MINUTES OF APRIL 16, 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 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.

READING AND APPROVAL OF MINUTES

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

REPORTS OF OFFICERS & BOARDS

SECRETARY’S REPORT

Secretary to the Board presented a letter to Bank of America for Commissioners to review and sign, which provides a list of personnel authorized to interact with the company on behalf of the District. The Secretary also provided a follow-up report regarding contact with the auditor’s office on the District’s designated Tort Claim Agent. Pierce County Auditor’s Office requires the information to be recorded with the County, which we plan to document with the submission of a Board resolution.

REVIEW OF RESOLUTIONS

Resolution #2019-11 Payroll & Expense vouchers #27190180 – #27190198 in the amount of $31,346.45 was available for review and discussion. After review and discussion, Commissioner Adler made a motion to approve. Commissioner Albertson seconded. Motion passed.

Resolution #2019-12 for a transfer from Capital Project Fund into the Current Expense Fund in the amount of $4,445.31 was available for review and discussion. After review and discussion, Commissioner Adler made a motion to approve. Commissioner Albertson seconded. Motion passed.

Resolution #2019-13 Establishing a Designated Tort Claims Agent was available for review and discussion. After review and discussion, Commissioner Adler made a motion to approve. Commissioner Albertson seconded. Motion passed.

CHIEF’S REPORT

District Vehicles: Chief Bixler reported on current efforts to maintain our existing fleet, which included finishing up some final projects on the new brush truck. In addition, we identified an issue with U27 brakes during recent snowstorms and recently performed maintenance on the entire braking system ourselves, to correct the problem.
saving us over one thousand dollars. Chief also reported that the District’s new command vehicle, 2019 Tahoe, will go into production on April 30.

**Contract Amendment:** An amendment to Chief’s employment contract was presented for review and discussion, which proposed to amend the allotted vacation hours to 30 days annually, in accordance with District policy. Commissioner Adler moved to approve the contract amendment; Commissioner Albertson seconded. Motion passed.

**School Fire Protection:** While the WAC indicates that schools typically pay in accordance with the number of children attending the school, this year our local school currently has 25 children attending as students; however, next year that number drops to just 15 children. There was some discussion as to whether we have contracted with the school for the services that we provide. Chief reported that according the principal, if they are required to pay a contracted per-child rate, it will come out of their school budget and creates a burden. Commissioner Adler commented that if the school does not give state-funded monies it receives for fire protection to PCFD #27, then the island school has to give it back to the State, according to Snure.

**Park and Recreation Protection:** Although they are a junior tax district, the Anderson Island Park and Recreation District should technically contract with PCFD #27 and pay according to the value of tax properties. The current assessment for that district’s property value for parks is $1,444,000; but given the current situation, we are losing potential tax revenue despite the fact that we run medical calls to their parks. After discussion, the Board requested follow-up on two items: 1) Reach out to the Park and Recreation District Board and request a conversation regarding land acquisition issues; and, 2) Contact the DNR to determine whether anything can be done to reverse a previous administration’s decision to abandon the long-running DNR contract arrangement for wildland fire protection.

**TRAINING OFFICER REPORT**

A/C Wiggins reported we have been working on implementing the updated EVIP class training, which everyone is required to take. This past Saturday we had 11 people attend the Pumps Class, as part of that series. Later in May, our chief officers are scheduled to attend the Washington Fire Chiefs Conference in the Tri-Cities area.

**UNFINISHED BUSINESS**

**Capital Project - Sidewalks:** Chief attended the recent Anderson Island Citizens Advisory Board meeting and reports that area representatives, including Councilman Doug Richardson, were in attendance. The County delegation indicated that it is not very likely we will be required to comply with the County’s sidewalk stipulation, because the original intent was regarding sidewalks for new buildings. During review and discussion, the Board identified various construction projects on the island that have not been required to put in a sidewalk, which sets precedence.

**Capital Project - Building:** Our building permit came under review by the County fire marshal, whose office raised questions regarding: 1) fire hydrant requirements; and, 2) retention vault weight-bearing viability. Chief responded to Fire Marshal Warner and submitted information that provide justification, which satisfied County requirements.

**Future Boat Moorage:** Will follow up this week.

**Riviera Marina Boat Ramp:** Chief reported that although Pierce County cannot override the DNR, it appears that the DNR is paying attention to the County. The letter we provided that opposes proposed changes to the Riviera Marina boat ramp made an impact, according to AICAB.

**Snure Update:** The Board revisited the Snure Law Update, and a few items came up for review and discussion that we need to accomplish: 1) Provide training to increase cultural awareness and avoid discrimination; we also need to include gender-based discrimination training avoidance; 2) Define rationale that justifies the District’s
decision for opting out of the bio-fuel requirement; and, 3) Add specific language to both the Volunteer Application packet as our Policy Manual that clearly informs applicants that “is not an offer of employment.”

Website Update: Nothing new to report.

**NEW BUSINESS**

Commissioner Adler raised the idea of creating a how-to handout for island residents that provides instructions and recommendations for Emergency Disaster and Preparedness buckets. Chief commented that we currently provide quarterly CPR and first aid classes, and we are planning to host an emergency preparedness fair in September. Chief has also been working with a woman from the Anderson Island Community Club on some emergency need ideas.

**PUBLIC INPUT**

None.

**2019 BOARD MEETING SCHEDULE**

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**ADJOURN**

There being no further business for discussion, the meeting adjourned at 4:30 PM.

**APPROVED:**

**ATTEST:**

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<td>Dale Porterfield, Commissioner</td>
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James R. Bixler, Secretary to the Board