

Chief  
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Assistant Chief  
Jay Wiggins



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## MINUTES OF OCTOBER 6, 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 Colleen Adler called the meeting to order at 3:00 p.m. Commissioner David Albertson, Chief Jim Bixler, and Administrative Assistant (A/A) Ramona Wheeler attended the meeting. Also in attendance: Jeff Hayes. Commissioner Dale Porterfield and Assistant Chief (A/C) Jay Wiggins were excused.

### READING AND APPROVAL OF MINUTES

The minutes of September 15, 2020, Regular Board Meeting were presented. Commissioner Albertson made a motion to accept the minutes as written. Commissioner Adler seconded. Motion passed.

### REPORTS OF OFFICERS & BOARDS

#### SECRETARY'S REPORT

Secretary to the Board introduced a letter from the City of Tacoma, which indicates monthly access fees to the Tacoma Public Safety Radio System will increase in 2021. Commissioner Adler submitted the 2021 Preliminary Budget report for South Sound 911 as supplemental documentation that provides information regarding the organization's decision to no longer provide a radio subsidy. Consequently, this has resulted in raised costs to the Pierce County fire districts.

#### REVIEW OF RESOLUTIONS

Resolution #2020-40 Volunteer Reimbursement 2020 Q3 vouchers #27200433 – #27200455 in the amount of \$10,597.16 was available for review and discussion. After review and discussion, Commissioner Albertson made a motion to approve. Commissioner Adler seconded. Motion passed.

Resolution #2020-41 Payroll & Expense vouchers #27200456 – #27200480 in the amount of \$42,768.31 was available for review and discussion. After review and discussion, Commissioner Albertson made a motion to approve. Commissioner Adler seconded. Motion passed.

Resolution #2020-42 Transfer from Reserve Fund to Current Expense Fund in the amount of \$25,000.00 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.

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

Resolution #2020-43 Transfer for Capital Expenditure Purchase from Reserve Fund in the amount of \$7,687.88 was available for review and discussion. After review and discussion, Commissioner Albertson made a motion to approve. Commissioner Adler seconded. Motion passed.

Resolution #2020-44 Capital Building Project Expense vouchers #27200481 – #27200482 in the amount of \$3,346.00 was available for review and discussion. After review and discussion, Commissioner Albertson made a motion to approve payment, subject to an additional review of information for all engineering expenditures to date. Commissioner Adler seconded. Motion passed.

### **CHIEF’S REPORT**

2021 Preliminary Levy Certification: Chief Bixler reported Pierce County tax valuations have been issued and appear to be favorable for increased District funding in 2021.

Station Exterior Painting: Chief provided an update on the project, reporting that we completed painting the exterior of the fire station. Chief also commented that the District was able to save nearly \$20,000 of the budgeted amount for the outside painting, by having extra hire staff complete the project.

Insurance Claim: Chief informed the Board that the District has not received an invoice for commercial restoration services provided during cleanup of our recent emergency water event. Chief commented that he has reached out to the District’s insurer to best determine the direction we will take in filing a claim.

Volunteer Appreciation: Chief presented the sample winter coat under consideration for District volunteers and provided pricing information. After review and discussion, commissioners approved the purchase.

Halloween Celebration: Chief introduced the idea of hosting a Trick-or-Treat Drive-Thru for families with children on Anderson Island. Tacoma-Pierce County Health Department will be conducting COVID-19 testing on campus at the fire station earlier the same day. We will manage the Halloween event in the same manner, with vehicles driving through the bay and firefighters in full bunker gear handing out treats.

### **TRAINING OFFICER REPORT**

Due to A/C Wiggins’ absence, Chief gave the update on training for District personnel as well as current Recruit Academy efforts. We have eight new recruits who will be participating in the practical skills training courses throughout October. Firefighters will have the opportunity to certify in CPR in an upcoming class that will be taught inhouse. In addition, officers have begun planning for the 2021 training schedule.

### **UNFINISHED BUSINESS**

Capital Building Project: Chief provided an update and stated everyone is working toward posting the Call for Bids on the project within the next week. Chief also commented that Commissioner Porterfield and A/C Wiggins met with the architect last week, and it appears approvals have been issued and all parties are ready for next steps to begin the construction portion of the project.

Emergency Plan: Chief reported on research efforts in the discovery portion of aggregating data for inclusion in an emergency plan. Chief conducted telephone interviews of other island fire departments in Puget Sound

and presented a brief on his findings. After some discussion, Chief will contact the Department of Emergency Management to follow up on their offer of assistance in emergency planning.

Future Boat Moorage: No new progress to report.

Website Redesign: A/A Wheeler provided a progress update on the website redesign. Thomas Van Nuys was able to implement navigation to subordinate site landing pages within the content management system (CMS) and results are greatly improved. They will continue to work independently to identify content locations where the CMS navigation will be utilized.

**NEW BUSINESS**

Chief mentioned some technical challenges we experienced during the implementation of the recent phone system upgrade. Chief introduced the proposal that the District conduct a search for local I.T. computer support and potentially hire someone with system administrator experience. After review and discussion, commissioners agreed that the suggestion would be worth pursuing.

**PUBLIC INPUT**

None.

**2020 BOARD MEETING SCHEDULE**

Oct 20, 2020	3:00 PM
Nov 3, 2020	3:00 PM
Nov 17, 2020	3:00 PM
Dec 1, 2020	3:00 PM
Dec 15, 2020	3:00 PM

**ADJOURN**

There being no further business for discussion, the meeting adjourned at 4:20 p.m.

**APPROVED:**

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**Colleen Adler**, Commissioner

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**David Albertson**, Commissioner

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**Dale Porterfield**, Commissioner

**ATTEST:**

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**James R. Bixler**, Secretary to the Board