

Chief
James R. Bixler

Assistant Chief
Jay Wiggins



Commissioners:
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MINUTES OF NOVEMBER 20, 2018 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 3:00 PM. Commissioner Dave Albertson, Chief Jim Bixler, Assistant Chief (A/C) Jay Wiggins, and Admin Assistant (A/A) Ramona Wheeler attended. Also in attendance: Jeff Hayes and Arron Reynolds.

READING AND APPROVAL OF MINUTES:

The minutes of November 6, 2018 Regular Board Meeting were presented. After a correction was made to the date of the minutes under consideration for approval, Commissioner Albertson made a motion to accept the minutes. Commissioner Porterfield seconded the motion. Motion passed.

REPORTS OF OFFICERS & BOARDS:

SECRETARY'S REPORT

The Secretary read correspondence from IRS indicating PCFD 27 is subject to semi-weekly federal deposit requirements beginning in 2019. According to the IRS, they reviewed of our Form 941 reporting for the period of 07/01/17 through 06/30/18. It was determined that our total tax liability for the four quarters was more than \$50k, subjecting us to a rigorous semi-weekly wage-tax deposit schedule. Electronic payments are required; non-compliance results in a 10% penalty. Chief will follow-up and research the new filing requirement. Commissioner Porterfield added this item to Unfinished Business for future meetings.

REVIEW OF RESOLUTIONS

Resolution #2018-46 Payroll & Expense vouchers #27180538 – #27180555 in the amount of \$33,407.44 was available for review and discussion. Commissioner Porterfield noted an error in the description for the Lake Josephine Riviera Water, which was stricken from the record and initialed by the Board. After review and discussion, Commissioner Albertson made a motion to approve. Commissioner Porterfield seconded. Motion passed.

Resolution #2018-45 Transfer from Reserve in the amount of \$2,185.61 was available for review and discussion. After some review and discussion, Commissioner Albertson made a motion to approve. Commissioner Porterfield seconded. Motion passed.

Resolution #2018-47 Levy Certification for Year 2019 Budget in the amount of \$631,269.08 was available for review and discussion. Chief commented that this was a preliminary budget that will be finalized in

December once the County provides final numbers. During the discussion it was noted that \$48,000 of the regular levy was designated for the Reserve Fund. Chief commented that an anticipated budget carryover should bring our reserve up to the 10% goal. After review and discussion, Commissioner Albertson made a motion to approve. Commissioner Porterfield seconded. Motion passed.

FINANCIAL REPORT

2019 Budget: The Board reviewed updates to the preliminary 2019 Operating Budget, including the projected revenues and proposed expenditures established during the Special Budget Meeting held November 7, 2018. After review and discussion were completed, Commissioner Albertson made a motion to approve this version of the budget for 2019. Commissioner Porterfield seconded. Motion passed.

The year-to-date 2018 budget for the Operating Fund was included in the 2019 budget review for comparison and discussion point-of-reference. Full review of all funds will be available for review in the next financial report, after the November budget updates have been posted.

CHIEF'S REPORT

New Brush Truck Progress: Lights are at 80%, currently undergoing adjustments, and side lights are being completed. We previously reported the logo and identification vinyl for the vehicle doors and windows has been ordered and are now in production.

Brush Truck Incident: We followed Commissioner Adler's recommendation and filed an accident report. An officer called for additional details, sent J. Hayes a copy of his report, and cited Mr. Jenson for failure to yield to an emergency vehicle. Chief sent the insurance company a copy of the report.

Banquet: Everything has been put into motion; the venue will be at the same location, and we are using the same caterer. We have ordered the award plaques and a special Commissioners Award. Chief will take care of the alcohol beverages for the event.

TRAINING OFFICER REPORT

We are still finalizing the 2019 schedule and do not anticipate anything unusual for the new year. During the holidays our training typically drops off to primarily just our routine fire and marine drills, with only maintenance and EMS for December. Commissioner Albertson commented that he was impressed with the timed trials he witnessed at on a recent drill night, as firefighters donned their SCBA gear.

UNFINISHED BUSINESS

Building: A/C Wiggins spoke with architect Dan Kinkella, who indicated that they anticipate submission of the engineered drainage system by Wednesday of this week, November 21, 2018.

LED Lights: No report.

Future Boat Moorage: No report.

Snure: Commissioner Porterfield commented that the Board needs to consider scheduling a day-long meeting for the to examine the Snure Laws Update for policy manual implications.

Website Upgrade: No report.

NEW BUSINESS

During discussion it was suggested that we surplus the bumper off the new brush truck. Commissioner Albertson made a motion to approve. Commissioner Porterfield seconded. Motion passed.

PUBLIC INPUT

None.

2018 BOARD MEETING SCHEDULE

December 3, 2018 3:00 PM *Monday*
December 18, 2018 3:00 PM

2019 BOARD MEETING SCHEDULE

January 2, 2019 3:00 PM *Wednesday*
January 15, 2019 3:00 PM
February 5, 2019 3:00 PM
February 19, 2019 3:00 PM
March 5, 2019 3:00 PM
March 19, 2019 3:00 PM

ADJOURN

There being no further business, the meeting adjourned at 4:15 PM.

APPROVED:

ATTEST:

Colleen Adler, Commissioner

David Albertson, Commissioner

Dale Porterfield, Commissioner

James R. Bixler, Secretary to the Board