MINUTES OF JUNE 20, 2016
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. Also in attendance: Laura Worley and Jeff Hayes.

READING AND APPROVAL OF MINUTES:

The minutes of June 6, 2016 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 an email from the State Auditor’s office indicating that their hourly rate of $93.00 will not change in 2017.

REVIEW OF RESOLUTIONS

Resolution #2016-24 Payroll & Expense vouchers #27160271- #27160291 in the amount of $25,595.44 was available for review and discussion. After review and discussion, Commissioner Adler made a motion to approve. Commissioner Porterfield seconded. Motion passed.

Resolution #2016-25 Transfer of Funds from Reserve in the amount of $846.00 was available for review and discussion. After review and discussion, Commissioner Adler made a motion to approve. Commissioner Albertson seconded. Motion passed.

FINANCIAL REPORT

A/A Harter reported on the 2015 discrepancy with Pierce County. A warrant that was issued in 2015 in the amount of $1,296.00, and was later voided, did not get recorded on Pierce County’s end when they converted their system over to Workday. That has since been resolved. Also, it was discovered that Pierce County recorded our first resolution of 2016, in the amount of $12,622.40, in December of 2015. A/A Harter has asked Pierce County if they will be able to amend their financial reports to show the $12,622.40 as a 2016 expenditure rather than 2015. They have not yet responded.
The year-to-date 2016 budget for all funds was available for review. The cash balances are as follows to include the current invested amounts, May revenues, and June 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>$193,103.95</td>
<td>$100,000.00</td>
<td>$93,103.95</td>
</tr>
<tr>
<td>Reserve Fund</td>
<td>$215,938.86</td>
<td>$215,000.00</td>
<td>$938.86</td>
</tr>
<tr>
<td>GO Bond Fund</td>
<td>$60,313.41</td>
<td>$-0-</td>
<td>$60,313.41</td>
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</tbody>
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In reviewing the Operating Fund and Reserve Fund cash balances the Board elected to transfer funds from the Operating Fund back to the Reserve Fund. Commissioner Adler made a motion to transfer $32,105.24 from the Operating Fund to the Reserve Fund. Commissioner Albertson seconded. Motion passed.

**Chief’s Report**

We’ve gained 3 new volunteers in the last couple of weeks. Unfortunately, we may be losing a few after Chief sends out letters asking for the return of fire department property to those who have not been in attendance regularly.

We had a boat call on Lake Florence recently as well as a call in Nisqually Flats.

The new ambulance has lettering and the plan is to begin cleaning and restocking it this week. We’ll also be getting the old one ready for surplus.

Chief received notice that we have been awarded 2 of the grants that our District applied for; one for the power cots and the other for firefighter 1 training.

Laura Worley was present at tonight’s meeting and provided explanations regarding the awarding of these grants. She reported that the regional grant for the power cots has been awarded for Anderson Island to purchase power cots and the mounts. This grant also includes West Pierce Fire & Rescue (WPFR) to just purchase power cots without the mounts. We have a responsibility to cover 10% of the costs, as does WPFR. The Operations Grant was also awarded, but they only awarded $58,000 for firefighter 1 training. They took out the portion for SCBA’s and turnouts. Ms. Worley does not know why they took that portion out. She commented that we can file amendments as long as we have started something on the grant. She commented that we have until June 7, 2017 to make a decision on this grant. She commented that a Port Security grant is coming up and we could ask for turnouts in that grant if we don’t plan to ask for anything boat related. The Board and Chief thanked Ms. Worley for her work on these.

**Training Officer Report**

We are continuing with our regular training scheduled.

EVIP is still ongoing.
There has still been no action by the remaining EMT students on scheduling the NREMT test.

**Unfinished Business**

ERR: Chief presented a draft of a more simplified ERR along with a draft of a resolution that would go along with it. After review and discussion, the Board asked that we include a column for the start dates, end dates, and the dollar projection of costs per year. The draft resolution was also reviewed and discussed. After a few revisions this should be ready for approval. Chief will have the revisions made and ready for the next meeting on July 5th.

**New Business**

Commissioner Adler commented that she came across information on obtaining free L&I fire safety plan pamphlets.

Commissioner Adler reported that she came across information regarding firefighter 1 training through the state fire academy. The article indicated that trainers would come to our location and would be of very little cost.

Commissioner Adler commented on the Pierce County Fire Commissioner meeting Minutes she read recently which contained a section regarding South Sound 911. She noted that the person reporting at their meeting, on behalf of SS911, reported that the radio fees offset were only a one-time thing. Commissioner Adler commented that is something we should be concerned about. She commented that she is planning to attend a SS911 meeting, which are held on weekdays. She will report back.

**Public Input**

None.

**2016 Board Meeting Schedule**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>July 5, 2016</td>
<td>4:00 PM</td>
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<tr>
<td>July 18, 2016</td>
<td>4:00 PM</td>
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<tr>
<td>August 1, 2016</td>
<td>4:00 PM</td>
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<tr>
<td>August 15, 2016</td>
<td>4:00 PM</td>
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<tr>
<td>Sept. 6, 2016 (Tues)</td>
<td>4:00 PM</td>
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<tr>
<td>Sept. 19, 2016</td>
<td>4:00 PM</td>
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<tr>
<td>October 3, 2016</td>
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<tr>
<td>October 17, 2016</td>
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<tr>
<td>November 7, 2016</td>
<td>4:00 PM</td>
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<tr>
<td>November 21, 2016</td>
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<tr>
<td>December 5, 2016</td>
<td>4:00 PM</td>
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<tr>
<td>December 19, 2016</td>
<td>4:00 PM</td>
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**Adjourn**

There being no further business, the meeting adjourned at 5:45 PM.

**Approved:**

CA ___
DA ___
DP ___

June 20, 2016
ATTEST:

Colleen Adler, Commissioner

David Albertson, Commissioner

Dale Porterfield, Commissioner

James R. Bixler, Secretary to the Board