

Chief
James R. Bixler

Assistant Chief
Jay Wiggins



Commissioners:
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MINUTES OF FEBRUARY 5, 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, WA. Commissioner Dale Porterfield called the meeting to order at 3:00 PM. Commissioner Colleen Adler, Commissioner David Albertson, Chief Jim Bixler, Assistant Chief (A/C) Jay Wiggins, and Administrative Assistant (A/A) Ramona Wheeler attended. Also in attendance: Cpt. Jeff Hayes.

READING AND APPROVAL OF MINUTES

The minutes of January 15, 2019, Regular Board Meeting were presented. Commissioner Albertson made a motion to accept the minutes. Commissioner Adler seconded. Motion passed.

REPORTS OF OFFICERS & BOARDS

SECRETARY'S REPORT

The Secretary to the Board presented an email received from Public Disclosure Commission based in Olympia, regarding the new requirement for Board members to file PDC Form F-1. Due to an increase in the number of registered voters on Anderson Island, which currently exceeds over 1,000 individuals, elected and appointed officials are now required to complete the Personal Financial Affairs Statement.

The Secretary presented a letter from Mike Rooney, Elections Manager with the Pierce County Auditor's Office regarding the current incumbent position that will be on the ballot this year and the candidate filing period.

REVIEW OF RESOLUTIONS

Resolution #2019-05 Payroll & Expense vouchers #27190058 – #27190081 in the amount of \$23,007.93 was available for review and discussion. After review and discussion, Commissioner Albertson made a motion to approve. Commissioner Adler seconded. Motion passed.

FINANCIAL REPORT

2018 Year-End Budgets: Final budgets for all 2018 funds were available for review. Some discussion ensued regarding the Reserve Fund and 2018 transfers out of the revenues to cover operational expenses. After discussion Commissioner Porterfield requested the Reserve Revenue Fund be placed in Unfinished Business for further discussion regarding 2018 transactions.

Petty Cash Account Reconciliation: A comprehensive report was presented to the Board that reconciles expenditures in the Petty Cash account with reimbursement request voucher #27190070 for \$535.58, which will return the account balance to the mandated \$1,000 maximum balance.

CHIEF'S REPORT

Boat Trailer Brake System: Cpt. Hayes has completed repairs to the braking system on the fire boat trailer. Chief reported that the station has received multiple notifications that the boat on loan to West Pierce will be returned, but so far that has not occurred. Chief also mentioned that he took some of the marine crew to the boat show.

Door Locks: We have ordered new door locks that are biometric with Bluetooth technology, which will provide quicker emergency access and a running report on who entered the station and when. These will replace existing door locks that are over 10 years old at an original cost of \$189 each. In contrast, the new high-technology door locks are \$199 each.

Command Vehicle: The station Suburban needs brakes and tires, which increases total estimated costs in maintenance and repairs to between \$3000 – \$4000 for this year. Capt. Hayes conducted a market analysis that places the value of the unit at approximately \$15k. Chief commented that the Suburban has 92k miles on the odometer. Discussion ensued regarding viability of repairing the existing vehicle versus replacement. Commissioner Porterfield asked Chief Bixler to pull together some numbers for the next Board meeting to better inform further discussion.

TRAINING OFFICER REPORT

A/C Wiggins reported that the station sent two officers to the new EVIP training course upgrade, which is designed to educate fire team trainers on changes in curriculum. As a result, everyone in the department will now receive training from these officers, under the new EVIP guidelines. In March we have the opportunity to send people to the annual EMS Conference, and the one-day Change Conference takes place next week. Fire department instructors provided a training class on CPR and BLS First Aid this past week, and all five of our new volunteers were present to complete that requirement. Officers will be finalizing the training schedule for the first quarter of 2019 at the Officers Meeting tonight. We hope to outline firefighting and OTEP training for upcoming quarters throughout the rest of the year.

UNFINISHED BUSINESS

Building: According to Architect Dan Kinkade, he has re-submitted everything to the county; it had been in a “suspended situation” and apparently was deleted. Once this portion gets through the approval process, it will allow for the submission of the Building Permit.

Future Boat Moorage: According to the Anderson Island Park and Recreation District, the property under consideration as a potential fireboat moorage location now belongs to Pierce County Land Conservation. Commissioner Chuck Hinds has agreed to research the possibility for the fire department to obtain the strip of land. Chief commented that once we learn whether that land is an option, we can then determine if it would be feasible to build moorage in that location.

LED Lights: No progress to report. A/C Wiggins commented that we have not heard from the Tanner employee who was supposed to respond to our inquiry.

Snure Update: The Board will continue to review legislative implications in the series of meetings regarding policy review, during the next Special Policy Meeting.

Website Redesign: A/A Wheeler presented information regarding the process, which has been provided by information technology expert Thomas Van Nuys. Defining requirements and project scope will be an iterative process, largely through email and phone conversations. A/A Wheeler will create a draft of the problem statement and functionality requirements, then Van Nuys will define scope, fill in gaps, and identify feasible web solutions. He estimates it will take approximately five hours of his time to work with the department in creating requirements documentation at a cost of approximately \$200. Commissioners deemed the approach reasonable and authorized the expense.

NEW BUSINESS

None.

PUBLIC INPUT

None.

2019 BOARD MEETING SCHEDULE

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 5:30 PM.

APPROVED:

ATTEST:

Colleen Adler, Commissioner

David Albertson, Commissioner

Dale Porterfield, Commissioner

James R. Bixler, Secretary to the Board