

Chief
James R. Bixler

Assistant Chief
Jay Wiggins



Commissioners:
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MINUTES OF MAY 4, 2021 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, and Assistant Chief (A/C) Jay Wiggins attended the meeting. Also in attendance: Capt. Jeff Hayes. Excused: Administrative Assistant (A/A) Ramona Wheeler.

READING AND APPROVAL OF MINUTES

The minutes of April 20, 2021, 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 reported on three correspondence items of interest received by the District.

Elections Manager Letter: The letter received from Pierce County's Elections Manager indicates the candidate filing period is Monday, May 17, 2021, through Friday, May 21, 2021. The Board expressed support of Commissioner Adler's candidacy, and she agreed to file for re-election this year.

Pierce County Finance Department: The District has received a new Fire Protection Services Contract for the ferry and associated County properties from Pierce County's Budget Division. Two original copies have been provided for commissioners to sign, which will be returned to Pierce County to fully execute the 2021 contract.

Retiree Pension Approval: The Board of Volunteer Firefighters has provided documents to activate pension benefits for Susan Cammon, former employee of Anderson Island Fire/Rescue. One document requests approval from the District's Board and requires the signatures of Chairman Porterfield and Chief Bixler.

REVIEW OF RESOLUTIONS

Resolution #2020-20 Payroll & Expense vouchers #27210237 – #27210252 in the amount of \$16,206.52 was available for review and discussion. After review and discussion, Commissioner Adler made a motion to approve. Commissioner Albertson seconded. Motion passed.

Resolution #2021-21 Capital Project Expense voucher #27210253 in the amount of \$1,488.00 was available for review and discussion. After review and discussion, Commissioner Albertson made a motion to approve. Commissioner Adler seconded. Motion passed.

CHIEF'S REPORT

COVID Shot Clinics: Chief Bixler provided an update on the District's participation in the final COVID-19 vaccine shot clinic on island, which was hosted at the fire station.

Power Line Ditch: Chief reported that the ditch has been completed from the power shed to the new project. The conduit for lines such as cables for District computers and security cameras was also installed.

Wildland Fire Risk Inspections: Chief presented his plan to implement a new wildland fire risk reduction inspection program over the next two weeks. Assigned District personnel will use a comprehensive checklist during property inspections to identify wildland fire risks and recommend risk mitigation strategies.

New Copier: Chief has ordered the new copy machine and the District is waiting for delivery.

TRAINING OFFICER REPORT

A/C Wiggins reported that officers continue to conduct regular District training and stated that last month we focused on wildland fires. A/C Wiggins also commented that the District plans to hold recruit class again this September. Chief stated that the District currently has 27 volunteers on the roster and informed the Board that two more volunteer applications are pending.

New EMT Certification: A/C Wiggins reported that the five EMT candidates who passed the recent Emergency Medical Technician training course provided through the District have all successfully passed the National Registry EMT certification testing. Four of the District's new EMTs are being processed by Pierce County for submission to Washington State for licensure. The final EMT is currently a cadet, and his application to the State will be submitted next month, when he reaches the age of 18.

CPR Instructor Certification: Capt. Megan Arzola and Capt. Jeff Hayes completed the CPR Instructor Class course this past weekend, and both have certified to teach CPR classes.

UNFINISHED BUSINESS

Capital Building Project:

A/C Wiggins presented an update on the living quarters progress, reporting that the sprinkler company sub-contractor was onsite today and installed 10 sprinklers. A/C Wiggins expanded on Chief's report and commented that several underground cables are currently being installed, and the electrician will be able to finish up work once the sprinklers are all installed. Once the electrical portion of the project is complete, the contractor can arrange to have the electrical inspection done and move forward with the insulation.

Emergency Plan: Chief commented on his previous conversation with Commissioner Adler and shared their concerns regarding the difficulty in coordinating an opportunity for an emergency planning discussion with Pierce County's Department of Emergency Management. Commissioner Adler has agreed to reach out to DEM and will work with Capt. Reynolds, reviewing current knowledge and District discussions regarding the plan.

Future Moorage Agreement: Chief informed the Board he has revised our current agreement with Oro Bay Property to reflect the long-range terms the District is requesting, to secure continued moorage for Marine 27. The District's proposal is currently under consideration by the Oro Bay Properties board.

Public Information Officer: Chief proposed that the new District position be renamed as Public Relations, and Board commissioners concurred. Chief reported that the position has been assigned to Gabe Sachwitz, who is one of our volunteers. Mr. Sachwitz has been added as an administrator to our Facebook account and has opened a Twitter account for the District. Chief commented that current social media efforts will focus on our push to rollout the wildfire risk reduction inspection program.

Website Redesign: No report.

NEW BUSINESS

Chief introduced a new proposal to the Board and requested approval for a part-time position to expand front office support with the goal to help manage the evolving workload. After extensive review and discussion, the Board approved the creation of a part-time position, established the hourly wage, and agreed on plans to publicly post the open position and hold interviews once a job description has been completed.

PUBLIC INPUT

None.

2021 BOARD MEETING SCHEDULE

May 18, 2021	3:00 PM
Jun 1, 2021	3:00 PM
Jun 15, 2021	3:00 PM
Jul 6, 2021	3:00 PM
Jul 20, 2021	3:00 PM
Aug 3, 2021	3:00 PM
Aug 17, 2021	3:00 PM
Sep 7, 2021	3:00 PM
Sep 21, 2021	3:00 PM

ADJOURN

There being no further business for discussion, the meeting adjourned at 3:45 p.m.

APPROVED:

ATTEST:

Colleen Adler, Commissioner

David Albertson, Commissioner

Dale Porterfield, Commissioner

James R. Bixler, Secretary to the Board