

Chief
James R. Bixler

Assistant Chief
Jay Wiggins



Commissioners:
Colleen Adler
David Albertson
Dale Porterfield

Phone: (253) 884-4040

12207 Lake Josephine Blvd.
Anderson Island, WA 98303

Fax: (253) 884-4057

MINUTES OF AUGUST 18, 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.

READING AND APPROVAL OF MINUTES

The minutes of August 4, 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 #2020-35 Payroll & Expense vouchers #27200377 – #27200394 in the amount of \$23,581.13 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 July 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 as well as Investment Purchases managed by the County are reflected in this summary.

DISTRICT FUND	CASH ON HAND	INVESTMENTS	TOTAL CASH BALANCE
Current Expense Fund	\$ 26,647.54	\$ 50,312.87	\$ 76,960.41
Reserve Fund	\$ 3,372.71	\$353,853.75	\$347,226.46
G.O. Fund	\$ 4,746.56	\$ 74,409.62	\$ 79,156.18
Capital Project Fund	\$ 1,916.94	\$774,873.56	\$776,790.50

CHIEF'S REPORT

Priority Ferry Boarding: Chief Bixler relayed challenges that current ferry overloads have created to the District in terms of delaying the return of lead officers to the island when on official business. Chief reported

on communication with the director of ferry operations and Pierce County Council Chair Doug Richardson, to request approval for priority boarding of District command vehicles, and Chief commented on the subsequent follow-up email received by Commissioner Albertson.

Station Painting Project: The approved project to repaint the exterior of fire station is on schedule to begin next week. Chief reported arrangements have been made to rent a power lift, and Capt. Reynolds has been completing preparations to clean and paint the main building.

New Phone System: Chief reported on the emergent situation regarding the District’s outdated desk phones and the need to upgrade to a newer system. Chief proposed the Board consider the appropriation of funds within the budget to be utilized for the purpose of procuring a new system. After review and discussion, Commissioner Albertson made a motion to approve. Commissioner Adler seconded. Motion passed.

TRAINING OFFICER REPORT

A/C Wiggins reported training for volunteers continues to move forward according to schedule, and we are assessing best strategies to complete recruit class for our new firefighters, once the burn ban is lifted. Earlier this year, Safety Officer Reynolds registered for a six-day course through FEMA that had been cancelled due to the COVID-19 outbreak. However, he recently received communication that the specialized training in Leadership Strategies for Community Risk Reduction has been rescheduled for September, and training will now include social distancing and other COVID-19 restrictions. We are hopeful this training will be held.

UNFINISHED BUSINESS

Capital Building Project: A/C Wiggins provided an update on the construction project redesign. Pierce County is requiring the District to prepare a new submission for another permit to encompass the scope of changes to the specs and drainage design. We anticipate that documentation will be ready for re-submission to the County by first of the month in September.

Future Boat Moorage: Chief indicated that there is no new progress to report. District leadership will revisit the feasibility of land purchase options.

Website Redesign: A/A Wheeler provided an update on the project and forwarded a screen-shot preview of the website redesign to commissioners via email.

NEW BUSINESS

The Board inquired regarding our Volunteer Banquet typically held in December, and Chief confirmed that the District is unable to host the annual event during 2020 in light of extended COVID-19 restrictions. Commissioners unanimously expressed interest in identifying alternative options to acknowledge the commitment and effort of our volunteer team. Toward furthering discussion on volunteer appreciation, Board Chairman Dale Porterfield elected to include the topic on the agenda for upcoming Board meetings.

PUBLIC INPUT

None.

2020 BOARD MEETING SCHEDULE

Sep 1, 2020	3:00 PM
Sep 15, 2020	3:00 PM
Oct 6, 2020	3:00 PM
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 4:05 p.m.

APPROVED:

ATTEST:

Colleen Adler, Commissioner

David Albertson, Commissioner

Dale Porterfield, Commissioner

James R. Bixler, Secretary to the Board