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Assistant Chief  
Jay Wiggins



Commissioners:  
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## MINUTES OF APRIL 6, 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, Assistant Chief (A/C) Jay Wiggins, and Administrative Assistant (A/A) Ramona Wheeler attended the meeting. Also in attendance: Capt. Jeff Hayes.

### READING AND APPROVAL OF MINUTES

The minutes of March 16, 2021, Regular Board Meeting were presented. Commissioner Albertson made a motion to accept the Minutes with corrections. Commissioner Adler seconded. Motion passed.

### REPORTS OF OFFICERS & BOARDS

#### SECRETARY'S REPORT

Secretary to the Board introduced the audit exit report recommendations received from the State Auditor's Office and shared some examples. The full report will be forwarded to the Anderson Island Board of Fire Commissioners for review. The Secretary also mentioned that we have received an additional rebate through Washington State, for participation in the vendor contract that provides purchasing cards to local governments.

#### REVIEW OF RESOLUTIONS

Resolution #2021-15 Volunteer Reimbursement 2020 Q1 vouchers #27210154 – #27210179 in the amount of \$11,543.75 was available for review and discussion. After review and discussion, Commissioner Albertson made a motion to approve. Commissioner Adler seconded. Motion passed.

Resolution #2020-16 Payroll & Expense vouchers #27210180 – #27210206 in the amount of \$29,302.80 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 on the series of Covid vaccine shot clinics the District has been hosting and reported that we will be conducting a shot clinic this coming Friday. According to the Anderson Island Vaccine Team, this clinic will provide both first and second doses, then in two weeks they anticipate that shot clinic will only offer the second vaccine dose. If additional vaccine needs become evident, individuals will likely be directed, by the Vaccine Team, to schedule with the clinic operated by Miki Hayes, ARNP.

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CA \_\_\_\_\_  
DA \_\_\_\_\_  
DP \_\_\_\_\_

**TRAINING OFFICER REPORT**

A/C Wiggins provided an update regarding ongoing District training and reported that Capt. Megan Arzola and Capt. Hayes are scheduled for training to renew certification as CPR instructors. The District has also begun the process of long-term planning for Capt. Arzola, who will complete advanced training toward certification as a Senior EMS Instructor (SEI), in preparation to teach future EMT classes.

**UNFINISHED BUSINESS**

Capital Building Project: A/C Wiggins reported the framing projects have been completed, and the mechanical portion of the construction will begin next week. A/C Wiggins commented that coordinating sub-contractors has proven to be somewhat challenging, as we work our project around their scheduling of other electrical and plumbing jobs. Overall, the District’s capital project appears to be on track for completion this summer.

Emergency Planning: Chief gave an update, stating Capt. Reynolds contacted Pierce County’s Department of Emergency Management (DEM) and provided their team with a copy of the previous island emergency plan. Once the DEM provides the necessary and required input for a comprehensive emergency response, the District can move forward with strategic planning toward presenting a finalized emergency plan to local island citizens.

Future Boat Moorage: Chief provided a favorable report on his conversation with the vice president of the board of Oro Bay Properties (OBP). Per their conversation, the board vice president indicated that OBP would be amenable to formalizing a long-term lease agreement. Chief presented commissioners with a proposal for suggested length of term for the agreement. After review and discussion, the Board determined that a 30-year agreement would be equally advantageous to both parties, and commissioners recommended the District proceed with arrangements for completing a formal proposal, under those terms.

Website Redesign: A/A Wheeler provided information on the availability of new tutorials for the web platform purchased by the District, which appear to provide an alternate avenue with options that will resolve the current stalemate in our website development. A/A Wheeler will begin a tentative trial of the new approach over the next few weeks to determine whether this will prove to be a viable solution.

**NEW BUSINESS**

Commissioners expressed an interest in further promoting District current efforts (e.g., construction project) and discussed the need for a Public Information Officer (PIO). Chief agreed and stated that the topic will be introduced this evening during the Anderson Island Firefighters Association meeting.

**PUBLIC INPUT**

None.

**2021 BOARD MEETING SCHEDULE**

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  
Nov 2, 2021 3:00 PM  
Nov 16, 2021 3:00 PM  
Dec 7, 2021 3:00 PM  
Dec 21, 2021 3:00 PM

**ADJOURN**

There being no further business for discussion, the meeting adjourned at 4:15 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**