

Chief
James R. Bixler

Assistant Chief
Jay Wiggins



Commissioners:
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MINUTES OF AUGUST 20, 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 Dave Albertson, Chief Jim Bixler, Assistant Chief (A/C) Jay Wiggins, and Administrative Assistant (A/A) Ramona Wheeler attended. Also in attendance: Training Division Chief (D/C) Ron Music and Capt. Jeff Hayes.

READING AND APPROVAL OF MINUTES

The minutes of August 6, 2019, Regular Board Meeting 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

Secretary to the Board introduced correspondence from the Pierce County Fire Commissioners Association. After reviewing the benefits and associative membership costs, it was determined by the commissioners that joining mid-year would not provide a satisfactory return on investment; they will revisit the opportunity next year.

REVIEW OF RESOLUTIONS

Resolution #20190-28 Payroll & Expense vouchers #27190360 – #27190378 in the amount of \$20,664.00 was available for review and discussion. After review and discussion, Commissioner Adler made a motion to approve. Commissioner Albertson seconded. Motion passed.

Resolution #2019-29 Transfer from Reserve to Current Expense, for voucher #27190378 in the amount of \$3,931.57 was available for review and discussion. After review and discussion, Commissioner Albertson made a motion to approve. Commissioner Porterfield seconded the motion. Commissioner Adler voted against transferring funds from the Reserve. Motion passed by majority.

Resolution #2019-30 Transfer from Reserve to Current Expense, for vouchers #27190368 in the amount of \$197.50 and #27190377 in the amount of \$798.46 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

Chief Bixler reported that the District is in the process of assessing the existing Anderson Island Disaster Plan to determine whether it adequately provides for contingencies to meet the needs of the current island population and to help facilitate strategic planning for a comprehensive District response.

District leadership has been invited to attend the After Action scheduled by Pierce County Department of Emergency Management, regarding the recent dock incident at the Anderson Island ferry terminal. The Board of Fire Commissioners agreed to change the time of the upcoming Board Meeting to the earlier morning start of 9:00 a.m., which will allow the District to participate in the DEM After Action.

TRAINING OFFICER REPORT

A/C Wiggins provided an update on the Fire Recruitment Academy. The team has completed scheduled coursework and practical application exercises, and only a few items remain to finish up before the Live Burn Fire Training.

Our instructors conducted another quarterly CPR and First Aid course this past week, and the class was comprised of several members of the public as well as two firefighters who were recertifying.

UNFINISHED BUSINESS

Capital Building Project: A/C Wiggins informed the Board on the current status of the permitting process for the construction project. It has been determined by Pierce County that the most recent submission to Planning and Land Services was short one aspect of the permitting process. Building permits for both the garage and the volunteer quarters have been approved by the appropriate County departments, pending final documentation that will be provided by the project engineer.

Future Fireboat Moorage: Momentum continues to move forward in our efforts to secure future moorage for the District fireboat. Chief Bixler advised the Board that the District has accepted proposal terms offered by Sitts & Hill Engineers, and we have entered into a signed agreement. The firm will provide civil and structural engineering services with preparation of project scoping documents. They will be scheduling a site-visit to walk the property and collect data, which will help inform the process.

Recently, Chief Bixler and A/C Wiggins met with principals on an alternate parcel of land and report that the property owners favorably view a possible arrangement as a positive opportunity. We will have a better understanding of actual property needs once the engineering firm completes its research.

Park & Recreation District: No new report.

Policy Manual Update: An updated draft of the Policy Manual was provided to commissioners for review to assure changes and corrections are accurately reflected in the document. Commissioners will provide feedback for the final publication, at the next Board meeting.

Website Redesign: A/A Wheeler presented a brief overview of next steps toward developing the scope document for the website redesign, finalizing the project statement, and identifying feasible deliverables. Once the project segments have been outlined, A/A Wheeler will then work with District IT expert Thomas Van Nuys to determine major milestones, address limitations, and define top level requirements.

NEW BUSINESS

None.

PUBLIC INPUT

None.

2019 BOARD MEETING SCHEDULE

Sep 3, 2019	9:00 AM <i>Time Change</i>
Sep 17, 2019	3:00 PM
Oct 1, 2019	3:00 PM
Oct 15, 2019	3:00 PM
Nov 5, 2019	3:00 PM
Nov 19, 2019	3:00 PM
Dec 2, 2019	3:00 PM <i>Monday</i>
Dec 17, 2019	3:00 PM

ADJOURN

There being no further business for discussion, the meeting adjourned at 4:20 PM.

APPROVED:

ATTEST:

Colleen Adler, Commissioner

David Albertson, Commissioner

Dale Porterfield, Commissioner

James R. Bixler, Secretary to the Board