

Chief
James R. Bixler

Assistant Chief
Jay Wiggins



Commissioners:
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MINUTES OF DECEMBER 18, 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, 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 and Arron Reynolds.

READING AND APPROVAL OF MINUTES

The minutes of December 3, 2018, Regular Board Meeting were presented. Commissioner Albertson made a motion to accept the minutes. Commissioner Adler seconded the motion. Motion passed.

REPORTS OF OFFICERS & BOARDS:

SECRETARY'S REPORT

The Secretary to the Board introduced a letter of gratitude addressed to the Commissioners from Julie Harter, former administrative assistant to Anderson Island Fire/Rescue.

REVIEW OF RESOLUTIONS

Resolution #2018-50 Payroll & Expense vouchers #27180571 – #27180591 in the amount of \$22,800.43 was available for review and discussion. After review and discussion, Commissioner Adler made a motion to approve. Commissioner Albertson seconded. Motion passed.

Resolution #2018-51 Transfer from Reserve for the New Brush Truck in the amount of \$470.36 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 2018 budget for all funds was available for review. The cash balances are as follows, to include the current invested amounts, November and December expenses:

<u>Fund</u>	<u>Cash</u>	<u>Invested</u>	<u>Current Cash Balance</u>
Current Expense Fund	\$150,380.89	\$140,000.00	\$10,380.89
Reserve Fund	\$220,910.76	\$190,000.00	\$30,910.76

<u>Fund (cont.)</u>	<u>Cash</u>	<u>Invested</u>	<u>Current Cash Balance</u>
G.O. Bond Fund	\$4,213.79	\$4,000.00	\$213.79
Capital Projects Fund	\$776,959.54	\$700,000.00	\$76,959.54

CHIEF’S REPORT

Given the high incidence of downed trees blocking roadways on Anderson Island, we have ordered some additional tools to assist with the clearing process. Peavey and Cant hook logging tools will provide better log handling, allowing us to leverage and turn logs, improve chainsaw access, and protect equipment. We have also ordered additional chainsaw chaps to provide our team with protective gear. To facilitate cleanup during road clearings, we are using leaf blowers. However, the department only owns one, and the other is Chief’s personal leaf blower. We need to purchase a second leaf blower to meet community needs.

South Sound 911 sent a technician to the island and replaced the batteries, and our pager problem during power outages has now been resolved.

We have been extremely busy; the service call log is not reflective of the total effort it has taken to respond to downed trees and power outages. We responded to 16 calls over the past four days; not all have been service calls. We have dispatched Marine 27 to pick up the Tanner Electrical crew in four separate runs recently, but we cannot charge them fuel. However, Chief plans to visit with Tanner management to determine whether an alternative idea might be feasible. Last night (Monday, December 17) they lost power to the mainland substation, which resulted in an all-island blackout. Tanner crew, Chief, and Captain Hayes drove island community streets to visually site downed trees during the power outage.

TRAINING OFFICER REPORT

Jay continues to finalize the work schedule for 2019 training.

UNFINISHED BUSINESS

Building: Jay in the process of completing measurement requirements for site preparation. Everything has been submitted to Pierce County and is in progress.

Future Boat Moorage: No progress.

IRS Federal Deposit Requirements 2019: We have reviewed new IRS federal withholding, FICA, and Medicare submissions requirements and have established a viable process that is satisfactory to the Board.

LED Lights: No progress.

Snure Law Updates: The Board has scheduled a Special Meeting for the purpose of Policy and Legislation Review, in conjunction with new Snure recommendations. The Special Meeting will be held on Wednesday, January 9, 2019, at 9:30 AM.

Website Upgrade: Our technology IT support is in the process of preparing a project proposal for development and implementation of the new www.pcf27.com website, defining scope and projecting anticipated costs.
Wifi speed issue: A/C Wiggins worked with CenturyLink to successfully increase our internet connection speed, utilizing our fax line, which saved costs and boosted our connectivity from four (4) to the current 40 Mbps.

Paid Family and Medical Leave: The newly mandated Washington State benefit requirement for Paid Family & Medical Leave was available for review and discussion. According to published information from the State: “Businesses with fewer than 50 employees are exempt from the employer portion of the premiums” (Employer toolkit V2.1, pg. 6). PCFD#27 has less than 50 employees, thus it is exempt from paying the employer portion of the premium. After review and discussion, the Board determined the best course of action would be to participate in the State plan. In addition, PCFD#27 will pay the employee portion of the premium as a benefit to full-time employees (volunteer firefighters are not included within the scope of the Act).

Medical Insurance: Washington Fire Commissioners Association previously notified members of premium increases for medical coverage for its 2019 Employee Benefit Program. Information regarding increases for participating employees was introduced by Chief Bixler for review and discussion. It was proposed that the Board consider increasing the current \$1200 employee coverage cap to \$1500 to help offset costs. After review and lengthy discussion, Commissioner Albertson motioned to set the new maximum level at \$1500 per employee for health care coverage, and Commissioner Adler seconded the motion. Motion passed.

NEW BUSINESS

None.

PUBLIC INPUT

None.

2019 BOARD MEETING SCHEDULE

January 2, 2019	3:00 PM <i>Wednesday</i>
January 9, 2019	9:30 AM <i>Wednesday, Special Meeting</i>
January 15, 2019	3:00 PM
February 5, 2019	3:00 PM
February 19, 2019	3:00 PM

ADJOURN

There being no further business to discuss, the meeting adjourned at 4:50 PM.

APPROVED:

ATTEST:

Colleen Adler, Commissioner

David Albertson, Commissioner

James R. Bixler, Secretary to the Board

Dale Porterfield, Commissioner