

Chief  
James R. Bixler

Assistant Chief  
Jay Wiggins



Commissioners:  
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## MINUTES OF FEBRUARY 4, 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 at 12207 Lake Josephine Blvd., Anderson Island, Washington. Commissioner Dale Porterfield called the meeting to order at 3:00 p.m. Commissioner David Albertson, Chief Jim Bixler, Assistant Chief (A/C) Jay Wiggins, and Administrative Assistant (A/A) Ramona Wheeler attended. Also in attendance: Captains Jeff Hayes and Arron Reynold. Excused: Commissioner Colleen Adler.

### READING AND APPROVAL OF MINUTES

The minutes of January 21, 2020, Regular Board Meeting were available; however, approval of the minutes has been tabled until the next regularly scheduled Board Meeting on February 18, 2020.

### REPORTS OF OFFICERS & BOARDS

#### SECRETARY'S REPORT

No correspondence.

#### REVIEW OF RESOLUTIONS

Resolution #2020-05 Expense & Payroll vouchers #27200066 – #27200083 in the amount of \$21,029.95 was available for review and discussion. After review and discussion, Commissioner Albertson made a motion to approve. Commissioner Porterfield seconded. Motion passed.

Resolution #2020-06 Capital Project Expense voucher #27200084 in the amount of \$104.32 was available for review and discussion. After review and discussion, Commissioner Albertson made a motion to approve. Commissioner Porterfield seconded. Motion passed.

Resolution #2020-07 Transfer from Reserve Fund to Current Expense Fund in the amount of \$22,000 to cover operational expenses was available for review, and Commissioner Albertson made a motion to approve. Commissioner Porterfield seconded. Motion passed.

#### CHIEF'S REPORT

Electrical Outage: Chief Bixler reported on the Friday night windstorm, which brought down a few trees on power lines and disrupted electrical service to some areas of the island. District personnel were called out to secure affected areas and assist Tanner Electric with tree removal. Chief commended the Tanner

Team for current efforts to upgrade the island’s electrical infrastructure, which have been successful in minimizing the impact of recent windstorm outages.

Fire Chief Contract Renewal: An updated contract was presented to the Board, which included previous changes requested by commissioners. After review and discussion, the Board approved the new two-year contract for Chief Bixler.

Payroll Policy: The Board revisited the Payroll Policy version proposed by Commissioner Adler, and after review and discussion voted unanimously to approve. The new policy will be added to the recently updated District Policy Manual and copies will be distributed to Board members at the next meeting.

Marine 27 Repairs: A/C Wiggins presented possible options the District is exploring to resolve the current problem with M27, regarding repair versus replacement of the lower unit of the motor. After review and discussion, commissioners approved the District to move forward once the best option is identified, with the caveat that final solution costs do not exceed \$6,000.

### **TRAINING OFFICER REPORT**

A/C Wiggins reported one of the District’s CPR instructors is currently in the process of completing recertification. In addition, officers continue to move forward with planning for a Recruit Academy class that has been tentatively scheduled for weekends throughout April. To date, we have four officers signed up for the EMS Conference in March.

### **UNFINISHED BUSINESS**

Capital Building Project: A/C Wiggins provided an update on the bidding process, which is scheduled to conclude on February 18 and will be made available for the next Board Meeting.

EMS Transport Billing: A/C Wiggins spoke with the Systems Design representative, who provided information which appears to indicate that our District does not have enough patient transports to the hospital at this time, to compensate for contract costs. According to Systems Design, the charge is \$35 per transport for billing. In addition, to even get into the Medicaid system there is an upfront fee of approximately \$595 with periodic renewals. Purportedly, their company is only able to bill Medicaid approximately \$115 per trip plus mileage. After review and discussion, it was determined that as a BLS provider, contracting with a billing company will not be beneficial to our organization at this time.

Engine 279 Pump Repair: A/C Wiggins reported that we are still waiting for information on when the replacement valves will be available. Engine 279 is currently operational; the valves are a maintenance item at this point and will not hamper effectiveness of the apparatus.

Future Boat Moorage: Chief Bixler provided an update in his report on the future moorage project. Sitts & Hill Engineers met with officials at Pierce County again. During that discussion alternative options to building an enclosed structure that could house the Sheriff department’s vehicle were explored, to resolve some concerns that had been raised by the County. We are in the process of securing a grant writer and brining in interested parties to strengthen our case for a regional grant. Mr. Lindell indicates that preliminary estimates indicate the project could come in at approximately two million dollars.

Park & Recreation: Chief provided follow-up comments on the Park & Recreation presentation made at our most recent Board Meeting. We are currently working to develop the Memorandum of Understanding and plan to revisit the issue with their board leadership during a District Board Meeting in March.

PR/Communications: Chief stated that after reviewing potential options and the scope of what a public relations volunteer could provide, there does not appear to be a need to fill such a role at this time. After review and discussion, the item was tabled.

Website Redesign: A/A Wheeler provided an update on the progress of securing a viable web platform for the District. We have determined to move forward with the Wix website builder, and Thomas Van Nuys is currently reviewing the scope document and pulling together a task list for the project.

Department of Natural Resources: Chief commented that the legislative body is still in session, and we have not received an update on DNR efforts to reestablish wildland protection agreements with three islands in Puget Sound: Anderson Island, Vashon Island, and Lummi Island. As the legislation wraps up this session, we will reach out again to determine if there is anything further we can contribute.

**NEW BUSINESS**

None.

**PUBLIC INPUT**

None.

**2020 BOARD MEETING SCHEDULE**

|              |         |
|--------------|---------|
| Feb 18, 2020 | 3:00 PM |
| Mar 3, 2020  | 3:00 PM |
| Mar 17, 2020 | 3:00 PM |
| Apr 7, 2020  | 3:00 PM |

**ADJOURN**

There being no further business for discussion, the meeting adjourned at 4:00 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