

Chief
James R. Bixler

Assistant Chief
Jay Wiggins



Commissioners:
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MINUTES OF FEBRUARY 19, 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, Assistant Chief (A/C) Jay Wiggins, and Administrative Assistant (A/A) Ramona Wheeler attended. Also in attendance: Cpt. Jeff Hayes and Architect Dan Kinkade.

READING AND APPROVAL OF MINUTES

The minutes of February 5, 2019, Regular Board Meeting were presented. Commissioner Adler made a motion to accept the minutes. Commissioner Albertson seconded the motion. Motion passed.

REPORTS OF OFFICERS & BOARDS

SECRETARY'S REPORT

Secretary to the Board presented a letter of thanks from the Chief and Commissioners, written to Murry Stewart for support during the recent snowstorm; Commissioners signed the letter, which will be mailed.

REVIEW OF RESOLUTION

Resolution #20190-06 Payroll & Expense vouchers #27190082 – #27190099 in the amount of \$23,158.74 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 for January, and February expenses:

FUND	CASH	INVESTED	CURRENT CASH BALANCE
Current Expense Fund	\$103,320.84	\$59,217.88	\$44,102.96
Reserve Fund	\$202,667.89	\$190,344.98	\$12,322.91
G.O. Fund	\$16,066.15	\$4,007.26	\$12,058.89
Capital Project Fund	\$774,206.89	\$696,282.41	\$77,924.48

CHIEF'S REPORT

Snowstorm: Through it all, our fire team worked well with the Tanner Electric crew, responding to help manage downed lines during the power outages. We mobilized, had a process in place and worked with a councilman to arrange for County snow plows to assist with Tanner's efforts and clear our roadways. Everyone on the fire team put in a lot of long hours, and we have received positive community feedback. The governor has already declared the snowstorm situation an emergency; if that declaration results in possible reimbursements for districts impacted by the storm, we will likely apply for the funds.

Resident Complaint: Because of the snowstorm, we did have one mishap when two members of our team attempted to get diesel fuel to a homeowner for heat. Unfortunately, our vehicle went down the wrong driveway, got stuck, and needed heavy equipment to pull it out, and the boyfriend of the woman who owns the property called later to complain. The snow has since melted enough and two staff members went to the property today, completed cleanup on the affected patch, and planted grass seeds.

Commercial Fire: During the heavy-volume response period, there was also a commercial fire at the General Store. The wiring on the hot water tank caught fire and was mostly extinguished when we arrived; our team completed a structure investigation and helped manage smoke removal. We did run the engine with chains to get to the location, in the heavy snow conditions.

TRAINING OFFICER REPORT

A/C Wiggins reported that fire drill had been canceled because of the station's need to respond to the snowstorm. We currently have two people signed up for the EMS Conference, and more volunteers have asked to go. The training schedule for 2019 has been completed and the schedule will be put on the department calendar. A/A Wheeler will be attending the BARS Code training in Longview, on March 5, that is offered through the Office of the Washington State Auditor.

FIRE PREVENTION OFFICER REPORT

Cpt. Hayes presented a wrap-up of the Smoke Detector Program. The last day we received funding from the FEMA grant was February 10, 2019. There are approximately 450 smoke detectors remaining of the original 3,000 units supplied via the grant. The effort has resulted in the protection of 496 island homes that received the smoke detectors through our program. We will continue to issue the remaining smoke detectors until they are gone; units are readily available at the front desk and in the brush truck.

UNFINISHED BUSINESS

Building: Architect Dan Kinkade reported on challenges that have held up approvals at Pierce County. He had submitted all the engineered work a month ago, and they said it would be about four weeks for the site development plan to go through the review process. Although we submitted the architectural plans last summer, Pierce County planning will not review any architectural design submission until the site development review has been completed and the plans approved.

According to Kinkade, he has checked with the County each week but could not get any information on where the submission was within the review process. Commissioner Porterfield presented information he obtained through his interactions with the County regarding the project. During discussion, it was determined that an

apparent lack of coordination between departments has resulted in the architect's submission: 1) Not being updated to show that red-line items have actually been completed; and, 2) the original packet submission was deleted due to lack of progress within their review system. Commissioner Adler asked Kinkade to keep a running tally of interactions with the County in the future. Kinkade will forward the letter he received earlier today from Chris Tebaldi, development engineer with Pierce County Planning & Public Works.

Command Vehicle: In light of concerns regarding age and condition viability of the existing Suburban command vehicle, the Board asked Chief Bixler to present comparative information regarding maintenance and repair costs of the current unit versus the expense of purchasing a new vehicle. Chief reported Pierce County contracts with approved suppliers that spec potential vehicles for departmental purchase at fair market value. Through this resource, Chief identified three dependable options that would provide adequate functionality to meet demands required of a command vehicle for the department:

1. Suburban \$51,729.03
2. Standard Tahoe \$49,269
3. Police-style Tahoe package \$45,313.92 – non-pursuit rated tires, different suspension

Pricing presented includes \$500 for any upgrade needs and \$500 for vinyl laminates, which will provide PCFD 27 identification, station branding, and 911 information. Chief noted that the majority of the lights and sirens will be transferred over from the existing unit. After review and discussion, the Board determined that purchasing the Police-style Tahoe package would be the most cost-effective option over the long term. Commissioner Albertson motioned to replace the existing command vehicle with the Police-style Tahoe and Commissioner Porterfield seconded the motion. Commissioner Adler add to the motion that whatever money we can gain from the sale of the existing command vehicle should go into the Reserve Fund. All Commissioners were in agreement; motion passed.

Future Boat Moorage: No progress. Chief reported that he has reached out to one of the adult Olsen children of the property owner who is reportedly interested in a possible option regarding the Lyle's Store location for fireboat moorage. We are waiting on a response from Mr. Olsen.

LED Lights: Nothing to report.

Reserve Account: A/A Wheeler presented data for review of the Reserve Fund Revenue and all transaction into and out of the account over the past two years. The account is currently at 32% of the department's annual budget, and the final balance that remains to be transferred back into the Reserve Fund Revenue budget is \$67,059.08.

Snure Update: The Board will continue its review of legislative implications in the series of meetings regarding policy review during the next Special Policy Meeting on Tuesday, February 26, 2019.

Website Redesign: We are currently defining the project scope and have nothing new to report.

NEW BUSINESS

FEMA has just opened its annual Staffing for Adequate Fire & Emergency Response Grants (SAFER Grants), and the department will look into the feasibility of applying for a grant this year.

PUBLIC INPUT

None.

2019 BOARD MEETING SCHEDULE

Feb 28, 2019 9:30 AM *Special Meeting*
 Mar 4, 2019 3:00 PM *Monday*
 Mar 19, 2019 3:00 PM
 Apr 2, 2019 3:00 PM
 Apr 16, 2019 3:00 PM
 May 7, 2019 3:00 PM
 May 21, 2019 3:00 PM
 Jun 4, 2019 3:00 PM
 Jun 18, 2019 3:00 PM
 Jul 2, 2019 3:00 PM
 Jul 16, 2019 3:00 PM

ADJOURN

There being no further business for discussion, the meeting adjourned at 5:08 PM.

APPROVED:

ATTEST:

Colleen Adler, Commissioner

David Albertson, Commissioner

Dale Porterfield, Commissioner

James R. Bixler, Secretary to the Board