

Chief  
James R. Bixler

Assistant Chief  
Jay Wiggins



Commissioners:  
Colleen Adler  
David Albertson  
Dale Porterfield

Phone: (253) 884-4040

12207 Lake Josephine Blvd.  
Anderson Island, WA 98303

Fax: (253) 884-4057

## MINUTES OF NOVEMBER 17, 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. All attendees joined via remote attendance technology in compliance with the recent extension of the Washington Governor's response to COVID-19 and Proclamation 20-28.12, with its correlated business meeting restrictions. 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 the meeting. Also in attendance: Nicola McDonald.

### READING AND APPROVAL OF MINUTES

The minutes of November 3, 2020, Regular Board Meeting were presented. Commissioner Adler made a motion to accept the corrected minutes. Commissioner Albertson seconded the motion. Motion passed.

### CAPITAL PROJECT CONSTRUCTION BIDS

Chief Bixler provided information to the Board and reported that only one formal bid was received by today's deadline for the construction of our building project. The island-based contractor submitting the construction proposal to undertake the project had attended the mandatory walk-through and completed all requirements by the deadline. The one construction bid proposal received by the District was submitted in two parts, addressing project requirements for Anderson Island Fire/Rescue, as follows:

### **CONSTRUCTION BID – Chuck Horjes Construction, Inc.**

- Total Base Bid for remodel of the existing building into new sleeping quarters, as defined in the Specifications; Renovation Construction = \$290,704.00
- Alternate Bid A-1 for new garage structure; New Construction = \$512,063.00
- Total Project Bid = \$802,767.00

Chief Bixler commented that while the final figure is marginally higher than anticipated, the construction bid is for completion of the total project with all items finalized by the contractor and his crew, including all sheetrock, final painting, and other finish work. Commissioner Albertson made a motion to accept the bid for construction. Commissioner Adler seconded the motion. Chair Porterfield called for a vote and acceptance of the construction bid proposal was approved unanimously by the District's Board.

## REPORTS OF OFFICERS & BOARDS

### SECRETARY'S REPORT

No correspondence.

**REVIEW OF RESOLUTIONS**

Resolution #2020-51 Payroll & Expense vouchers #27200523 – #27200541 in the amount of \$22,175.18 was available for review and discussion. After review and discussion, Commissioner Albertson made a motion to approve. Commissioner Adler seconded. Motion passed.

Resolution #2020-52 Capital Project Expense vouchers #27200542 – #27200546 in the amount of \$7,549.11 was available for review and discussion. After review and discussion, Commissioner Albertson made a motion to approve. Commissioner Adler seconded. Motion passed.

Resolution #2020-53 Transfer from Current Expense to Reserve in the amount of \$60,000.00 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 year-to-date Financial Report for 2020 funds through the month of October 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	\$167,612.59	\$329.58	\$167,942.17
Reserve Fund	\$ 31,323.62	\$279,028.60	\$310,352.22
G.O. Fund	\$ 40,913.39	\$ 74,447.88	\$115,361.27
Capital Project Fund	\$ 1,1990.94	\$768,274.48	\$770,265.42

**CHIEF’S REPORT**

Construction Preparation: Chief Bixler provided a report to the Board and commented that our team is in the process of moving items out of the storage building in preparation for the capital project to begin. Several items are being temporarily stored in the newly acquired CONEX metal containers, and some older items were discarded. Chief commented that once the project has been completed the District might find it advantageous to retain one of the metal storage containers for exterior groundskeeping items such as the riding mower.

Proclamation 20-28.12: Chief lead off with a quick update to commissioners on recent testing of island residents, as well as a brief recap of Pierce County reports on COVID-19 positive test results. Chief also stated that District personnel are only conducting training via remote attendance technology at this time, in response to the most recent mandate from the Governor’s Office. Chief commented that commissioner meetings fall under the requirement as well; we will continue to hold Board meetings remotely until restrictions are lifted.

**TRAINING OFFICER REPORT**

Chief provided the District training report, indicating officers met last week and created the EMT course schedule that we anticipate beginning early next year, possibly as soon as January. In addition, officers will participate in a strategic planning meeting to finalize the 2021 volunteer training schedule.

**UNFINISHED BUSINESS**

Capital Building Project: Chief informed the Board that Chuck Horjes Construction, Inc. can start as early as November 23, if we are ready for their crew to begin the project. Chair Porterfield requested that the Capital Building Project remain a part of regular Board meeting reports, to keep commissioners apprised of the construction progress.

Emergency Plan: Chief stated he will work with the new Riviera manager to collaborate on a comprehensive emergency plan for the island, as the District has done in the past for disaster planning.

Future Boat Moorage: Chief reported on a recent conversation with one owner of the property of interest.

Small District Representatives: Chief presented a report, and included information provided by Commissioner Adler, regarding South Sound 911 Board of Directors and whether it still has small district representation.

Riviera Marina Agreement: Chief introduced Nicola McDonald, the new Riviera Manager, to District commissioners. The Board reviewed with Ms. McDonald ongoing efforts to finalize the Riviera Marina Agreement that provides EMS access to facilitate patient transports. Ms. McDonald indicated that she would review prior communication, discuss it with the Riviera Community board, and get back with us on a decision.

Website Redesign: Chief mentioned that he had followed-up on a potential lead for technical assistance on the District's new web platform.

**NEW BUSINESS**

Commissioner Adler reported on the recent Snure Laws Update Webinar and provided valuable information on key takeaways: 1) the need for a data breach policy; 2) availability of a District tort claim form; and 3) a one-time federal tax waiver on the first \$50 earned on volunteer stipends. Chair Porterfield directed that Forms and Policy be added to Unfinished Business.

**PUBLIC INPUT**

None.

**BOARD MEETING SCHEDULE**

Nov 18, 2020	9:00 AM ~ <i>Special Budget Meeting</i>
Dec 1, 2020	3:00 PM
Dec 15, 2020	3:00 PM
Jan 5, 2021	3:00 PM
Jan 19, 2021	3:00 PM
Feb 2, 2021	3:00 PM
Feb 16, 2021	3:00 PM
Mar 2, 2021	3:00 PM
Mar 16, 2021	3:00 PM

**ADJOURN**

There being no further business for discussion, the meeting adjourned at 4:45 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**