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## MINUTES OF JANUARY 15, 2019 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, Washington. Commissioner Dale Porterfield called the meeting to order at 3:00 PM. Commissioner Dave Albertson, Commissioner Colleen Adler, Chief Jim Bixler, and Administrative Assistant (A/A) Ramona Wheeler attended. Also in attendance: Jeff Hayes.

### READING AND APPROVAL OF MINUTES:

The minutes of the January 2, 2019, Regular Board Meeting were presented. Commissioner Albertson made a motion to accept the minutes. Commissioner Adler seconded the motion. Motion passed.

The minutes of the second Special Policy Review Meeting, held January 9, 2019, 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

Both department staff and Board members received brochures promoting Snure Seminars: Two classes in one session, which meet statutory training requirements on Open Public Records (retention, policies, HIPAA, social media), and Open Public Meetings (procedures, rules of order, executive sessions, motions, resolutions, minutes).

#### REVIEW OF RESOLUTIONS

Resolution #2019-02 Volunteer Q4 2018 Reimbursement for vouchers #27190010 – #27190040 in the amount of \$9,738.53 was available for review and discussion. After review and discussion, Commissioner Albertson made a motion to approve. Commissioner Adler seconded. Motion passed.

Resolution #2019-03 Payroll & Expense vouchers #27190041 – #27190056 in the amount of \$22,719.08 was available for review and discussion. After review and discussion, Commissioner Adler made a motion to approve. Commissioner Albertson seconded. Motion passed.

Resolution #2019-04 Capital Project Expenses voucher #27190057 in the amount of \$4,600.00 was available for review and discussion. After review and discussion, Commissioner Adler made a motion to approve. Commissioner Albertson seconded. Motion passed.

#### FINANCIAL REPORT

The year-to-date 2019 budget for all funds was available for review. The cash balances are as follows, to include the current invested amounts, after December 2018 and current January 2019 expenses:

<u>Fund</u>	<u>Cash</u>	<u>Invested</u>	<u>Current Cash Balance</u>
Current Expense Fund	\$178,569.03	\$105,000.00	\$28,801.16
Reserve Fund	\$202,307.67	\$190,000.00	\$12,307.67
G.O. Fund	\$15,855.30	\$4,000.00	\$11,855.30
Capital Project Fund	\$770,948.94	\$700,000.00	\$70,948.94

After reviewing the cash investments and balances of our funds, discussion ensued regarding challenges around data availability via the Pierce County Workday Portal. Commissioner Albertson suggested making a change that would delay the financial report portion of regular Board meetings, from the second meeting of the month to the first of following month; however, during discussion it was acknowledged that this would delay timely reporting. Commissioner Porterfield requested that the 2018 year-end budget review be presented at the next regular Board meeting on February 5, 2019.

**CHIEF’S REPORT**

FLIR Thermal Imaging Camera: Repairs were completed on our infrared camera at no charge. The equipment is back at the station ready for use to help our team identify structural heat zones in fires.

Boat Trailer Rebuild: We have ordered the parts to repair and refurbish the boat trailer. Commissioners Albertson asked whether the boat had recently been damaged by West Pierce. Captain Hayes responded that the crew had actually lost the electronics connection during a recent water rescue call, but they were able to resolve the issue onsite prior to leaving the search area.

Biometric Door Locks: The station installed our current biometric door locks about 10 years ago, and Chief commented that we are looking into replacing them, due to age.

**TRAINING OFFICER REPORT**

In the absence of A/C Wiggins, Chief Bixler provided the Training Officer Report. We have an Officer’s Meeting scheduled to finalize the training schedule for the year; that will take place January 16, 2019. Captains Hayes and Reynolds have begun the Train the Trainer courses we previously reported, to assure that we are current on recent changes. The department will be sending A/A Wheeler to the February 9, 2019, Snure Seminar on Open Public Records and Open Public Meetings.

**UNFINISHED BUSINESS**

Building: An update on the building regarding Commercial Development Submittal to Pierce County was provided during discussion of the capital project expenses resolution to cover review fees. Once the County receives this payment, the review process will proceed.

Future Boat Moorage: Chief introduced concerns regarding the financial feasibility of the effort it would entail for Anderson Island Fire/Rescue to build its own docking facilities. Compounding the challenges is the fact that we have never received a definite “yes” or “no,” regarding multiple inquiries into leasing property for the project. Chief mentioned that West Pierce pays moorage for their boat and posited that perhaps it makes sense to pursue a viable deal for Marine 27 with Oro Bay Properties instead. Lengthy discussion followed, during which the Commissioners determined that the we should keep options open while we proceed with the current course of action.

LED Lights: No updates to report.

Snure Law Update: The Board will further address legislative impacts in conjunction with ongoing Policy review meetings. Next scheduled Special Policy Review Meeting will be Thursday, February 7, 2019.

Website Upgrade: Thomas VanNuys, who provides the station’s IT support, is currently reviewing the website redesign and upgrade project to submit a project bid. In the interim, A/A Wheeler has begun conducting a competitive analysis of fire district websites within Pierce County.

**EXECUTIVE SESSION**

Commissioner Porterfield called an Executive Session from 4:00 PM to 4:20 PM regarding personnel. No decision was made.

**NEW BUSINESS**

Commissioner Adler made a cursory review of the Petty Cash check book for PCFD #27, in compliance with Policy 3400, and commented that thorough review will be conducted in the future.

**PUBLIC INPUT**

None.

**2019 BOARD MEETING SCHEDULE**

Feb 5, 2019	3:00 PM
Feb 7, 2019	9:30 AM <i>Special Policy Meeting</i>
Feb 19, 2019	3:00 PM
Mar 5, 2019	3:00 PM
Mar 19, 2019	3:00 PM

**ADJOURN**

There being no further business for discussion, the meeting adjourned at 4:25 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