

Chief
James R. Bixler

Assistant Chief
Jay Wiggins



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MINUTES OF OCTOBER 1, 2019 REGULAR BOARD OF FIRE COMMISSIONERS MEETING

The regular meeting of the Pierce County Fire Protection District No. 27 Board of Fire Commissioners was held at 12207 Lake Josephine Blvd., Anderson Island, WA. Chairman 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: Cpts. Arron Reynolds and Jeff Hayes.

READING AND APPROVAL OF MINUTES

The minutes of September 17, 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

Chief Bixler introduced the letter from Washington Surveying and Rating Bureau, requesting to schedule a site visit evaluation for 2020. The not-for-profit organization evaluates fire defenses of Washington communities for Protection Class rating services that impact fire insurance premiums. Chief commented that we currently have the lowest rating available and look forward to the opportunity to renew it.

REVIEW OF RESOLUTIONS

Resolution #2019-34 Payroll & Expense vouchers #27190414 – #27190430 in the amount of \$15,550.71 was available for review and discussion. After review and discussion, Commissioner Adler made a motion to approve. Commissioner Albertson seconded. Motion passed.

Resolution #2019-35 Transfer from Reserve in the amount of \$15,000 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 August 2019 financials for all funds were available for review. The cash balances are as follows, which include invested amounts, payroll, and posted expenses through the end of August:

October 1, 2019

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CA _____
DA _____
DP _____

FUND	CASH	INVESTED	TOTAL BALANCE
Current Expense Fund	\$31,510.54	\$0	\$31,510.54
Reserve Fund	\$68,802.40	\$242,963.22	\$311,765.62
G.O. Fund	\$769.43	\$71,062.37	\$71,831.80
Capital Project Fund	\$5,472.44	\$771,015.00	\$776,487.44

Additional warrants have been approved during two regular Board meetings within the past month and have further depleted cash on hand to cover District operating expenses: 1) September 3 warrants total equaled \$18,815.58; and 2) September 17 warrants total equaled \$42,912.65.

The Workday finance system at Pierce County now provides new data that more accurately reflects an effective cash balance in the Current Expense Funds as warrants clear, rather than a limiting month-end tally. While working with this new data and completing an internal audit of all operational expenses that have cleared in 2019, an error was discovered in the way in which the District’s internal tracking of the revenue budget had been established at the start of the year. The department’s new administrative assistant had been attempting to reconcile the department’s internal spreadsheets to the Pierce County Finance Department by using the Trial Balance report, and had adopted the FY2019 January’s reported Beginning Balance, which remains constant throughout the year and appeared to be the definitive starting point for all transactions. This was an incorrect assumption and resulted in inaccurate reporting, as the figure did not reflect outstanding warrants or other debits or credits. The sum of \$180,527.38 was used to represent the Beginning Net Cash and Investments-Reserved balance in the District’s budget, which has now been corrected to \$152,974.35 and matches the carryover reflected at the end of last-year’s internal record. The future goal is to incorporate a portion of the County’s real-time data into the Financial Reports of the District, to better provide the Board with an accounting of monthly expenditures as well as an accurate tabulation of effective cash balances for the Current Expense Fund.

CHIEF’S REPORT

Engine 279: Chief Bixler reported that the District’s second-out engine has been taken to the West Pierce shop for repair of an excessive water tank leak. According to their mechanics, there is water in the gear casing on the water pump, seals need to be replaced and the gear box needs to be rebuilt. The estimated cost for repairs is approximately \$25,000. Chief stated that the used engine had been purchase for about \$15,000 from South King County 10 years ago; however, we cannot replace it today for \$25,000. Chief commented that the condition of the current apparatus is known to us and, if the pump is the only thing wrong with it, the best option appears to be repairing the current engine. Commissioner Albertson moved to approve the expenditure. Commissioner Adler seconded it. Motion passed.

Other District Apparatus: The Chevrolet Suburban is ready to be placed into Surplus for resale, and our team will begin work to accomplish that transition. We continue body work and painting in our refurbishment efforts on fireboat M279, and the process is moving on schedule. The pump given to us by West Pierce in exchange for the use of our fireboat is in the process of being converted over and installed; value of the pump is approximately \$16,000.

Health & Safety Fair: Preparations for the Health & Safety Fair are in progress and Chief stated that our primary focus for this week will be finalizing plans, promotion through posters and social media posts, and execution of the event itself this coming Saturday, October 5, 2019.

Budget 2020: Chief reported that the preliminary levy assessment has been made available, and the District will begin working on the 2020 budget proposal. One of the items Chief tentatively mentioned for inclusion in the budget is a consideration to repaint the interior of the fire station. Chief will have a preliminary 2020 Budget ready for preview at the regular Board Meeting on November 5, and commissioners will then schedule a Special Budget Meeting.

TRAINING OFFICER REPORT

A/C Wiggins reported that we had six District volunteer firefighters complete the flagger course during recent training, which was provided by Tanner Electric at the station. The live fire burn to complete Recruit Academy is scheduled for Saturday, October 26, 2019. Later that same day, we have flu shots scheduled for personnel as well as for the public, from 1 to 3 p.m. at the station. Regularly scheduled training continues, and our officers are starting to plan and define the program for next year.

UNFINISHED BUSINESS

Capital Project Building: A/C Wiggins reported that the project engineer Bruce Macveigh came to the island for a site visit this past Thursday (9/26/19). To meet County requirements, they went to the parking lot, dug a hole that meets prescribed requirements, and filled it with water. The engineer then observed and recorded drainage, which proved to be adequate at approximately one inch per minute. Mr. Macveigh indicated he would complete his report and would work with architect Dan Kinkella to resubmit it with the print to the County this week. Although he had indicated that the best way to reach him is via text, this has not proven to be the case. A/C Wiggins will contact the architect and follow up on their submission to secure building permits later this week.

Department of Natural Resources: Chief indicated that we will continue to be in a holding pattern while the DNR petitions the appropriate legislative bodies for approval to reestablish wildland protection agreements with residents of Vashon Island, Lummi Island, and Anderson Island.

Future Boat Moorage: No new report.

Park & Recreation District: No new report.

Website Redesign: No new report.

NEW BUSINESS

Chief responded to the proposal of having an individual serve in the capacity of public relations and media communications as a volunteer. Chief indicated that he has been considering options, possibly

enlisting some retired professional on island, to get someone to volunteer once a week to perform public relations and other communications functions. Chief stated that media outreach is solely his role, and he can delegate assignments where broadcast and print media are involved. Chair Porterfield requested this item be added to unfinished business.

PUBLIC INPUT

None.

2019 BOARD MEETING SCHEDULE

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 4:50 PM.

APPROVED:

ATTEST:

Colleen Adler, Commissioner

David Albertson, Commissioner

Dale Porterfield, Commissioner

James R. Bixler, Secretary to the Board