

Chief
James R. Bixler

Assistant Chief
Jay Wiggins



Commissioners:
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**MINUTES OF NOVEMBER 7, 2018
BOARD OF FIRE COMMISSIONERS
SPECIAL BUDGET AND POLICY REVIEW MEETING**

A special all-day budget and policy review 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 (Chair) called the meeting to order at 9:00 AM. Commissioner Dave Albertson, Commissioner Colleen Adler, Chief Jim Bixler, Assistant Chief (A/C) Jay Wiggins, and Administrative Assistant (A/A) Ramona Wheeler attended. Also in attendance: Jeff Hayes.

REVIEW OF PROPOSED 2019 BUDGET ITEMS:

The proposed revenue and expense worksheets for the 2019 operating fund were made available for review and discussion. In addition, financial reports reflecting a comprehensive six-year review of tax revenues and operational expenses were submitted to the Board.

Commissioner Colleen Adler asked for the source of the figures used in the estimated revenue operating fund. Chief Bixler confirmed that the numbers in the proposed revenue budget have been taken from data provided by Pierce County auditors.

Commissioner Dale Porterfield stated that everyone agrees on the proposed 2019 revenue budget, in consideration of following changes:

1. Proposed fund for the delinquent tax revenue was increased to \$12k based on trends identified in the six-year financial report.
2. Conversely, it was determined to delete projected revenue from the budget for anticipated sale of tax title property, as that revenue source has not demonstrated consistency.
3. Anticipated revenue funding for the Pierce County ferry contract were lowered to \$2,500.
4. Projected investment interest was reset to a modest average, at \$150.

The proposed budget expenditure for 2019 was reviewed line-by-line with pertinent discussions regarding key line items in each category. Commissioners agreed to direct Chief to move forward with the hiring of a full-time maintenance employee. Changes that were identified during the are reflected in the finalized budget proposal, which includes the following:

1. Proposed budget increase for commissioners was approved.
2. Salary and wage discussions regarding full-time staff concluded with unanimous approval for increases, cost of living adjustments, and longevity pay where appropriate, as outlined for each employee.

3. Commissioners established salary and benefits for the maintenance employee position.
4. Computer programming line item was increased to \$1,500 toward upgrading our public-facing website.
5. Projected funds were increased to \$3,500 to help offset costs for the Volunteer Firefighter Banquet.
6. Personnel benefits were adjusted for the upcoming budget year, to reflect wage and staffing changes.
7. Higher gasoline rates resulted in an increased budget allotment for vehicle fuel in 2019.
8. Commissioners recommended a decrease in the budgeted proposal for small tools designated for wildland application, due to low utilization of those funds in the current year.

There was discussion regarding the reserve fund and the feasibility of scheduling a transfer-in of funds. Commissioners acknowledged that each year any carryover of operational funds is used to cover expenses during the first quarter of the upcoming year. The Board indicated that the Commissioners plan to review and approve the proposed 2019 budget at the next regular meeting.

REVIEW OF POLICY MANUAL:

The official Policy Manual for Anderson Island Fire/Rescue was last reviewed in its entirety in 2014. The Board previously determined that a complete review and update of all department policies was in order and reviewed personal copies prior to this Special Meeting.

New Policy: Chief introduced a newly written Procurement Policy, which the Board reviewed and approved after a few minor changes. The 2018 Snure Bid Law Matrix was added, and the policy was assigned number 3010.

Review Updates: Commissioners suggested changes and/or corrections during meeting discussion, and the Board collectively determined whether each item or issue would be addressed and included.

Redesigned Organization Chart: Chain of command for Anderson Island Fire/Rescue has been updated with the addition of a Division Chief, and the newly updated chart has been added to the policy manual.

During the policy review, it was discovered that although the department has had several iterations of planning documents over the years, there was not a copy of the most recent in the policy manual at number 1220. Resolved: The minutes of the Special Long Range Planning Meeting held by the Board of Fire Commissioners on March 11, 2017, have been added to our policy manual.

Commissioner Adler recommended the Board review the 10-year plan during a regular meeting in December and that the plan should be reviewed every two years. Once the policy updates have been completed, the Board will review and approve the policy in an upcoming regular meeting.

PUBLIC INPUT:

None.

2018 BOARD MEETING SCHEDULE

November 20, 2018 3:00 PM
December 3, 2018 3:00 PM
December 18, 2018 3:00 PM

ADJOURN

There being no further business to discuss, the meeting adjourned at 3:55 PM.

APPROVED:

ATTEST:

Colleen Adler, Commissioner

David Albertson, Commissioner

Dale Porterfield, Commissioner

James R. Bixler, Secretary to the Board