

Chief
James R. Bixler

Assistant Chief
Jay Wiggins



Commissioners:
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MINUTES OF DECEMBER 2, 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, Assistant Chief (A/C) Jay Wiggins, and Administrative Assistant (A/A) Ramona Wheeler attended. Also in attendance: Division Chief (D/C) Ron Music and Capt. Jeff Hayes. Excused: Chief Jim Bixler.

READING AND APPROVAL OF MINUTES

The minutes of November 19, 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

No correspondence.

REVIEW OF RESOLUTIONS

Resolution #2019-43 Payroll & Expense vouchers #27190520 – #27190534 in the amount of \$17,976.40 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 year-to-date 2019 budget for all funds was available for review through the month of October, which is comprised of the most recently closed district financials, as available through Pierce County's online Workday Financial Access dashboard. Current cash balances for each fund are as follows, to include the Effective Cash Balance by fund as well as Investment Purchases managed by the County.

DISTRICT FUND	CASH ON HAND	INVESTMENTS	TOTAL CASH BALANCE
Current Expense Fund	\$44,038.13	\$100,017.05	\$144,055.18
Reserve Fund	\$ 8,051.29	\$223,700.17	\$231,751.46
G.O. Fund	\$34,295.83	\$ 71,187.90	\$105,483.73
Capital Project Fund	\$12,816.19	\$773,546.20	\$786,362.39

CHIEF'S REPORT

A/C Wiggins provided the report in Chief's absence. Tomorrow evening is our Annual Volunteer Firefighter Banquet, and Commissioner Albertson is scheduled to present the special Commissioner Award this year to

December 2, 2019

Page 1 of 3

CA _____
DA _____
DP _____

the selected recipient, during the event. This coming Saturday, the fire department continues in the tradition of supporting the community Star Lighting event, and our team will transport Santa to the ferry landing.

Surplus Suburban: A/C Wiggins informed the Board that the District has received an offer on the 2008 Chevrolet Suburban and disclosed the proposal, which is lower than the designated value. After some discussion, the commissioners agreed on a counteroffer to be presented to the interested party.

TRAINING OFFICER REPORT

A/C Wiggins provided a report on volunteer training, commenting that due to the holidays December will be a short month, as we have two more drills. Officers are currently involved in strategic planning, to assure we are on track to meet State requirements as we schedule training for the upcoming year.

Fire Suppression Training: D/C Music reported he is working with Capt. Prisco and A/C Wiggins to examine safety requirements and curriculum changes in fire suppression, which will be incorporated into the District's 2020 volunteer training schedule.

Emergency Medical Services Training: D/C Music presented information from the recent Pierce County EMS meeting. Dr. Waffle informed attendees that they are working on clinical guidelines and new protocol additions for both EMT and Paramedic personnel, which will be updated in January.

EMT Course Funding: D/C Music also commented on the 2020 budget funds that have been designated for an inhouse EMT Training Course. According to D/C Music, the District needs to identify viable candidates to justify costs of running an internal training cohort. Once that has been established, we can then complete appropriate application to Washington State for approval; the process takes approximately two months.

Electronic EMS Reports: In addition, D/C Music provided an update on implementation of the EMS tablets the District has acquired for the electronic capture of patient care in emergency medical records. Our EMT volunteers are still working dual processes, writing up reports on the multi-copy paper forms and entering medical data into the State's EMSIS program via our EMS tablets. We now have the portable printer for the back of the ambulance and are planning strategy for our final conversion to electronic entry early in 2020.

UNFINISHED BUSINESS

Capital Building Project: A/C Wiggins provided a report of ongoing difficulties with the engineering portion of the project, and where we are at with the permit re-application. A/C Wiggins stated that he would contact the engineer and the architect to best determine next steps in completing Pierce County requirements.

Engine 279 Pump Repair: According to Hughes Fire Equipment, their team has begun examination of the pump and reports they were having difficulty getting one of the bearings off the shaft. A/C Wiggins stated that Hughes indicates once they resolve that issue they will know more about the extent of damage and can better estimate what will be required to complete repairs. At this point, it appears that all necessary parts are readily available; Hughes states if all goes well with the project, they anticipate completion by end of the year. We are waiting for an accurate estimate to determine approval; then they can proceed with repairs.

Future Boat Moorage: No progress.

EMS Transport Billing: D/C Music provided information to the Board from sources that indicated there are two different billing agencies providing the level of service the District would require. After the first of the year, we will pursue this avenue and reach out to agencies that provide viable options in EMS transport billing.

PR/Communications: No report.

Park & Recreation: No report.

Department of Natural Resources: No report.

Website Redesign: No progress to report; the wireframe is still under development.

Proposed Payroll Policy: Commissioner Adler presented the Board with documentation from her research at West Pierce regarding salary contracts. After a brief discussion, commissioners agreed to table discussion until they have had time to consider the information and will revisit the policy proposal at the next Board meeting.

NEW BUSINESS

None.

PUBLIC INPUT

None.

EXECUTIVE SESSION

Commissioner Albertson requested a five-minute Executive Session to discuss a personnel issue, at 4:35 p.m. After the Executive Session concluded, the Board reconvened at 4:40 p.m. No decision was made by the Board during the Executive Session.

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
Mar 3, 2020	3:00 PM
Mar 17, 2020	3:00 PM
Apr 7, 2020	3:00 PM

ADJOURN

There being no further business for discussion, the meeting adjourned at 4:42 p.m.

APPROVED:

ATTEST:

Colleen Adler, Commissioner

David Albertson, Commissioner

Dale Porterfield, Commissioner

James R. Bixler, Secretary to the Board

December 2, 2019

Page 3 of 3

CA ____
DA ____
DP ____