

Chief
James R. Bixler

Assistant Chief
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Commissioners:
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MINUTES OF JANUARY 21, 2020 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 Dave Albertson called the meeting to order at 3:00 p.m. Commissioner Colleen Adler, Chief Jim Bixler, Assistant Chief (A/C) Jay Wiggins, and Administrative Assistant (A/A) Ramona Wheeler attended. Also in attendance: Capt. Arron Reynolds, Chuck Hinds, and Bill Spears. Excused: Commissioner Porterfield and Capt. Jeff Hayes.

OATH OF OFFICE

Chief Bixler conducted the Oath of Office swearing in ceremony for Commissioner Albertson. Commissioner Adler nominated Commissioner Porterfield to continue as Board Chair for the District.

READING AND APPROVAL OF MINUTES

The minutes of January 7, 2020, Regular Board Meeting were presented. Commissioner Adler made a motion to accept the minutes. Commissioner Albertson seconded the motion. Motion passed.

REPORTS OF OFFICERS & BOARDS

SECRETARY'S REPORT

As the Secretary to the Board, Chief Bixler reported that the District had received an adjusted tax levy certification for the 2020 budget, based on final 2019 taxes for Pierce County.

REVIEW OF RESOLUTIONS

Resolution #2020-02 Volunteer Reimbursement 2019 Q4 vouchers #27200022 – #27200044 in the amount of \$10,297.16 was available for review and discussion. After review and discussion, Commissioner Adler made a motion to approve. Commissioner Albertson seconded. Motion passed.

Resolution #2020-03 Payroll & Expense vouchers #27200045 – #27200062 in the amount of \$27,539.83 was available for review and discussion. After review and discussion, Commissioner Adler made a motion to approve. Commissioner Albertson seconded. Motion passed.

Resolution #2020-04 Capital Building Project vouchers #27200063 – #27200065 in the amount of \$6,881.85 was available for review and discussion. After review and discussion, Commissioner Adler made a motion to approve. Commissioner Albertson seconded. Motion passed.

FINANCIAL REPORT

Financials for all funds was available for review, which is comprised of the most recently closed District financials for December, including 2019 end-of-year data. In conjunction with the District's interest in providing the most up-to-date information regarding funds, the financial report also included fund totals reflecting current cash available as of today's date (01/21/2020); those numbers are reported as follows:

DISTRICT FUND	CASH ON HAND	INVESTMENTS	TOTAL CASH BALANCE
Current Expense Fund	\$ 858.81	\$55,150.26	\$56,009.07
Reserve Fund	\$12,908.33	\$319,368.27	\$332,276.60
G.O. Fund	\$1,298.73	\$19,297.63	\$20,596.36
Capital Project Fund	\$12,816.19	\$775,767.48	\$788,583.67

CHIEF’S REPORT

Community Event: Chief Bixler provided a briefing for the community showing of the film *Fire in Paradise*, which was viewed by a packed audience at the Johnson Farm Archival Building this past weekend. Island Arts, the group hosting the event, asked Anderson Island Fire/Rescue leadership to attend and participate in the post-viewing discussion. Several officers and volunteers were in attendance, and Chief stepped in as discussion lead to field questions and address concerns expressed by some attendees. All proceeds were donated to the Anderson Island Firefighters Association.

Tanner Electric: We recently experienced one minor windstorm on the island, resulting in a small number of fallen trees service calls. Tanner continues to upgrade the island’s electrical system, so our outages are becoming less severe, and the crew is able to restore power to islanders more quickly than we have historically experienced.

TRAINING OFFICER REPORT

CPR Class: A/C Wiggins reported that our certified instructors are scheduled to conduct another quarterly CPR and First Aid Class on Saturday, January 25, 2020, for approximately six individuals.

Fire Recruit Academy: The District is in the process of examining the feasibility of hosting our next Recruit Academy in the spring this year, possibly during April and May. We currently have four volunteer rookies who could participate and have one more individual who is interested in joining our team.

EMS Conference: Three of our officers have expressed an interest in going to the 2020 EMS Conference scheduled for this coming March.

UNFINISHED BUSINESS

Park & Recreation: Charles Hinds and William Spears, board members of the Anderson Island Park & Recreation District, were in attendance at the meeting to participate in an open dialogue. Chief Bixler addressed the group and commented on RCW legislation that requires us to establish a mutual agreement between our two districts. During discussion, Mr. Spears and Mr. Hinds introduced the concept of partnering with our District to jointly purchase a specialized EMS gurney that is designed to facilitate the extraction of injured patients from trails and remote areas. Further research into the feasibility of such an effort is pending. Chief stated that the District will draw up the Memorandum of Understanding draft for review by all involved, which will hopefully satisfy regulation and serve as an agreement between the districts; it will include language to establish a five-year review schedule.

Capital Building Project: A/C Wiggins provided an update on the construction bidding process. Based on contractor feedback, the Board extended the submission date for bid packets to Tuesday, February 18, 2020.

Engine 279 Pump Repair: A/C Wiggins reported that Hughes Fire Equipment is still waiting on the replacement valves order, to complete final repairs on Engine 279.

Future Boat Moorage: Chief reported on the District’s interest in applying to the Port Security Grant Program; applications for 2020 grants are due by May 28. Commissioners agreed that we should move forward with efforts to identify a grant writer and pursue this grant. Larry Lindell, the principal for Sitts & Hill, is planning to set up another meeting with Pierce County on the project.

EMS Transport Billing: A/C Wiggins has reached out to Systems Design and is waiting for a response to our inquiry. The District is also exploring services that EF Recovery provides to fire districts, for EMS transport billing.

PR/Communications: No progress.

Website Redesign: A/A Wheeler shared an update from Thomas Van Nuys, who indicated that he has successfully completed a trial-run implementation of the Wix platform on his personal website. He indicated it will be a viable solution for the District and recommends the mid-level content management system (CMS) for our platform. The Board unanimously approved the recommendation, as well as the nominal ongoing hosting fees.

Department of Natural Resources: Chief provided an update, stating that the DNR is still attempting to get their proposal to reestablish wildland protection for three islands on the legislative docket for this year.

NEW BUSINESS

None.

PUBLIC INPUT

None.

2020 BOARD MEETING SCHEDULE

Feb 4, 2020	3:00 PM
Feb 18, 2020	3:00 PM
Mar 3, 2020	3:00 PM
Mar 17, 2020	3:00 PM
Apr 7, 2020	3:00 PM
Apr 21, 2020	3:00 PM
May 5, 2020	3:00 PM
May 19, 2020	3:00 PM
Jun 2, 2020	3:00 PM
Jun 16, 2020	3:00 PM

ADJOURN

There being no further business for discussion, the meeting adjourned at 5:00 p.m.

APPROVED:

ATTEST:

Colleen Adler, Commissioner

David Albertson, Commissioner

Dale Porterfield, Commissioner

James R. Bixler, Secretary to the Board