

Chief
James R. Bixler

Assistant Chief
Jay Wiggins



Commissioners:
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MINUTES OF DECEMBER 15, 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, 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 December 1, 2020, Regular Board Meeting were presented. Commissioner Adler made a motion to accept the minutes. Commissioner Albertson seconded the motion. Motion passed.

REPORTS OF OFFICERS & BOARDS

SECRETARY’S REPORT

No correspondence.

REVIEW OF RESOLUTIONS

Resolution #2020-58 Payroll & Expense vouchers #27200565 – #27200594 in the amount of \$27,372.88 was available for review and discussion. After review and discussion, Commissioner Adler made a motion to approve. Commissioner Albertson seconded. Motion passed.

Resolution #2020-59 Capital Project Expense vouchers #27200595 – #27200596 in the amount of \$268.17 was available for review and discussion. After review and discussion, Commissioner Albertson made a motion to approve. Commissioner Adler seconded. Motion passed.

Financial Report

The year-to-date 2020 Financial Report for all funds through the month of November was available for review, and 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	\$ 3,043.98	\$120,329.62	\$123,373.60
Reserve Fund	\$ 5,026.67	\$374,063.85	\$379,090.52
G.O. Fund	\$ 5,546.01	\$ 19,457.28	\$ 25,003.29
Capital Project Fund	\$ 441.83	\$762,371.54	\$762,813.37

CHIEF'S REPORT

Construction Contract: Chief informed the Board that the District has formally entered into a contract with the selected construction company, to complete the new garage building and remodel the storage facility into living quarters. Chief provided an update regarding ongoing preparation work for the construction project. Our volunteer crew finished tearing off the old shingles from the existing building this week, as part of the remodel work.

Community Event: Our District has planned an alternative to the traditional Santa gathering at the ferry terminal, which was cancelled due to COVID-19 restrictions. The fire engine will be used to drive Santa around the community during the event and will further our public outreach. Capt. Reynolds is putting together a map for the Saturday afternoon route, which will take holiday cheer to neighborhoods with island children. The District will be promoting this event on the two island community Facebook pages.

TRAINING OFFICER REPORT

A/C Wiggins provided a brief report on District efforts as we wrap up year-end training. We are still conducting training meetings via remote attendance technology and are having some success despite the challenges current meeting restrictions introduce. We are also in the process of arranging COVID-19 vaccines for first responders, through Pierce County.

UNFINISHED BUSINESS

Capital Building Project: Chief reported on the contractor's recent visit to the construction site location, and it was determined that there is an accuracy issue with some of the original plan measurements. According to property line setback requirements and the property hill impact, the location of the new garage has been moved closer to the fire station and the existing remodel building.

Emergency Plan: No new progress to report.

Data Breach Policy: Commissioner Adler provided an update on her research regarding data breaches and company policies, and she reported that Washington State offers an online class.

Future Boat Moorage: Nothing new to report.

Small District Representatives: Chief reached out to Doug Richardson's office and is awaiting a return call.

Riviera Marina Agreement: Chief reported that he left a message and will contact the Riviera manager again. Reportedly, their board is in agreement with the contract we currently have with them, regarding use of their docking facility to transport patients. However, they want a separate second agreement that outlines how we will handle a disaster and/or a ferry breakdown. This would entail formal notification to the Riviera manager, or their board chair, identifying the emergency and the plan to transport people. Chief commented that this request appears feasible, contingent upon the Riviera providing a 24-hour emergency contact number.

Website Redesign: Chief shared with the Board information gleaned from the GoDaddy website offering for site development. According to his research, the free web builder version is extremely limited and the upgrade comes with a monthly hosting fee. Chief also reported on his conversation Bob Bedoll, who indicated that he charges a monthly fee to host and maintain island websites for organizations.

NEW BUSINESS

None.

PUBLIC INPUT

None.

2021 BOARD MEETING SCHEDULE

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
May 18, 2021	3:00 PM

ADJOURN

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

APPROVED:

ATTEST:

Colleen Adler, Commissioner

David Albertson, Commissioner

Dale Porterfield, Commissioner

James R. Bixler, Secretary to the Board