MINUTES OF JULY 20, 2015
REGULAR BOARD OF FIRE COMMISSIONERS MEETING

The regular meeting of the Pierce County Fire Protection District #27 Board of Fire Commissioners was held at 12207 Lake Josephine Blvd., Anderson Island, WA. Commissioner Dale Porterfield called the meeting to order at 6:00PM. Commissioner Dave Albertson, Commissioner Colleen Adler, Chief Jim Bixler, Assistant Chief (A/C) Jay Wiggins, and Administrative Assistant (A/A) Julie Harter attended. Also in attendance: Jeff Hayes.

READING AND APPROVAL OF MINUTES:

The minutes of June 27, 2015 Special Long Range Planning Meeting were presented. After review and discussion, some revisions were made. Commissioner Adler made a motion to accept the minutes after the revisions were made. Commissioner Albertson seconded the motion. Motion passed.

The minutes of July 6, 2015 Regular Board Meeting were presented. After review and discussion, some revisions were made. Commissioner Albertson made a motion to accept the minutes with the revisions. Commissioner Adler seconded the motion. Motion passed.

REPORTS OF OFFICERS & BOARDS:

SECRETARY’S REPORT

Three Invoice Vouchers for FF Frye were presented to Commissioner Porterfield for signature. Chief commented that these should be the last of the invoices for FF Frye.

No other correspondence.

REVIEW OF RESOLUTIONS

Resolution #2015- 23 Payroll & Expense vouchers #27150318- #27150341 in the amount of $32,396.34 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 2015 budget for all funds was available for review. The cash balances are as follows to include the current invested amounts, June revenues, and July expenses:
Fund | Cash | Invested | Current Cash Balance
--- | --- | --- | ---
Operating Fund | $102,389.88 | $50,000.00 | $52,389.98
Reserve Fund | $289,401.61 | $289,000.00 | $401.61
GO Bond Fund | $58,839.72 | $58,800.00 | $39.72

A/A Harter reported on some of the budget line items that have been overdrawn.

She also reported that Resolution #2015-09, which was a transfer from Reserve to Operating in the amount of $12,739.81, was never recorded in the County financial reports. After discussion, the Board agreed that rescinding the Resolution may be the right thing to do. A/A Harter commented that she would contact Pierce County Budget & Finance and see what their recommendation is for the situation.

It was reported that we still have $23,447.02 to transfer back into the Reserve Fund. In addition, the carryover amount in the Operating Fund from 2014 is supposed to be used as the Reserve deposit for this year. That amount is $45,144.05.

**Chief’s Report**

Chief reported that we’ve had a continued call volume.

We have both of our brush trucks in service, and so far no brush fires.

There is a logging operation going at the south end of the island that we’re keeping watch on.

We picked up the ambulance from WPFR and have been cleaning it out and removing their lettering in preparation for our lettering installation. A/C Wiggins is in the process of applying for an ambulance license for it.

**Training Officer Report**

Recruit class is in full swing. We have 15 attending. We may have lost 2 over the weekend though as they didn’t show up. Recruit class runs through next weekend.

We are trying to get another CPR class scheduled.

Lt. Ripley is still working with Norman Pancake for an upcoming EMT class.

A Firefighter from the Puyallup Extrication Team has a house out here and has been in contact with A/C Wiggins. He’s interested in volunteering his time for an extrication class.

**Unfinished Business**

CO Monitor: A/C Wiggins received a quote for approximately $3,000 plus tax for a refurbished CO monitor. After discussion it was determined that we do not have sufficient funds in the line-item of the expense budget that this item would come from. The Commissioners did agree that since this item would be for maintaining firefighter life and safety that we should find a way to purchase it right away.
Commissioner Albertson made a motion to allow over-spending the line item of the budget where the CO monitor should come from. Commissioner Adler seconded the motion based on the decision that this item is for maintaining firefighter life and safety. Motion passed. A/C Wiggins will move forward with getting the item ordered.

Tablet for Electronic EMR’s: Chief spoke with WPFR regarding this and they would be willing to let us use, and pay for, 2 of their licenses. Typically, departments pay for the company software plus the licenses. Chief is waiting to hear back from them and does not have any dollar amounts on what this would cost us as of yet.

Wildland Boots: It was decided that firefighters who want wildland boots will go out to purchase their own boots. The Department will reimburse them $50 of the cost of the boots, and the Association will reimburse the other $50. If they purchase a boot costing more than $100 then it was agreed that they would pay out of pocket for the remaining portion of the boots.

Finalizing the Long Range Plan: Chief presented a copy of the updated 10-year Long Range Plan containing the topics of discussion from last month’s Long Range Planning Meeting. An updated draft of the ERR was also provided.

In reviewing the ERR Commissioner Adler commented that we need a better working document with more realistic forecasted deposits (by line item). She commented that the bottom line does not add up with the line item deposits for each year, so it reads as though we are not saving enough money to carry out the equipment purchase plan. Commissioner Porterfield commented that we need to include the items we just updated in our 10 year plan in the ERR as well. After lengthy discussion, the Board decided to table the ERR discussion for now. Commissioner Albertson would like to see the ERR updated and discussed by the second meeting in September. Commissioner Adler commented that she is willing to work with Chief to achieve what she is envisioning. Chief indicated that he would like to work with her on this and that they will plan to set up a time to review it together.

Commissioner Adler made a motion to accept the updated 10 year plan. Commissioner Albertson seconded. Motion passed.

**NEW BUSINESS**

A/A Harter presented the Board with projected payroll and insurance costs for job sharing between J. Harter and A. Prisco. She is waiting to hear back from the insurance company on their requirements as well as DRS. The Board commented that they are fine with the job-sharing as long as everyone else is on board with it too.

**PUBLIC INPUT**

None.

**2015 BOARD MEETING SCHEDULE**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
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<tbody>
<tr>
<td>August 3, 2015</td>
<td>6:00 PM</td>
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<tr>
<td>August 17, 2015</td>
<td>6:00 PM</td>
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July 20, 2015
ADJOURN
There being no further business, the meeting adjourned at 8:00 PM.

APPROVED:

ATTEST:

____________________________________
Colleen Adler, Commissioner

____________________________________
David Albertson, Commissioner

____________________________________
Dale Porterfield, Commissioner

____________________________________
James R. Bixler, Secretary to the Board