

Chief  
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Assistant Chief  
Jay Wiggins



Commissioners:  
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## MINUTES OF MARCH 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 David Albertson, Chief Jim Bixler, and Administrative Assistant (A/A) Ramona Wheeler attended the meeting. Also in attendance: Capt. Jeff Hayes. Excused: A/C Jay Wiggins.

### READING AND APPROVAL OF MINUTES

The minutes of March 2, 2021, 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

Secretary to the Board shared recent communication from the State Auditor's Office, which indicated they are close to completion on our audit and expect to have the District's final exit documents complete soon.

#### REVIEW OF RESOLUTIONS

Resolution #2021-12 Payroll & Expense vouchers #27210120 – #27210148 in the amount of \$41,866.43 was available for review and discussion. After review and discussion, Commissioner Albertson made a motion to approve. Commissioner Adler seconded. Motion passed.

Resolution #2021-13 Capital Project Expense vouchers #27210149 – #27210150 in the amount of \$123,444.05 was available for review and discussion. After review and discussion, Commissioner Adler made a motion to approve. Commissioner Albertson seconded. Motion passed.

Resolution #2021-14 Transfer from Reserve Fund for an approved expenditure in the amount of \$7,980.00 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 February was available for review. 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	\$49,171.76	\$ 350.91	\$ 49,522.67
Reserve Fund	\$ 1,615.52	\$361,189.09	\$362,804.61
G.O. Fund	\$ 467.05	\$ 30,465.66	\$ 30,932.71
Capital Project Fund	\$ 4,406.99	\$616,621.55	\$621,028.54

## **CHIEF'S REPORT**

Chief Bixler provided a report to the Board on the success of our recent Covid vaccine shot clinic that the District hosted over the weekend. The next shot clinic is scheduled at the fire station for Friday, March 26, and the Vaccine Team anticipates that we will receive enough of the vaccine to begin giving the second dose of the vaccine to those who qualify.

Chief also reported that shipment was received on the new customized jackets with high-visibility reflective Anderson Island Fire insignia and striping. The jackets have been distributed to volunteer members who have expressed appreciation for the professional gear.

## **TRAINING OFFICER REPORT**

Chief gave an update on the current training of District personnel and reported that our team continues to work through the regular calendar schedule. The EMT class is continuing to meet for labs, and the instructor anticipates that they will have completed coursework and final testing by the end of March.

## **UNFINISHED BUSINESS**

**Capital Building Project:** Chief shared an update, indicating that all framework is finished on the new garage and in the living quarters. Construction is on schedule, and Capt. Reynolds is making preparations to begin painting the fascia boards on the garage exterior. To better facilitate this portion of the project, the District is looking into renting another boom lift that will provide the most effective access. According to the contractor, it might be feasible for us to share this expense with electrical and sheetrock sub-contractors, who would both benefit from use of the boom lift for their respective roles.

**Emergency Plan:** Chief reported on meeting with Lake Josephine Riviera Water leadership, during which they discussed what the water department's response would be to various emergency scenarios. We are still waiting to hear from the DEM contact person, who has been recommended to the District.

**Data Breach Policy:** Chief presented a draft of a new Data Breach Policy for the District. Commissioner Albertson made a motion to approve. Commissioner Adler seconded the motion. Motion passed.

**Future Boat Moorage:** Chief provided an update on feasibility of the land purchase option. Chief then led the Board discussion on alternative considerations for long-term moorage for the District's fireboat. The Board took under review the proposal that the District establish an agreement with Oro Bay Properties for long-term fireboat moorage at its Anderson Island marina. After review and discussion, commissioners agreed that the District should approach Oro Bay Properties management to further explore the feasibility gaining a commitment and negotiating a binding agreement.

**Riviera Marina:** Chief met with the Riviera general manager and reported on their discussion. Chief informed the Board that both parties have verbally committed that each organization intends to continue to honor the current agreement regarding access to the Riviera dock for purposes of health and safety, and serving island residents.

**Website Redesign:** Chief stated that we are working toward wrapping up a solution in the next 30 days.

## **NEW BUSINESS**

Chief commented that the Anderson Island Firefighters Association received a generous donation gift of \$1,000 from the grateful family of a patient recently treated by the District EMS team.

**PUBLIC INPUT**

None.

**2021 BOARD MEETING SCHEDULE**

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
Aug 3, 2021	3:00 PM
Aug 17, 2021	3:00 PM
Sep 7, 2021	3:00 PM
Sep 21, 2021	3:00 PM
Oct 5, 2021	3:00 PM
Oct 19, 2021	3:00 PM

**ADJOURN**

There being no further business for discussion, the meeting adjourned at 4:05 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**