

Chief  
James R. Bixler

Assistant Chief  
Jay Wiggins



Commissioners:  
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**MINUTES OF NOVEMBER 13, 2019  
BOARD OF FIRE COMMISSIONERS  
SPECIAL BUDGET AND POLICY REVIEW MEETING**

A special day-long budget 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 10:00 a.m. 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: Captains Jeff Hayes and Arron Reynolds.

**REVIEW OF PROPOSED 2020 BUDGET ITEMS:**

The proposed revenue and operating expense worksheets for the 2020 Current Expense Fund were made available for review and discussion. Chief Bixler informed the Board that numbers in the proposed revenue budget have been taken from the preliminary tax levy data provided by Pierce County auditors. Commissioner Dale Porterfield confirmed that everyone agrees on the proposed 2020 revenue budget.

Chief Bixler reported that the District will use the carryover in the Current Expense Fund to replace the \$95,000 back into the Reserve Fund at the end of 2019. In addition, the District will establish through resolution a scheduled transfer-in of an additional \$100,000 into the Reserve Fund, via the 2020 Tax Levy Certification.

The proposed operating expenditure for 2020 was reviewed line-by-line with pertinent discussions regarding key line items in pertinent categories. Changes that were identified during the meeting are reflected in the finalized budget proposal and include the following key items:

1. Commissioners noted that property insurance coverage needs to be added for the new building.
2. Salaries and wage discussion regarding the proposed Extra Hire pay ensued, and commissioners determined that raising the funds to \$25,000 would better meet the District's mission.
3. Commissioners suggested a 2% raise to the Volunteer Reimbursement and passed the motion with unanimous approval.
4. Based on the success of our recent Safety and Health Fair, commissioners elected to host a Disaster Preparedness Fair in 2020 and approved a budget increase for the event.
5. Approval was granted to fund an EMT course in 2020 with funding to cover the anticipated expenses of new training books and student EMS supplies, as well as an instructor and evaluators.
6. Utilities were reviewed with correlating increases to better cover anticipated service costs.
7. Commissions approved an increase in facilities maintenance for the purpose of lighting upgrades and replacing the station's existing carpeting.

8. Increases in fire equipment testing costs were noted during discussion, and additional funds were allocated to cover anticipated expenditures in 2020.
9. Capital projects proposed funding to repaint the fire station, both interior and exterior. Separate bids for the two phases of the project were presented during discussion. Due to higher than anticipated costs, commissioners determined that the District will move forward with one of the repainting projects, and the other project will be delayed until the next budget cycle.

Commissioner Porterfield indicated that the commissioners plan to review and approve the proposed 2020 budget at the next regular meeting.

**EXECUTIVE SESSION:**

An executive session was called by Commissioner Porterfield at 1:35 p.m. to discuss personnel matters. The meeting resumed at 1:48 p.m. No decisions were made by the Board during the executive session.

**PUBLIC INPUT:**

None.

**BOARD MEETING SCHEDULE**

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 to discuss, the meeting adjourned at 1:50 p.m.

**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**