

Chief
James R. Bixler

Assistant Chief
Jay Wiggins



Commissioners:
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MINUTES OF NOVEMBER 19, 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 PM. Commissioner Dave Albertson, Commissioner Colleen Adler, Chief Jim Bixler, Assistant Chief (A/C) Jay Wiggins, and Administrative Assistant (A/A) Ramona Wheeler attended. Also in attendance: Capt. Jeff Hayes.

READING AND APPROVAL OF MINUTES

The minutes of the November 5, 2019, Regular Board Meeting were presented. Commissioner Adler made a motion to accept the minutes as written. Commissioner Albertson seconded the motion. Motion passed.

Minutes of the Special Budget Meeting held on November 13, 2019, were presented. Commissioner Albertson made a motion to accept the minutes as written. Commissioner Adler seconded the motion. Motion passed.

REPORTS OF OFFICERS & BOARDS

SECRETARY'S REPORT

None.

REVIEW OF RESOLUTIONS

Resolution #20190-40 Payroll & Expense vouchers #27190499 – #27190518 in the amount of \$23,851.80 was available for review and discussion. After review and discussion, Commissioner Albertson made a motion to approve. Commissioner Adler seconded. Motion passed.

Resolution #2019-41 Capital Project Expense voucher #27190519 in the amount of \$4,800.00 was available for review and discussion. After review and discussion, Commissioner Albertson made a motion to approve. Commissioner Adler seconded. Motion passed.

Resolution #2019-42 for the 2020 Levy Certification for Year 2020 Budget was available for review and discussion. After review and discussion, Commissioner Adler made a motion to approve. Commissioner Albertson seconded. Motion passed.

2020 PRELIMINARY BUDGET REVIEW

The Board reviewed copies of the 2020 Preliminary Budget. During discussion and review Chief Bixler informed commissioners that the District plans to return \$95,000 from the carryover balance to the Reserve Fund, which had previously been transferred out of the fund to help satisfy operating expenses. In addition, Chief presented the Year 2020 Budget Levy Certification that we will submit to Pierce County. Chief outlined details of the certification, in which the District requests that \$100,000 of our regular tax levy funds be deposited into the Reserve Fund during the course of the year, as current property taxes are paid.

As Chief Bixler illustrated the anticipated increases in Pierce County's preliminary tax levy forecast, he noted that the projected revenue for the District appears to be approximately \$15,000 higher than anticipated operational expenditures. After review and discussion, commissioners expressed the preference that any additional funds received through the levy should ideally be transferred into the Reserve Fund.

CHIEF'S REPORT

Payroll Policy: Chief introduced the draft of a new payroll policy for review and discussion, which introduces a 1% increase with the purpose to recognize longevity in a consistent manner. After review and discussion, no consensus was reached. Commissioner Adler stated that she wanted to look at the language of other organizations within the industry. Commissioner Porterfield stated that the Board will table the policy until the next regular Board meeting and requested the policy proposal be moved to Unfinished Business.

Raise Review: Chief asked the Board whether it would be feasible for the District to raise the annual pay for the maintenance position more than the recently approved 2%. During discussion, it became evident that there had been some confusion regarding the rate of pay due to a misperception that the pay scale had dropped from 2019 to 2020, when in fact it had not. The maintenance position did not actually go into effect until February 2019. Previously, the individual who transitioned into the new position had been filling two roles, which had resulted in a higher earning for quarter one, boosting the overall pay for the year. Once it was established that the 2% raise did in fact increase the pay rate for the maintenance position from last year to this, the Board determined that the goal to provide a raise had satisfactorily been accomplished.

Surplus Vehicle: Chief shared with commissioners that the District had received inquiries regarding the 2008 Chevrolet Suburban. Although there is a level of interest, we have not yet received an actual offer of intent to purchase. Commissioner Porterfield expressed the opinion of the Board, stating that the District should continue with the Surplus listing to see if we can get any offers.

Outdated Turnout Gear: Chief reported that A/C Wiggins has identified a small fire department that is in need of firefighting gear; we would like to offer them our old turnout gear, SCBA units, and assorted parts. Commissioners agreed that the District should move forward with the effort, provided we have the receiving agency sign a hold-harmless agreement that relieves our District of any liability regarding the equipment.

TRAINING OFFICER REPORT

A/C Wiggins provided an update, stating that officers have begun to plan the training schedule for 2020 as we finish out the current year. A/C Wiggins will participate in a Leadership Class this week, at no charge to the District.

UNFINISHED BUSINESS

Capital Building Project: A/C Wiggins provided a brief update on the project. According to the architect, the outstanding items had been received from the engineer and all items are submitted. Pierce County's online system reflects this; some items have been approved. However, two items still appear to have holds. We are following up with the County to determine how best to resolve these issues.

Engine 279 Pump Repair: A/C Wiggins informed the Board that Hughes Fire Equipment has agreed to examine Engine 279 to determine whether their mechanics can perform the necessary pump repairs. E279 has been taken to Hughes, and we are awaiting word on their initial examination and project estimates. Meanwhile, West Pierce has again loaned us their extra fire engine until January 2020, when they begin recruit academy.

Future Boat Moorage: No new report.

EMS Transport Billing: No report.

PR/Communications: Chief commented that we have not selected a candidate at this time; however, someone who has previously served as a firefighter and EMT has expressed an interest in possibly doing public relations work in the community for the District. Chief will pursue this option to determine viability.

Park & Recreation: No new to report.

Department of Natural Resources: Chief restated that we will continue to wait on the DNR while they work with the legislature toward a possible vote to re-establish wildland protection for three separate islands: Vashon Island, Lummi Island, and Anderson Island.

Website Redesign: A/A provided a brief update, stating that the wireframe for our new website is under development, and the content focus will follow.

NEW BUSINESS

None.

EXECUTIVE SESSION

Chairman of the Board, Commissioner Dale Porterfield called an Executive Session at 4:30 p.m. to discuss a personnel matter. The Board reconvened at 4:44 p.m. No decision was made by the Board during the Executive Session.

PUBLIC INPUT

None.

BOARD MEETING SCHEDULE

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 4:45 p.m.

APPROVED:

ATTEST:

Colleen Adler, Commissioner

David Albertson, Commissioner

Dale Porterfield, Commissioner

James R. Bixler, Secretary to the Board