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James R. Bixler

Assistant Chief  
Jay Wiggins



Commissioners:  
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## MINUTES OF OCTOBER 20, 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 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 Assistant Chief (A/C) Jay Wiggins attended the meeting. Also in attendance: Capt. Jeff Hayes. Administrative Assistant (A/A) Ramona Wheeler was excused.

### READING AND APPROVAL OF MINUTES

The minutes of October 6, 2020, Regular Board Meeting were presented. Commissioner Adler made a motion to accept the minutes as written. Commissioner Albertson seconded the motion. Motion passed.

## REPORTS OF OFFICERS & BOARDS

### SECRETARY'S REPORT

No correspondence.

### REVIEW OF RESOLUTIONS

Resolution #2020-45 Payroll & Expense vouchers #27200483 – #27200502 was initially presented in the amount of \$40,764.65 with an additional line item. During review and discussion, commissioners made the decision to reject voucher 27200503, as the ordered items had not yet been received by the District. Commissioner Adler made a motion to approve the corrected Resolution #2020-45 in the amount of \$32,784.65 with removal of the Mountain Uniforms warrant, at this time.

Resolution #2020-46 Transfer from Reserve Fund to Current Expense Fund in the amount of \$35,000.00 to cover operational expenses was available for review and discussion. After review and discussion, Commissioner Albertson made a motion to approve. Commissioner Adler seconded. Motion passed.

Resolution #2020-47 Capital Project Expense vouchers #27200504 – #27200505 in the amount of \$910.00 was available for review and discussion. After review and discussion, Commissioner Adler made a motion to approve. Commissioner Albertson seconded. Motion passed.

Resolution #2020-48 Transfer from Reserve voucher #27200497 in the amount of \$6,662.61 was initially created to cover unexpected expenses incurred for the recent water incident and restoration services incurred by the District. During review and discussion, the Board concurred that the District's insurance carrier would be reimbursing the majority of the cost, thus eliminating the need for a transfer of funds. After review and discussion, Commissioner Adler made a motion to not approve the resolution. Commissioner Albertson seconded. Resolution #2020-48 was rejected.

Cancellation of the warrant for voucher 27200503 nullified the District’s need for Resolution #2020-49 for the amount of \$3,075.00. Commissioner Adler made a motion to not approve the resolution. Commissioner Albertson seconded. Resolution #2020-49 was rejected.

**FINANCIAL REPORT**

The year-to-date 2020 Financial Report for all funds through the month of September was available for review. It is comprised of the most recently closed District financials, via Pierce County’s online dashboard. Effective Cash Balance by fund and Investment Purchases managed by the County are reflected.

DISTRICT FUND	CASH ON HAND	INVESTMENTS	TOTAL CASH BALANCE
Current Expense Fund	\$8,745.58	\$324.97	\$9,070.55
Reserve Fund	\$37,725.75	\$278,980.04	\$316,605.79
G.O. Fund	\$7,207.05	\$74,436.61	\$81,643.66
Capital Project Fund	\$2,900.94	\$768,158.04	\$771,058.98

During review and discussion, there was some confusion regarding the source of one revenue item that was added to the Current Expense Fund for September. This will be researched and defined at a later date. In addition, commissioners requested to have the expense for the new Panasonic Phone System moved into the Capital Outlay section of the Current Expense Fund. The Board requested to review the budget documents again, once this change has been completed.

**CHIEF’S REPORT**

Damaged Reserve Boat: Chief Bixler reported that Marine 279 was on loan to Key Peninsula while their ferry was down for repairs; however, they did not have the District’s fireboat moored in a safe harbor. During a recent storm, our unprotected fireboat received damage to a section of rub rail and vent covers, and the boat fenders were destroyed. They have offered to pay for damages. Our team will complete repairs and refurbish Marine 279 inhouse.

