

Chief
James R. Bixler

Assistant Chief
Jay Wiggins



Commissioners:
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MINUTES OF FEBRUARY 16, 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 Dave Albertson, Chief Jim Bixler, and Administrative Assistant (A/A) Ramona Wheeler attended. Also in attendance: Capt. Jeff Hayes. Excused: Assistant Chief (A/C) Jay Wiggins.

READING AND APPROVAL OF MINUTES

The minutes of February 2, 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 provided a follow up report to commissioners regarding recent communication from the Washington State Auditor's Office. According to his review of invoices received to date for the audit, the Secretary confirmed each invoice identifies billing hours for unique and separate periods.

REVIEW OF RESOLUTIONS

Resolution #2021-06 Transfer from Reserve Fund to Current Expense Fund in the amount of \$5,000.00 to cover operational expenses was available for review and discussion. After review and discussion, Commissioner Adler made a motion to approve. Commissioner Albertson seconded. Motion passed.

Resolution #2021-07 Capital Project Expense vouchers #27210106 – #27210108 in the amount of \$141,463.63 was available for review and discussion. After review and discussion, Commissioner Albertson made a motion to approve. Commissioner Adler seconded. Motion passed.

Resolution #2021-08 Payroll & Expense vouchers #27210092 – #27210105 in the amount of \$19,487.39 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 January was available for review. It is comprised of the most recently closed financials and funds, via Pierce County's online dashboard. Effective Cash Balance as well as Investment Purchases managed by the County are reflected in summary.

DISTRICT FUND	CASH ON HAND	INVESTMENTS	TOTAL CASH BALANCE
Current Expense Fund	\$ 207.60	\$ 18,349.53	\$ 18,557.13
Reserve Fund	\$ 1,337.46	\$379,152.09	\$380,489.55
G.O. Fund	\$ 1,211.05	\$ 25,463.12	\$ 26,674.17
Capital Project Fund	\$ 1,975.62	\$758,552.62	\$760,528.24

CHIEF'S REPORT

COVID-19 Vaccinations: Chief Bixler presented an update to commissioners on efforts to bring vaccines to the island and readiness preparations for our local point of dispensing. The District is ready to perform our portion of the assignment, as leadership continues to work with the multi-organizational group that is striving to accomplish the undertaking. Although the group has twice completed submissions requesting vaccines, both have been denied. Chief mentioned fire departments at both Vashon and San Juan islands are attempting to accomplish the same goal for their residents, but report that they have not been successful either. Our local island group will continue to participate in the requesting process until we secure a supply.

Snow Issues: Chief reported that the recent excess snow accumulation has kept the District busy, and this past Saturday he brought his tractor over and cleared the parking lot and driveway apron to assure station fire apparatus could deploy if needed.

TRAINING OFFICER REPORT

Chief provided a positive report regarding training progress of the current EMT class cohort. Most of our new recruits who completed academy last fall are enrolled in the EMT course. As part of their medical training in the EMT curriculum, they have been authorized for ride-along participation in Aid 27, with certified EMT teams that are responding to medical calls. Chief commented that although Training Division Chief Ron Music has officially given notice and is moving off Anderson Island within the next month, he has committed to completing his role as EMT instructor for the duration of the current course. District officers have finalized the schedule for fire training through mid-year, and volunteers continue to appropriately participate in drills.

UNFINISHED BUSINESS

Capital Building Project: Chief provided an update on construction of the new garage and reported the roof truss materials should be here this week. The contractor plans to have his team complete the truss build in the station back lot, and a crane will be brought in to set trusses onto the new building. Plumbing has been completed in the living quarters building and is ready for the floor cement pour.

Emergency Plan: Chief reported that he and Capt. Reynolds continue to work on planning strategy and have reached out to Pierce County Emergency Management for information about emergency plans that have been established by fire districts on other islands in the Puget Sound region.

Data Breach Policy: Chief gave an update on our review of associated RCWs regarding personal information and data security breach issues, as we develop a new policy. The District is working to provide commissioners with a policy draft for review and discussion at the next Board meeting.

Future Boat Moorage: Chief provided information to the Board regarding ongoing efforts to secure future moorage for the District fireboat. Possible next steps were examined.

Riviera Marina Agreement: Chief has scheduled a meeting with Riviera General manager Nicola McDonald.

Website Redesign: No new progress to report.

NEW BUSINESS

None.

PUBLIC INPUT

None.

2021 BOARD MEETING SCHEDULE

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
Jun 1, 2021	3:00 PM
Jun 15, 2021	3:00 PM
Jul 6, 2021	3:00 PM
Jul 20, 2021	3:00 PM

ADJOURN

There being no further business for discussion, the meeting adjourned at 3:35 p.m.

APPROVED:

ATTEST:

Colleen Adler, Commissioner

David Albertson, Commissioner

Dale Porterfield, Commissioner

James R. Bixler, Secretary to the Board