MINUTES OF OCTOBER 5, 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 4PM. Commissioner Dave Albertson, Commissioner Colleen Adler, Chief Jim Bixler, Assistant Chief (A/C) Jay Wiggins, and Administrative Assistant (A/A) Amy Prisco attended. Also in attendance: LT Jeff Hayes.

READING AND APPROVAL OF MINUTES:

The minutes of September 21, 2015, Regular Board Meeting was available for review. Commissioner Albertson made a motion to accept the minutes as written. Commissioner Adler seconded the motion. Motion passed.

REPORTS OF OFFICERS & BOARDS:

SECRETARY’S REPORT
We received a letter from the City of Tacoma regarding the Public Safety Radio System User Agreement. There will be an increase in subscriber fees from $25/month per radio to $35.65/month per radio, plus an additional $9.87/month per radio for access to the South Sound 911 dispatch consoles. Chief spoke to Gary McVey regarding this increase and he stated that the City of Tacoma is in negotiations currently with South Sound 911 to have them pay a portion of this increase; therefore, the amount may change again before the actual billing in 2016. Comm. Adler commented that she will contact Ken Sharp at South Sound 911 to express her concerns on behalf of the Board and the Department as this seriously affects our budget.

REVIEW OF RESOLUTIONS

Resolution #2015-30 Payroll & Expense Vouchers #27150424 - #27150441 in the amount of $12,807.27 was available for review and discussion. After review and discussion, Commissioner Adler made a motion to approve. Commissioner Albertson seconded. Motion passed.

Resolution #2015-31 3rd Qtr 2015 Volunteer Reimbursement Vouchers #27150442 - #27150476 in the amount of $14,610.70 was available for review and discussion. After review and discussion, Commissioner Adler made a motion to approve. Commissioner Albertson seconded. Motion passed.
**Chief’s Report**

We retrieved our old boat back from Key Peninsula on Friday and delivered it to WPFR today. We did re-invoice Key Peninsula for the remainder of the year ($335) and will invoice again in January for 2016. We will need to replace the inverter charger on the boat (approximately $1000).

WSRB is coming out on Tuesday to do our insurance rating.

Our Disaster Preparedness event was a success. About 50 islanders attended and Chief received a lot of positive feedback from those who attended. Comm. Albertson thanked Comm. Adler for filling in when our presenter from PC Dept. of Emergency Management was late due to missing the ferry. We need to evaluate if we should do this annually. A/C Wiggins commented that it also brought in a record number of islanders for the flu shots which occurred later that afternoon.

The new aid car is now in service. We installed the radio ourselves which saved about $1000. FF Hayes is working on small projects that have been on the back-burner.

No date is set for a grant meeting with Laura Worley, but we will work on that before the next Board Meeting.

A/C Wiggins met with the architect regarding our new roof and he will bring out a manufacturer representative. We may not need to pull off the existing roof which would save us significantly.

**Training Officer Report**

We are continuing with our regularly scheduled training.

The EMT class begins this Saturday, October 10. Ten students have signed up, plus Norma Pancake is bringing a person from Search & Rescue with her who will also be taking the class. We will pass out the books tomorrow at drill so they can begin reading in preparation for the class.

There may be an additional expense to make sure all the students have the required immunizations in order to take the class (MMR, Influenza, TDap, Varicella, and Hepatitis B). This could cost us up to $500 per person if they do not have records. Comm. Adler recommended that we encourage them to use their insurance first and then we will pay the remainder. Cost for the class is $10,500.00, plus the books, which was $2,223.00 ($185.25 per book plus tax). We can charge the individual from Search & Rescue for taking the class, plus the cost of books.

Capt. Music will be holding a pre-class orientation on Wednesday evening. Students will receive their volunteer stipend for each class attended. Comm. Adler suggested we create a document that delineates what the class would cost and the benefits to them, to encourage completion.

Comm. Albertson attended drill last week and complimented the Chiefs on building a good team that can do training, as well as good rapport. He commented that he is proud of them all. Chief commented that he got positive feedback on a Commissioner attending the meeting. Comm. Adler and Comm. Porterfield will attend a drill at some point in the future.
**UNFINISHED BUSINESS**

Verizon Credit: The Jet Pack was last on an invoice in May, 2014 and we received a credit of $21.33. From that point forward, the number was not listed on any invoices and we were not charged for it.

Hornblower CPR Class Reimbursement: Sixteen employees were supposed to take the course; however, only 8 attended. We over-ordered on the books and cards and returned 15 cards and 15 books last week for a credit of $295.19; EMTC will be issuing a check in that amount to us. Lt. Ripley has not yet invoiced Hornblower for the class; however, and A/A Harter is working on that with her. Chief asked that A/A Prisco provide a breakdown of this invoice from EMTC, as well as any invoices in the last 16 months for the next Board meeting. Lt. Hayes commented that in the future, they will have a flat-rate fee such as $400 for up to 10 people and then require payment prior to the class.

**EXECUTIVE SESSION**

At 4:40 PM, Comm. Porterfield asked for a 15 minute Executive Session for discussion regarding a personnel complaint. At 5:04 PM the regular Board Meeting resumed with no decision from the Executive Session.

**NEW BUSINESS**

Chief commented that islander, Sean Griffin, who is an award-winning photo-journalist, offered to write up news releases for us free of charge to submit to local papers.

**PUBLIC INPUT**

None.

**2016 BUDGET**

Chief commented that the County projects a 42% increase in assessed value on Anderson Island next year.

The 2016 budget review discussions began with review and discussion of the proposed Operating Revenue Budget.

The proposed Operating Expense Budget was next for review and discussion. Each line item was reviewed.

Chief would like to increase the line item for Extra Hire for EMT shifts from $7,000 to $12,000. The Board agreed.

Chief spoke to our IT person regarding the need to upgrade our server to Windows 10. He would need about two days to remove the server and reprogram it to the WatchGuard box. This would be approximately $500-$800 of labor.

Discussion regarding the old aid car 2731 came up. After discussion, Comm. Albertson made a motion to surplus the old aid car 2731, which is no longer in service. Comm. Adler seconded the motion. Motion passed.
Comm. Adler reviewed changes she made to the ERR and commented that we will need to save more. The vehicles listed on it also need to be updated. This process will help us with grant purposes because it shows we cannot possibly save enough to meet our needs.

After further discussion, the Board decided to continue with a review of the proposed expense budget worksheet at the next regular meeting after some revisions have been made to this current worksheet.

**2015 Board Meeting Schedule**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 19, 2015</td>
<td>4:00 PM</td>
</tr>
<tr>
<td>November 2, 2015</td>
<td>4:00 PM</td>
</tr>
<tr>
<td>November 16, 2015</td>
<td>4:00 PM</td>
</tr>
<tr>
<td>December 7, 2015</td>
<td>4:00 PM</td>
</tr>
<tr>
<td>December 21, 2015</td>
<td>4:00 PM</td>
</tr>
</tbody>
</table>

**Adjourn**

There being no further business, the meeting adjourned at 6:33PM.

**Approved:**

**Attest:**

Colleen Adler, Commissioner

David Albertson, Commissioner

Dale Porterfield, Commissioner

James R. Bixler, Secretary to the Board