Local IT Support: Chief provided an update on the District’s search to identify someone local to help with information technology needs. Our social media post to the Anderson Island community was successful, and we identified an individual who has extensive system administrator experience. After a thorough review of the District’s hardware, George Berz reported on several deficiencies that we are working to rectify. Per recommendations, it appears that critical backup with redundancies and connectivity issues can be corrected with approximately two to three thousand dollars in parts and upgrades. Commissioners were in favor of the opportunity and agreed benefits to the District justify overspending that line item for this year.

Halloween: Chief gave an update on Halloween preparations, informing the Board that after the daytime mobile COVID testing, we will be setting up the Fire Station Bay for our COVID compliant Trick-or-Treat drive through. Chief commented that islanders have donated several commercial bags of pre-packaged candy and our team is looking forward to the event.

Station Sign: Chief introduced the idea of replacing the old wooden signage by the road with an electronic marquee sign. Chief commented that we can purchase the base for approximately \$8,000 and stated that the Association is willing to split the cost with the District. After review and discussion, commissioners agreed that the idea has merit and suggested adding it to budget discussions for 2021.

**TRAINING OFFICER REPORT**

A/C Wiggins reported on District volunteer training and provided and an update on the readiness of eight volunteers currently completing Recruit Academy and preparations for our upcoming live burn. A couple of our most recent recruits have been fast-tracked to get them through CPR and other training.

**UNFINISHED BUSINESS**

**Capital Building Project:** A/C Wiggins reported that the redesigned project was opened for construction bids and posted publicly for four days. The bid meeting walk-through is scheduled for tomorrow (10/21/2020). According to architect Dan Kinkella, no one has picked up any of the bid plan sets from the designated mainland printer. Chief shared information with the commissioners from District attorney Joe Quinn, regarding mandatory walk-through requirements and State regulations regarding open bids.

**Emergency Plan:** Chief presented a report on his conversation with Executive Director Jody Ferguson, who is with Pierce County Emergency Management. Mrs. Ferguson was instrumental in development of the Vashon Island emergency plan and has agreed to share information with our District. According to Mrs. Ferguson, they are willing to bring a team to the island for a brainstorm session and emergency planning.

**Future Boat Moorage:** Chief was able to contact Gary McVeigh and gave an update to the Boar. Mr. McVeigh has agreed to provide information on the multi-agency marine training our District boat crew participated in, as part of the documentation we are gathering for the grant. Chief responded to Commissioner Albertson’s inquiry regarding land acquisition and stated that we have not been successful with recent efforts to contact the landowners. Meanwhile, we will continue with efforts toward preparing for the grant application.

**Radio User Fee Increase:** Chief presented information obtained during his discussion with Tim Hannah regarding the Public Safety Radio Network User Fee that the District pays quarterly to Tacoma City Treasurer. According to Mr. Hannah, our 40 portable mobile radios were initially purchased by South Sound 911 and given to the District; we own them. The fee we are charged pays for access to use the infrastructure that is owned by the City of Tacoma. Commissioner Porterfield expressed an interest in further discussion, stating he would like to know why there is no longer a small district representative on the board. Commissioners agreed and requested that the topic receive further research.

**Riviera Marina Agreement:** Chief commented that he had been working with the previous Riviera Community Club manager but has not yet had an opportunity to interact with the new manager regarding the Riviera Marina Agreement proposal. Chief stated he will follow-up and contact the new manager in the next few days.

**Website Redesign:** No report was available.

**NEW BUSINESS**

None.

**PUBLIC INPUT**

None.

**BOARD MEETING SCHEDULE**

Nov 3, 2020	3:00 PM
Nov 17, 2020	3:00 PM
Dec 1, 2020	3:00 PM
Dec 15, 2020	3:00 PM
Jan 5, 2021	3:00 PM
Jan 19, 2021	3:00 PM
Feb 2, 2021	3:00 PM
Feb 16, 2021	3:00 PM
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

**ADJOURN**

There being no further business for discussion, the meeting adjourned at 4:25 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**