

Chief  
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Assistant Chief  
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Commissioners:  
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## MINUTES OF NOVEMBER 3, 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: Cpts. Jeff Hayes and Arron Reynolds.

### READING AND APPROVAL OF MINUTES

The minutes of October 20, 2020, Regular Board Meeting were presented. Commissioner Albertson made a motion to accept the minutes with a minor correction. Commissioner Adler seconded. Motion passed.

### REPORTS OF OFFICERS & BOARDS

#### SECRETARY'S REPORT

No correspondence.

#### REVIEW OF RESOLUTIONS

Resolution #2020-50 Payroll & Expense vouchers #27200506 – #27200522 in the amount of \$18,298.71 was available for review and discussion. After review and discussion, Commissioner Adler made a motion to approve. Commissioner Albertson seconded. Motion passed.

#### CHIEF'S REPORT

Recent Public Events: Chief Bixler provided an update on the successful Trick-or-Treat drive-through event we hosted for Halloween, which was favorably received by the community. Chief also commented that results for the recent COVID-19 testing are available, and thus far all results on islanders have been negative.

IT Support: Chief reported positively on the progress of computer upgrades and debugging currently underway, through efforts of the new information technology support and admin system expert.

Construction Bids: Chief gave a recap on results of the District's recent public posting of our Invitation to Bid on the capital building project. Only one contractor attended the required walkthrough on construction project redesign. Consequently, District leadership sought legal advice from attorney Joseph Quinn of Quinn & Quinn, P.S. Deadline for sealed bids is November 17, 2020.

Metal Storage Containers: Chief reported that the District plans to order two CONEX metal containers that will facilitate storage management throughout the construction project. Chief commented that metal shelving appears to be more cost-effective for the containers than building shelves, due to increased lumber costs.

Firefighter Staffing: Chief introduced discussion on the District's 10-Year Plan and the feasibility of creating a fulltime firefighter position. After review and lengthy discussion, commissioners agreed that further information is required to compare the resident firefighter approach, as well as the fulltime firefighter position, in conjunction with budget decisions for 2021.

Special Budget Meeting: The Board scheduled an all-day Special 2021 Budget Meeting that will take place on Wednesday, November 18, 2020, beginning at 9:00 a.m.

### **TRAINING OFFICER REPORT**

A/C Wiggins reported on the completion of the 2020 Recruit Academy, which culminated with the recent live burn and successful graduation of eight new firefighters. Next week we begin comprehensive EVIP training for District volunteers, to increase certified driver numbers on various fire and EMS apparatus. Planning is currently underway for 2021 training, and several new volunteers have expressed an interest in participating in the EMT course that is tentatively planned to begin in January.

### **UNFINISHED BUSINESS**

Capital Building Project: A/C Wiggins reiterated that, as was discussed during the Chief's Report, we held the walkthrough for the redesigned construction project. As reported, we had one contractor participate and he states that he is ready to begin work immediately if the project is awarded to his construction company. The metal storage containers can be delivered next week and will be in place for project preparation.

Emergency Plan: Nothing new to report.

EMS vs. Fire Allocation: Commissioner Albertson reported on his conversation with Roger Ferris, who is the current executive director for the Washington Fire Commissioners Association. According to Mr. Ferris, they are not formally regulating the utilization of EMS and Fire tax levies; the levied amount can be used for either.

Future Boat Moorage: No progress.

Radio User Fees – Small District Rep: During a previous Board discussion regarding the Public Safety Radio Network User Fee that the District pays quarterly to Tacoma City Treasurer, the Board requested Chief follow-up with an inquiry as to why there is no longer a small district representative on the board. Chief provided an update on his efforts, reporting that he had been unable to reach Tim Hannah on the issue and will try again.

Riviera Marina Agreement: No progress.

Website Redesign: A/A Wheeler provided a report and outlined challenges that have impeded progress on the website redesign. The content management system (CMS) aspect of the Wix platform has proven to be more complex than anticipated by the independent contractor who has been assisting with the project, and he recommended we review online learning courses for a possible solution. After review and discussion, it was determined that alternate resources will be sought to complete the technical aspects of CMS web development.

### **NEW BUSINESS**

None.

**PUBLIC INPUT**

None.

**BOARD MEETING SCHEDULE**

Nov 17, 2020	3:00 PM
Nov 18, 2020	9:00 AM ~ <i>Special Budget Meeting</i>
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

**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**