MINUTES OF OCTOBER 19, 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 4:00 PM. Commissioner Dave Albertson, Commissioner Colleen Adler, Chief Jim Bixler, Assistant Chief (A/C) Jay Wiggins, and Administrative Assistant (A/A) Julie Harter attended.

READING AND APPROVAL OF MINUTES:

The minutes of October 5, 2015 Regular Board Meeting was presented. Commissioner Albertson made a motion to accept the minutes. Commissioner Adler seconded the motion. Motion passed.

REPORTS OF OFFICERS & BOARDS:

SECRETARY’S REPORT

We received the 2016 Tacoma Radio User Agreement and the Radio Support Services Agreement. After review and discussion the Board authorized Chief to sign the Radio Support Services Agreement.

Commissioner Adler reported that she spoke with Ken Sharp in regards to the increase in monthly radio charges for next year. In her discussion with him he commented that the radio charges were expected to be reduced to $30 per radio, per month. After further discussion regarding the Radio User Agreement, Chief suggested that we hold off on signing the agreement until after South Sound 911 had their meeting regarding service charges. The Board agreed and tabled this matter until the next Board meeting.

REVIEW OF RESOLUTIONS

Resolution #2015-32 - Payroll & Expense vouchers #27150477-#27150499 in the amount of $22,793.55 was available for review and discussion. After review and discussion, Commissioner Adler made a motion to approve. Commissioner Albertson seconded. Motion passed.

Resolution #2015-33 – Transfer of Funds from Reserve in the amount of $22,793.55 from Operating Fund to Reserve Fund 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 2015 budget for all funds was available for review. The cash balances are as follows to include the current invested amounts, September revenues, and October transfers and expenses:

<table>
<thead>
<tr>
<th>Fund</th>
<th>Cash</th>
<th>Invested</th>
<th>Current Cash Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Fund</td>
<td>$13,564.08</td>
<td>$0</td>
<td>$13,564.08</td>
</tr>
<tr>
<td>Reserve Fund</td>
<td>$265,761.34</td>
<td>$255,000.00</td>
<td>$10,761.34</td>
</tr>
<tr>
<td>GO Bond Fund</td>
<td>$61,916.73</td>
<td>$61,900.00</td>
<td>$16.73</td>
</tr>
</tbody>
</table>

Current copies of the budget were provided. There was some discussion regarding the CPR class that was provided to Hornblower Marine Services by Lt. Ripley and Lt. Hayes. A/A Harter commented that we did receive a credit from EMTA for the return of some CPR books and cards; however, we are still waiting for payment from Hornblower. A/A Harter commented that she has been waiting for Lt. Ripley to provide her with the information on how many took the class and how much she quoted them for the class. She will follow up with her again.

**CHIEF’S REPORT**
Chief reported that things have been quiet. We’ve had a few calls the past couple of weeks. He has been working on the budget for next year.

**TRAINING OFFICER REPORT**
We are continuing with our regular training.

Gary McVay from WPFR will be our incident command guest speaker for drill on Tuesday night.

The EMT class is going in to the second week. So far everyone is still attending.

The Washington State Ratings Bureau (WSRB) was out last week for their update to our station’s insurance rating. A/C does not anticipate a change in our rating; however, he does not expect their results for a while.

**UNFINISHED BUSINESS**
**Tablet for EMR:** Chief would like to table this topic until more information is available. He commented that WPFR has not been happy with their software. A/C Wiggins commented that he will ask Norma Pancake about when we will be required to report electronically.

**New Roof:** A/C Wiggins received product information and samples from the manufacturer for the new roofing. He passed around the informational packet along with the samples for the Board to review. After review and discussion, the Board authorized A/C Wiggins to proceed with the next step in getting the project going.

**Grant Meeting with Laura Worley:** Chief and A/C met with Ms. Worley today. Chief reported that she indicated that our grant line item in our 2016 budget would be sufficient for her grant work. There are several grants that we could go for. Chief and A/C commented that everything is contingent on FEMA’s
priorities, so the items we ask for will likely wait until the grants open and we have more information. Both Chief and A/C commented that it was a good meeting and that Ms. Worley was very optimistic.

2016 Preliminary Budget Revisions: A/A Harter provided the Board with Worksheet #2 for the preliminary 2016 expense budget. She pointed out the revised items, which were based on the first budget discussion at the October 5th meeting.

Commissioner Adler questioned if there would be funds going to the Reserve Fund. Chief commented that the plan would be to put any carryover from this year in the Reserve Fund; like we planned for 2015. Commissioner Adler commented that the Board agreed to and approved a few unplanned purchases throughout 2015, but that we would need to be more frugal with any spending for 2016.

A/A Harter commented that our final numbers need to be submitted to Pierce County by the end of November, so that means we will need to finalize at our November 16th if we intend not to have any special budget meetings.

NEW BUSINESS
None.

PUBLIC INPUT
None.

2015 BOARD MEETING SCHEDULE
Commissioner Adler commented that she may not be able to attend the November 16th meeting.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
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<tbody>
<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>
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ADJOURN
There being no further business, the meeting adjourned at 5:40 PM.

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