

Chief
James R. Bixler

Assistant Chief
Jay Wiggins



Commissioners:
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MINUTES OF APRIL 20, 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. Chairman 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 the meeting. Also in attendance: Capt. Jeff Hayes.

READING AND APPROVAL OF MINUTES

The minutes of April 6, 2021, Regular Board Meeting were presented. Commissioner Adler made a motion to accept the amended minutes. Commissioner Albertson seconded the motion. Motion passed.

REPORTS OF OFFICERS & BOARDS

SECRETARY'S REPORT

Secretary to the Board reported to commissioners that the State Auditor's Office (SAO) has notified us of the completion of their audit of our District for the years 2017 through 2019. The finalized Accountability Audit Report has officially been published and is now available online via the SAO website.

In addition, the Secretary to the Board shared an email from the Trauma Fund Manager at the Washington State Department of Health, which informed us that the District will receive 2021 EMS Trauma Grant funds in the amount of \$1,260.00 by mid-June this year.

REVIEW OF RESOLUTIONS

Resolution #2021-17 Payroll & Expense vouchers #27210207 – #27210234 in the amount of \$31,669.20 was available for review and discussion. After review and discussion, Commissioner Albertson made a motion to approve. Commissioner Adler seconded. Motion passed.

Resolution #2021-18 Capital Project Expense vouchers #27210235 – #27210236 in the amount of \$177,337.13 was available for review and discussion. After review and discussion, Commissioner Adler made a motion to approve. Commissioner Albertson seconded. Motion passed.

Resolution #2021-19 Transfer from Reserve Fund to Current Expense Fund in the amount of \$8,000.00 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 2021 Financial Report for all funds through the month of March was available for review. It is comprised of the most recently closed District financials, 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	\$25,370.68	\$ 350.94	\$25,721.62
Reserve Fund	\$ 9,243.59	\$351,222.13	\$360,465.72
G.O. Fund	\$ 951.10	\$38,468.27	\$39,419.37
Capital Project Fund	\$ 962.94	\$496,672.89	\$497,635.83

CHIEF’S REPORT

Marine Maintenance: Chief Bixler reported that we arranged to have fireboat Marine 27 hauled out and pressure washed at Zittel’s Marina, and two of our officers performed routine maintenance on site and returned the boat to service same day.

Shot Clinics: Chief provided an update on the series of Covid vaccine shot clinics that the District has been hosting and informed commissioners that the Vaccine Team’s last island event is scheduled for April 24.

New Policies: Chief briefly presented information on three new policies that under development, which he will forward to the Board for review once the drafts are complete.

Copier Replacement: Chief reported that our primary copier machine, which provided color prints and offered fax capability, has malfunctioned. After researching options, Chief presented a proposal from our current copier service vendor to upgrade our main District copier. This upgrade would provide dual functionality that would replace the antiquated black and white copier, as well as the broken color copy machine, for a contracted rate at a nominal increase above our current agreement. Commissioners approved the proposal.

Pancake Breakfast: Chief informed the Board that we are unable to go forward with alternate planning for the Pancake Breakfast this year, because Pierce County’s Health Department will not issue a permit for the drive-through style meal event.

TRAINING OFFICER REPORT

A/C Wiggins provided an update on the completion of the 2021 EMT Class, and it appears the District will soon have five new EMTs to assist with response coverage for EMS calls. A/C Wiggins reported that four recruits have already successfully passed the National Registry of Emergency Medical Technician certification testing. One additional volunteer is scheduled for the NREMT exam and is expected to pass as well. We are currently compiling documentation for the EMS Certification Application packets, which will be sent to Pierce County and processed for State approval and certification of our new EMTs.

UNFINISHED BUSINESS

Capital Building Project: A/C Wiggins presented an update on the capital building construction and reported that we completed exterior painting on the new garage. In addition, A/C Wiggins reported on the progress of sub-contractors hired for various aspects of the project and commented that the gutters are being assembled on site. The plumbing has been completed and, once the electrical installation is complete, an inspection can be scheduled. As soon as the project successfully passes the electrical inspection, we can begin insulation and then sheetrock. According to the contractor, the project continues to be on track for completion.

Emergency Plan: Tabled this month.

Future Boat Moorage: Chief reported that he has completed revisions on the District’s proposal for a new long-term tenant agreement with Oro Bay Properties and shared key stipulations under consideration.

Public Information Officer: Chief informed the Board that one of our newer members has volunteered to serve as the District’s public information officer (PIO). Volunteer Gabe Sachwitz, in his new role, created Twitter and Instagram accounts for the District this past week. In addition, PIO Sachwitz contacted the editor of the *Island Sounder* to introduce himself and plans to submit an article for next month’s edition.

Website Redesign: Tabled this month.

NEW BUSINESS

None.

PUBLIC INPUT

None.

2021 BOARD MEETING SCHEDULE

May 4, 2021	3:00 PM
May 18, 2021	3:00 PM
Jun 1, 2021	3:00 PM
Jun 15, 2021	3:00 PM
Jul 6, 2021	3:00 PM
Jul 20, 2021	3:00 PM
Aug 3, 2021	3:00 PM
Aug 17, 2021	3:00 PM
Sep 7, 2021	3:00 PM
Sep 21, 2021	3:00 PM

ADJOURN

There being no further business for discussion, the meeting adjourned at 3:50 p.m.

APPROVED:

ATTEST:

Colleen Adler, Commissioner

David Albertson, Commissioner

Dale Porterfield, Commissioner

James R. Bixler, Secretary to the Board