motion to accept the minutes. Commissioner Adler seconded the motion. Motion passed.

The minutes of January 5, 2021, Regular Board Meeting were presented. Commissioner Albertson made a motion to accept the minutes. Commissioner Adler seconded the motion. Motion passed.

## REPORTS OF OFFICERS & BOARDS

### SECRETARY'S REPORT

Secretary to the Board reported on recent communication with Enduris Washington regarding insurance coverage for the District's construction project. Commissioner Adler observed that the new billing might include an inadvertent redundancy, as the District would already have coverage for the existing building that is currently being remodeled. Chief Bixler agreed and stated that he will review our existing policy and contact Enduris Washington.

### REVIEW OF RESOLUTIONS

Resolution #2021-02 Payroll & Expense vouchers #27210021 – #27210045 in the amount of \$35,699.87 was available for review and discussion. After review and discussion, Commissioner Albertson made a motion to approve. Commissioner Adler seconded. Motion passed.

Resolution #2021-03 Volunteer Reimbursement 2020 Q4 vouchers #27210046 – #27210071 in the amount of \$11,183.75 was available for review and discussion. After review and discussion, Commissioner Albertson made a motion to approve. Commissioner Adler seconded. Motion passed.

Resolution #2021-04 Capital Project Expense vouchers #27210072 – #27210073 in the amount of \$2,466.21 was available for review and discussion. After review and discussion, Commissioner Adler made a motion to approve. Commissioner Albertson seconded. Motion passed.

**FINANCIAL REPORT**

The 2020 Year-end Financial Report for all funds through December was available for review. It is comprised of the District financials, as available 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 | \$ 2,867.02  | \$ 79,341.68  | \$ 82,208.70       |
| Reserve Fund         | \$ 1,153.31  | \$ 379,109.62 | \$ 380,262.93      |
| G.O. Fund            | \$ 979.32    | \$ 19,460.39  | \$ 20,439.71       |
| Capital Project Fund | \$ 1,441.83  | \$ 761,467.20 | \$ 762,909.03      |

**EXECUTIVE SESSION**

Commissioner Porterfield called for an executive session at 4:47 p.m., regarding a District personnel matter. The regularly scheduled meeting resumed at 4:01 p.m. No decision was made by the Board during the executive session.

**CHIEF’S REPORT**

COVID-19 Vaccinations: Chief Bixler provided an update on coordinated efforts of island community groups to secure a vaccine supply for residents and mentioned the recent logistical planning meeting he had attended. Chief reported that District EMTs have been cleared to administer injections on island, per his conversation with EMS Director Norma Pancake, Pierce County Emergency Medical Services.

Training Materials: Chief proposed the need for funding to purchase training materials, including replacement of District patient simulators such as Rescue Randy, for drill extrication and transport. Commissioners unanimously approved the budget expenditure to procure new training materials.

**TRAINING OFFICER REPORT**

Chief presented the training report and stated that the EMT class is currently in session, with six volunteers enrolled in the course. In addition, A/C Wiggins, Capt. Reynolds, and Capt. Hayes have been working after hours and weekends to complete personnel EVIP training for volunteers, on District apparatus. Chief assured the Board that the District continues to comply with the extension of the Governor’s Proclamation regarding meetings and indicated that weekly drills are typically conducted via remote attendance technology. In rare instances where EMS certification requires a lab, our team follows guidelines and observes social distancing.

**UNFINISHED BUSINESS**

Capital Building Project: Chief reported on construction progress of the new building and the decision to put in a strip drain rather than the four culverts, which provides a better system that is more cost effective. Once the construction crew completes the second half of the concrete pour, they will begin framing.

Emergency Plan: Chief informed the Board that Capt. Reynolds will be joining him in District emergency planning efforts. They have begun an extensive review of Pierce County’s disaster plan and will correlate that with an examination of the Anderson Island emergency plan. Chief commented that they plan to bring others onboard to assist, in the future. Commissioner Adler concurred with the approach and presented additional ideas to better position the District for information dissemination, as an integral part of the emergency plan.

Data Breach Policy: Chief acknowledged Commissioner Adler’s research regarding development of a data breach policy and commented that the District will use the information she provided in conjunction with the appropriate RCWs recommendations made by George Berz has provided, as we finalize a policy draft.

Future Boat Moorage: Nothing new to report.

Small District Representatives: Chief stated that there is an operations group and shared his plans to attend the upcoming ops group meeting scheduled to be an online remote technology event. Chief commented that the mailing list with the invite appeared to include several small districts.

Riviera Marina Agreement: Chief reported on his conversation with the Riviera manager regarding the necessity to have access to the Riviera Marina for patient transports. Nicola McDonald had agreed to bring it up at the next Riviera Community Club board meeting. We are still awaiting an update.

Website Redesign: In December, Thomas Van Nuys had expressed willingness to revisit the Wix platform but has not contacted the District with an update.

**NEW BUSINESS**

None.

**PUBLIC INPUT**

None.

**2021 BOARD MEETING SCHEDULE**

|              |         |
|--------------|---------|
| Feb 2, 2021  | 3:00 PM |
| Feb 16, 2021 | 3:00 PM |
| Mar 2, 2021  | 3:00 PM |
| Mar 16, 2021 | 3:00 PM |
| Apr 6, 2021  | 3:00 PM |
| Apr 20, 2021 | 3:00 PM |
| May 4, 2021  | 3:00 PM |
| May 18, 2021 | 3:00 PM |

**ADJOURN**

There being no further business for discussion, the meeting adjourned at 4:40 p.m.

**APPROVED:**

**ATTEST:**

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**Colleen Adler, Commissioner**

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**David Albertson, Commissioner**

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**Dale Porterfield, Commissioner**

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