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## MINUTES OF MAY 19, 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 commissioners joining via remote attendance technology in compliance with the Washington Governor's Proclamation (March 24, 2020) and in response to COVID-19. 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 via the same technology. Also in attendance: Capt. Jeff Hayes.

### READING AND APPROVAL OF MINUTES

The minutes of May 5, 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

Chief Bixler introduced information from the Washington Fire Commissioners Association received via email. According to the communication, Brian Snure is now offering Webinar training for Open Public Meetings and Open Public Records Act. Commissioners indicated they had received the email and expressed interest in the Webinar, which complies with the statutory training requirements and certification.

#### REVIEW OF RESOLUTIONS

Resolution #2020-24 Payroll & Expense vouchers #27200231 – #27200244 in the amount of \$18,704.05 was available for review and discussion. After review and discussion, Commissioner Adler made a motion to approve. Commissioner Albertson seconded. Motion passed.

#### FINANCIAL REPORT

The year-to-date 2020 financials for all funds was available for review through the month of April, which is comprised of the most recently closed district financials available through Pierce County's online Workday Financial Access dashboard. Current cash balances for each fund are as follows, to include the Effective Cash Balance by fund as well as Investment Purchases managed by Pierce County.

DISTRICT FUND	CASH ON HAND	INVESTMENTS	TOTAL CASH BALANCE
Current Expense Fund	\$32,141.21	\$130,221.49	\$162,362.70
Reserve Fund	\$3,615.35	\$273,597.44	\$277,212.79
G.O. Fund	\$11,447.76	\$54,364.32	\$65,812.08
Capital Project Fund	\$2,366.94	\$779,139.67	\$781,506.61

## **CHIEF'S REPORT**

**Electronic EMS Reporting:** Chief Bixler reported that we have converted to tablet usage on District ambulances, toward electronic filing of EMS reports. One of the challenges has been online connectivity for entering patient data. Chief stated the District was adding two jet packs that would enable our tablets to be better connected to the electronic EMR forms in the field. The third-party vendor providing District cell phone service is providing jet pack devices at no cost to the District, only a nominal monthly fee for the service. One jet pack will be placed on our first-out ambulance Aid 27, and the second unit will be placed on Marine 27, to provide continuity during patient care and transport.

**Extra Hire Staffing:** Chief stated that the District would like to hire Cadet Erin Arzola for the summer months, to help in the office and garage bays. Commissioners were in unanimous agreement.

**M27 Fireboat:** Chief provided an update on M27, indicating that the engines have been installed and the fireboat is officially back in service. The District plans to purchase and install battery isolators for M27, as the alternator amperage is slightly higher on the new engines.

**Surplus Old Marine Engines:** Chief reported that the old marine engines have been posted to eBay and the listings have generated some interest.

## **TRAINING OFFICER REPORT**

A/C Wiggins provided a report on our current personnel training status and stated that we continue to meet via remote attendance technology. Online fire drills are comprised of the academic portion of Recruit Academy training and, once we have been cleared to meet as a group in person, we will finish the hands-on tactical and practical application portions.

## **UNFINISHED BUSINESS**

**Capital Building Project:** A/C Wiggins reported that the engineer will be on island this week to complete drainage testing toward proof of concept for the swale design.

### **Website Redesign:**

A/A Wheeler provided an update and commented that the project is moving forward according to schedule and should be ready to launch by the end of June.

**Port Security Grant:** Commissioner Adler informed the Board that despite governmental closures, the Port Security Grant the District was interested in has opened and closed, as of the original April 15, 2020, deadline. After brief discussion, the Board agreed the District will be better positioned in 2021.

## **NEW BUSINESS**

None.

## **PUBLIC INPUT**

None.

## **2020 BOARD MEETING SCHEDULE**

Jun 2, 2020	3:00 PM
Jun 16, 2020	3:00 PM

May 19, 2020

Jul 7, 2020 3:00 PM  
Jul 21, 2020 3:00 PM  
Aug 4, 2020 3:00 PM  
Aug 18, 2020 3:00 PM  
Sep 7, 2020 3:00 PM  
Sep 21, 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  
Nov 30, 2020 3:00 PM *Monday*  
Dec 21, 2020 3:00 PM

**ADJOURN**

There being no further business for discussion, the meeting adjourned at 3:35 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**