

Chief
James R. Bixler

Assistant Chief
Jay Wiggins



Commissioners:
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**MINUTES OF APRIL 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 for Anderson Island Fire/Rescue, based at 12207 Lake Josephine Blvd., Anderson Island, Washington, with commissioners joining via remote attendance technology in compliance with the Washington Governor's Proclamation (March 24, 2020) and in response to COVID-19. Commissioner Dale Porterfield called the meeting to order at 3:00 p.m. Commissioner Colleen Adler, Commissioner David Albertson, Chief Jim Bixler, Assistant Chief (A/C) Jay Wiggins, and Administrative Assistant (A/A) Ramona Wheeler attended via the same technology. Also in attendance: Capt. Jeff Hayes.

READING AND APPROVAL OF MINUTES

The minutes of April 7, 2020, 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

No correspondence.

REVIEW OF RESOLUTIONS

Resolution #2020-19 Payroll & Expense vouchers #27200196 – #27200211 in the amount of \$20,720.89 was available for review and discussion. After review and discussion, Commissioner Albertson made a motion to approve. Commissioner Adler seconded. Motion passed.

Resolution #2020-20 Transfer from Reserve to Current Expense Fund in the amount of \$15,500.00 was available for review and discussion. After review and discussion, Commissioner Adler made a motion to approve. Commissioner Albertson seconded. Motion passed.

Resolution #2020-21 Capital Project Expense voucher #27200212 in the amount of \$38,628.30 was available for review and discussion. After review and discussion, Commissioner Adler made a motion to approve. Commissioner Albertson seconded. Motion passed.

Resolution #2020-22 Transfer for Capital Purchase from Reserve Fund in the amount of \$38,628.30 was available for review and discussion. After review and discussion, Commissioner Albertson made a motion to approve. Commissioner Adler seconded. Motion passed.

FINANCIAL REPORT

The year-to-date 2020 financials for all funds was available for review through the month of March, which comprises the most recently closed District financials as available online through Pierce County's Workday Financial Access dashboard. Current cash balances for each fund are as follows, to include the Effective Cash Balance by fund as well as Investment Purchases managed by Pierce County.

DISTRICT FUND	CASH ON HAND	INVESTMENTS	TOTAL CASH BALANCE
Current Expense Fund	\$ 5,430.48	\$ 221.35	\$ 5,651.83
Reserve Fund	\$ 14,019.92	\$ 288,424.93	\$ 302,444.85
G.O. Fund	\$ 12,712.35	\$ 19,352.12	\$ 32,064.47
Capital Project Fund	\$ 2,366.94	\$ 778,648.99	\$ 781,015.93

CHIEF'S REPORT

Increased Call Volumes: Chief Bixler reported on the recent increase in 9-1-1 calls the District has experienced and the associated challenges some of the calls have presented.

New M27 Engines: Chief provided an update on the new Mercury Marine engines and informed the Board the company expects to fulfill the delayed shipment next week, to accommodate our request for one counter-rotator motor.

Business Card Replacement: The District recently became aware of a contract Washington State has that enables local governments to obtain purchasing cards. Chief presented the Board with information regarding this option that would best meet District needs in an effective manner. After review and discussion, Commissioner Adler moved that the District contract with said entity through the State contract. Commissioner Albertson seconded the motion. Motion passed.

TRAINING OFFICER REPORT

A/C Wiggins presented an update on training efforts, stating that we have successfully implemented remote attendance technology for our weekly volunteer training drills and have experienced good attendance. Tonight Capt. Prisco will present another installment on the essentials of firefighting.

UNFINISHED BUSINESS

Capital Building Project: A/C Wiggins reported on the status of the project, stating that he is scheduled to meet with architect Dan Kinkella tomorrow. They plan to discuss the overall project and will determine how best to divided it into distinct sections that will facilitate a separation for the bidding process, which will allow for flexibility.

Website Redesign: A/A Wheeler provided a progress update from Thomas Van Nuys on the new website build. Mr. Van Nuys has completed creation of the site shell layout and preliminary navigation. Based on discussion, he will continue to develop additional site sections and identify functionality options over the next two weeks. Internally, we will inventory existing content, identify gaps, and begin aggregating images for possible inclusion on the new website.

NEW BUSINESS

None.

PUBLIC INPUT

None.

2020 BOARD MEETING SCHEDULE

May 5, 2020	3:00 PM
May 19, 2020	3:00 PM
Jun 2, 2020	3:00 PM
Jun 16, 2020	3:00 PM
Jul 7, 2020	3:00 PM
Jul 21, 2020	3:00 PM
Aug 4, 2020	3:00 PM
Aug 18, 2020	3:00 PM
Sep 7, 2020	3:00 PM
Sep 21, 2020	3:00 PM
Oct 6, 2020	3:00 PM
Oct 20, 2020	3:00 PM
Nov 3, 2020	3:00 PM
Nov 17, 2020	3:00 PM

ADJOURN

There being no further business for discussion, the meeting adjourned at 3:55 p.m.

APPROVED:

ATTEST:

Colleen Adler, Commissioner

David Albertson, Commissioner

Dale Porterfield, Commissioner

James R. Bixler, Secretary to the Board