

Chief  
James R. Bixler

Assistant Chief  
Jay Wiggins



Commissioners:  
Colleen Adler  
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## MINUTES OF JUNE 2, 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, with commissioners joining via remote attendance technology in compliance with the extension of the Washington Governor's Proclamation and in response to COVID-19. 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 via the same technology. Also in attendance: Capt. Jeff Hayes.

### READING AND APPROVAL OF MINUTES

The minutes of the May 19, 2020, Regular Board Meeting were presented. Commissioner Adler made a motion to accept the Minutes as written. Commissioner Albertson seconded. Motion passed.

### REPORTS OF OFFICERS & BOARDS

#### SECRETARY'S REPORT

Secretary to the Board presented the final evaluation report from Washington Surveying and Rating Bureau, which is a follow up to the recent exam of our District's fire protection capabilities. According to the report, our District received high marks and was once again awarded the Protection Class 5 rating.

#### REVIEW OF RESOLUTIONS

Resolution #2020-25 Payroll & Expense vouchers #27200245 – #27200262 in the amount of \$15,563.68 was available for review and discussion. After review and discussion, Commissioner Albertson made a motion to approve. Commissioner Adler seconded. Motion passed.

#### CHIEF'S REPORT

Chief Bixler provided an update to the Board regarding the seasonal extra hire positions that have been filled to assist with station projects and cleanup.

#### TRAINING OFFICER REPORT

A/C Wiggins presented the District training report and informed the Board that we continue to meet for training via remote attendance technology, as mandated by the governor's proclamation. This past week volunteers participated in online EMS training, which was followed by a hands-on certification skills exam at the station for District EMTs. All participants at the station observed social distancing requirements and used appropriate PPE.

**UNFINISHED BUSINESS**

Capital Building Project: A/C Wiggins reported on his work with the engineer regarding a new round of perk testing that will help inform construction project decisions. The team is exploring options toward decreasing project costs on the new garage and quarters remodel. A/C Wiggins also introduced discussion on the new contract proposal submitted by architect Dan Kinkella, for the project redesign. Commissioner Porterfield recommended the contract be reviewed by our District attorney; the Board agreed. This coming Thursday, Chief Bixler, A/C Wiggins, and Commissioner Porterfield plan to meet with a consultant to review the project; no decision will be made at the meeting. Findings from the discussion will be presented to the full Board of Fire Commissioners at the next scheduled meeting of the Board.

Port Security Grant: Commissioner Adler reiterated that the 2020 Port Security Grant has closed, and she provided an update on her discussion with the grant writer engaged by the District to lead the future grant application process for us. After review and discussion, it was determined that the District will begin to move forward with recommended steps toward meeting requirements to successfully apply for the Port Security Grant in 2021. Chief will follow up with key contacts regarding the project location.

Website Redesign:

A/A Wheeler reported that the website project is moving forward, and the core site structure is now complete. Current work is underway to begin content population for key sections of the site.

**NEW BUSINESS**

None.

**PUBLIC INPUT**

None.

**2020 BOARD MEETING SCHEDULE**

Jun 16, 2020	3:00 PM
Jul 7, 2020	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**