

Chief
James R. Bixler

Assistant Chief
Jay Wiggins



Commissioners:
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MINUTES OF NOVEMBER 5, 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, Washington. Commissioner Dale Porterfield called the meeting to order at 3:00 p.m. 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: Captains Jeff Hayes and Arron Reynolds.

READING AND APPROVAL OF MINUTES

The minutes of the October 15, 2019, Regular Board Meeting were presented. Commissioner Albertson made a motion to accept the Minutes as written. Commissioner Porterfield seconded. Motion passed.

REPORTS OF OFFICERS & BOARDS

SECRETARY'S REPORT

Secretary to the Board reported on the formal Request for Records the District recently received from an attorney who is representing an aggrieved party involved in legal action against an individual who lives on Anderson Island. We are coordinating our response with advice and counsel through the District's legal attorney, to assure that we appropriately comply with RCW requirements, while protecting patient rights in compliance with HIPAA regulation.

REVIEW OF RESOLUTIONS

Resolution #2019-39 Payroll & Expense vouchers #27190479 – #27190498 in the amount of \$18,569.62 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 September 2019 budget for all funds was available for review. The following cash balances include invested amounts and expenses through September 2019.

FUND	CASH ON HAND	INVESTED	TOTAL FUND BALANCE
Current Expense Fund	\$31,510.54	\$17.02	\$31,527.56
Reserve Fund	\$68,802.40	\$243,963.22	\$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

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CA _____
DA _____
DP _____

CHIEF'S REPORT

Surplus Property: Chief Bixler reported that he and Capt. Hayes had completed preparations and successfully listed the District's 2008 Chevrolet Suburban listed with the Surplus Property Disposal System. The vehicle has an estimated value of \$10,000 and, under the new rate structure, it has a listed reserve value of \$8,000.

Other Items of Interest: 1) The annual Volunteer Recognition Banquet is scheduled for the evening of Tuesday, December 3, and will be held at the Johnson Farm Archival Building again this year; 2) Chief reminded the Board that his contract will be up for renewal at the end of the year and stated his continued commitment to serve the District and the island community; 3) A/C Wiggins has been searching for a viable option for Engine 279 pump repairs and has identified a qualified fire equipment group to determine whether it will be feasible to move forward with apparatus repairs, rather than replacing the engine.

TRAINING OFFICER REPORT

A/C Wiggins reported that volunteer training continues as scheduled, with a typical slow down through the holidays as we approach the end of 2019. A/C Wiggins informed the Board that we had one volunteer pass the 2019 recruit academy, with the completion of the October live burn. Other members of our team participated in the live burn, which went well. Our officers have begun planning the 2020 training schedule, and we are considering the possibility of holding fire academy in the spring. Chief commented that we did bring in a new recruit who is retired and eager to contribute, but he is not able to participate as a firefighter. Nonetheless, this individual has been coming into the fire station every day for the past few weeks, completing a variety of tasks and station chores, and proving to be of tremendous benefit to the department.

UNFINISHED BUSINESS

Capital Project Building: A/C Wiggins provided an update, informing the Board that the engineer has completed his tasks and provided the architect with documentation on all remaining items that are still outstanding on the County's permit submission requirements. According to architect Dan Kinkella, everything was immediately submitted to Pierce County. Information from the Planning and Land Services engineer indicates that the County is currently reviewing the project documentation for building permits.

Department of Natural Resources: Chief reported that our endeavor to reestablish the wildland protection agreement with DNR continues to move toward a legislative vote.

EMS Transport Billing: The Board requested the District revisit the feasibility of EMS transport billing for those instances when patients are transported from the island to area hospitals, via District ambulance. Chief commented that additional third-party vendors are now providing billing services, and the District will explore available options and request proposals for review and comparison.

Future Boat Moorage: Nothing new to report.

Park & Recreation District: Chief expressed an interest in pursuing fact-finding efforts at the County level that will better inform the direction of future discussions.

PR/Communications: Nothing new to report.

Website Redesign: A/A Wheeler presented the Web Redesign Project Scope and briefly presented an executive summary of the overview, target audiences, goals, and key deliverables, including an introduction of new site sub-sections. Thomas Van Nuys is currently reviewing the project scope and has begun the process of defining functionality specifications.

NEW BUSINESS

Commissioners received an advance draft of the 2020 Budget Proposal and scheduled a Special Budget Meeting to be held at the fire station on Wednesday, November 13, 2019, beginning at 10:00 a.m.

EXECUTIVE SESSION

An executive session was called by Commissioner Porterfield at 4:15 p.m. The regular Board Meeting resumed at 4:50 p.m. No decisions were made by the Board during the executive session.

PUBLIC INPUT

None.

BOARD MEETING SCHEDULE

Nov 13, 2019	10:00 AM <i>Special Budget Meeting</i>
Nov 19, 2019	3:00 PM
Dec 2, 2019	3:00 PM <i>Monday</i>
Dec 17, 2019	3:00 PM
Jan 7, 2020	3:00 PM
Jan 21, 2020	3:00 PM
Feb 4, 2020	3:00 PM
Feb 18, 2020	3:00 PM

ADJOURN

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

APPROVED:

ATTEST:

Colleen Adler, Commissioner

David Albertson, Commissioner

Dale Porterfield, Commissioner

James R. Bixler, Secretary to the Board