

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 MARCH 17, 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 at 12207 Lake Josephine Blvd., Anderson Island, Washington. Commissioner Dale Porterfield called the meeting to order at 3:00 p.m. Commissioner Colleen Adler, Commissioner Dave Albertson, Assistant Chief (A/C) Jay Wiggins, and Administrative Assistant (A/A) Ramona Wheeler attended. Also in attendance: Capt. Jeff Hayes. Excused: Chief Jim Bixler.

READING AND APPROVAL OF MINUTES

The minutes of March 3, 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 #2020-12 Payroll & Expense vouchers #27200125 – #27200145 in the amount of \$20,278.70 was available for review and discussion. After review and discussion, Commissioner Albertson made a motion to approve. Commissioner Adler seconded. Motion passed.

Resolution #2020-13 Capital Project Expense voucher #2720146 in the amount of \$463.08 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 February, which is comprised of the most recently closed District financials, as available through the 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 | \$23,259.68 | \$221.12 | \$23,480.80 |
| Reserve Fund | \$9,348.61 | \$269,621.58 | \$278,970.19 |
| G.O. Fund | \$5,528.44 | \$19,331.94 | \$24,860.38 |
| Capital Project Fund | \$2,830.02 | \$777,837.30 | \$780,667.32 |

CHIEF’S REPORT

COVID-19 Response: A/C Wiggins provided information to the Board for the Chief’s Report. We have been dealing with issues surrounding the COVID-19 social and EMS impacts, and our team is prepared to respond to emergency situations with appropriate caution and adequate PPE. We cancelled both Fire Drill and Marine Drill this past week, in compliance with current government recommendations and will continue with cancellations of regular drills, until further notice.

Community Concern: An ad hoc community committee met at the Anderson Island Community Center over the weekend to discuss potential coronavirus impacts to our island populations, and Division Chief Music and Capt. Hayes attended on behalf of the fire department to outline for the group the District’s role and responsibilities regarding County protocols.

Steilacoom Dock Damage: We have been informed that the dock used by our fireboat to transfer our patients to Pierce County EMS crews on the Steilacoom side is damaged and cannot be used. It was reported that a derelict boat floated underneath the ramp and caused the damage when the tide rose. Until repairs can be made to that dock, we have made arrangements to use the McNeil dock at Steilacoom to facilitate EMS transports of island residents to definitive care.

TRAINING OFFICER REPORT

A/C Wiggins reported that along with postponing all District volunteer training, all seminar and conferences for District personnel have been cancelled.

UNFINISHED BUSINESS

Capital Building Project: A/C Wiggins provided an update on discussion that took place at the recent meeting he and Chief Bixler had with Pierce County planning. A/C Wiggins also reported the District is researching feasibility of alternate approaches to portions of the capital building project to lower expenses.

Future Boat Moorage: The billing from Sitts & Hill Engineers for the initial work on their preliminary report was presented to the Board, and commissioners unanimously approved payment from the District’s Reserve Fund.

Park & Recreation: No new progress to report.

Website Redesign: The Board reviewed the wireframe layout for the website redesign, which depicts the main site sections and sub-sections that will be in the new site. While the technical aspects of the platform are addressed by Thomas Van Nuys, we will move forward with the content focus portion of the project.

Department of Natural Resources: No report.

NEW BUSINESS

None.

PUBLIC INPUT

None.

2020 BOARD MEETING SCHEDULE

| | |
|--------------|---------|
| Apr 7, 2020 | 3:00 PM |
| Apr 21, 2020 | 3:00 PM |
| May 5, 2020 | 3:00 PM |
| May 19, 2020 | 3:00 PM |
| Jun 2, 2020 | 3:00 PM |
| Jun 16, 2020 | 3:00 PM |
| 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 |

ADJOURN

There being no further business for discussion, the meeting adjourned at 4:15 p.m.

APPROVED:

ATTEST:

Colleen Adler, Commissioner

David Albertson, Commissioner

Dale Porterfield, Commissioner

James R. Bixler, Secretary to the Board