

Chief  
James R. Bixler

Assistant Chief  
Jay Wiggins



Commissioners:  
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## MINUTES OF AUGUST 6, 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: Jeff Hayes.

### READING AND APPROVAL OF MINUTES

The minutes of July 19, 2019 Regular Board Meeting were presented. Commissioner Albertson made a motion to accept the Minutes as written. Commissioner Adler seconded. Motion passed.

### REPORTS OF OFFICERS & BOARDS

#### SECRETARY'S REPORT

Secretary to the Board introduced the brochure for the upcoming Washington Fire Commissioners Association conference. In addition, the Secretary commented on the mutual agreement we recently renewed with West Pierce Fire & Rescue and briefly outlined the reciprocal benefits this provides for both agencies.

#### REVIEW OF RESOLUTIONS

Resolution #2019-27 Payroll & Expense vouchers #27190344 – #27190359 in the amount of \$18,656.91 was available for review and discussion. After review and discussion, Commissioner Albertson made a motion to approve. Commissioner Adler seconded. Motion passed.

#### FINANCIAL REPORT

The June 2019 budget for all funds was available for review. The current cash balances are as follows, to include invested amounts and expenses for through July.

FUND	CASH	INVESTED	CURRENT CASH BALANCE
Current Expense Fund	\$74,300.48	\$9,546.01	\$83,846.49
Reserve Fund	\$123,233.13	\$192,608.10	\$315,841.23
G.O. Fund	\$66,484.73	\$4,054.89	\$70,539.62
Capital Project Fund	\$77,816.19	\$704,697.33	\$782,513.52

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**CHIEF'S REPORT**

Chief Bixler provided his report to the Board, beginning with a review of the recent weekend incident involving the broken ferry dock at the Anderson Island terminal. A/C Wiggins initially reported to the ferry terminal to ascertain the situation and worked with Chief to begin strategic planning. The situation presented several island challenges, and the District put into motion a number of actions in response.

Once it was determined that the ferry would be down for an extended period of time, we mobilized our marine crew and began shuttling people between the Riviera Marina and Steilacoom dock. Over the course of two day, we made 28 round trips, each with an average of 10-12 public passengers. Broadcast news picked up the story, and our transport efforts with the fireboat received some positive news coverage.

In addition, we opened up the training room at the fire station to provide shelter for people who were stranded. Members of the community provided support for that effort, bringing in inflatable mattresses, pillows, and bedding, as well as a couple of meals. That Sunday we had 6-8 people through the night, and Monday 4-6 people sought shelter and a place to wait, throughout the day. There was initially some confusion regarding island response roles on the part of a few new island residents, which created an unnecessary duplication of effort.

We will participate in after action review discussions with Pierce County, to collectively analyze what happened, why it happened, and what can be done better by all participants in any future events.

**TRAINING OFFICER REPORT**

A/C Wiggins reported that the District currently has the Fire Recruit Academy in progress, and six people are enrolled. The course will culminate in a Live Burn that we anticipate scheduling sometime in October, once the weather is cooler.

The CPR and First Aid community class that had been scheduled for today (August 6) has been postponed until next week on August 13.

**UNFINISHED BUSINESS**

Capital Project Building: A/C Wiggins reported that he spoke with architect yesterday (August 5), and Dan Kinkella indicated that everything has been turned in to the County. We are now waiting for a response.

Future Boat Moorage:

Chief provided an update regarding ongoing efforts to secure favorable long-term moorage for the District's fireboat. Pierce County had suggested the District approach the nonprofit group, Nisqually Land Trust; however, property it owns along shorelines on island were, to a great extent, purchased through a conservatorship and will remain undeveloped. Chief will continue to pursue alternative options.

Park & Recreation District: Nothing new to report.

Policy Manual Update: The Board reviewed four policies (one new and three revised) that have been finalized and will be included in the new Policy Manual. Work is moving forward to complete all updates and prepare a final review document.

Website Upgrade: A/A Wheeler presented preliminary results of a competitive analysis that identifies opportunities for the District to enhance its online presence with the website redesign update. Discussion included a review of possible sub-site sections that would expand our website: 1) Secure Access Calendar with login access for volunteers; 2) Volunteer Recruitment section and application; 3) Anderson Island Firefighters Association section, which would include 4) Asking for Donations, not-for-profit explanation, contact information, online form; 5) Tort Claims Agent information and forms; and 6) Open Public Records policy information and access to request forms;

**NEW BUSINESS**

None.

**PUBLIC INPUT**

None.

**2019 BOARD MEETING SCHEDULE**

Aug 20, 2019	3:00 PM
Sep 3, 2019	3:00 PM
Sep 17, 2019	3:00 PM
Oct 1, 2019	3:00 PM
Oct 15, 2019	3:00 PM

**ADJOURN**

There being no further business for discussion, the meeting adjourned at 5:00 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**

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