

**KING COUNTY FIRE PROTECTION DISTRICT 34**

Regular Meeting of the Board of Commissioners

Location: Station 11 – 8450 161<sup>st</sup> Avenue N.E., Redmond, Washington

**AGENDA**

September 23, 2004

1:30 p.m.

- I. CALL TO ORDER – REGULAR MEETING
- II. PUBLIC COMMENTS (4 minutes per person)
- III. FIRE DEPARTMENT OPERATIONAL PLAN
- IV. APPROVAL OF MINUTES
  - A. Regular Meeting of August 27, 2004
  - B. Fire Services Forum of September 14, 2004
- V. SECRETARY'S REPORT
  - A. Monthly Budget Report – August 2004
  - B. Approval of Monthly Vouchers #7901 to #7913
  - C. Investment Report – August 2004
  - D. Legal Usage – August 2004
- VI. CHIEFS' REPORT
- VII. COMMISSIONERS' REPORT
- VIII. OLD BUSINESS
  - A. District 34 Tracking Sheet
- IX. NEW BUSINESS
- X. OTHER
- XI. ADJOURNMENT

Next Regular Meeting: October 21, 2004

**KING COUNTY FIRE PROTECTION DISTRICT 34**  
**8450 161<sup>st</sup> Avenue N.E.**  
**Redmond, WA 98052**  
**(425) 556-2226**

**BOARD OF COMMISSIONERS**

**Russell Caney, Chairman**  
**Sherman Colson**  
**Thomas Johnston**  
**Anne Carlson, Secretary**

**Dick Radtke, Acting Fire Chief**

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**KING COUNTY FIRE DISTRICT 34**  
**REGULAR MEETING – BOARD OF COMMISSIONERS**  
**September 23, 2004**

**I. Opening of Meeting**

The regular meeting of the Board of Commissioners was called to order at 1:35 p.m. on September 23, 2004, at Station 11, located at 8450 161<sup>st</sup> Avenue N.E., Redmond, Washington. Chairman Russ Caney, Commissioner Sherman Colson, Commissioner Thomas Johnston, Attorney Kinnon Williams, Mayor's Assistant Jane Christenson, Acting Fire Chief Dick Radtke, Deputy Chief Andy Hail, Deputy Chief Loren Charlston, and District Secretary Anne Carlson were present.

**II. Public Comments – None**

**III. Attorney's Report**

2005 Levy – Kinnon Williams distributed the preliminary levy limit worksheet dated 9/22/04 that he received from King County. The total new construction was approximately \$277 million. Discussion was held regarding the potential 2005 levy rate. Kinnon suggested the commissioners consider raising the levy rate to approximately \$1.30. The commissioners were encouraged by the preliminary figures. The 2005 levy public hearing will be held at the next regularly scheduled meeting on October 21, 2004.

Station 18 – Kinnon Williams, Andy Hail, and Lieutenant Tom Langton met with Quadrant and GLY Construction to review construction changes. Kinnon stated that Tom Langton was a great asset at the meeting due to his background in construction management. It was discovered that GLY Construction had used a floor plan including the three bays but not the five dorm rooms. Tom worked with GLY to reach an agreement on the plan and the costs. The footprint had to be changed slightly to accommodate the fifth dorm room, which will increase the cost but not change the permits. A hose tower was added at a cost of approximately \$60,000. The commissioners asked if the sheriff's office should be switched with the crew's office to keep fire crews closer to the bay. The commissioners agreed on Option 4 but asked to see the costs. Quadrant is currently researching the costs of apparatus. The commissioners may apply some of the apparatus costs toward the station. Loren Charlston stated the department would like an engine purchased, but the new aid car could be retro-fitted to save some money. If Station 15 is abandoned in the future, there could be a problem with fueling. Prevention personnel will be asked to look into the costs of installing an above-ground fuel tank at Station 18 and other options.

**IV. Fire Department Operational Plan**

The plan was developed using the template from the Fire Department Overview in the city budget. Commissioner Johnston stated that there was nothing in the plan regarding when personnel on duty are less than the minimum of 21. He stressed that overtime funds from the district would not be unlimited, and he would like to see priorities listed to deal with excessive overtime. It was pointed out that there is a bullet item stating that, "*approximate staffing and movement of personnel will be determined to properly manage the budget.*" Chief Radtke stated that contingency plans would be too various and complicated for listing in the operational plan. It was pointed out that there is a reconciliation process at the end of each year if staffing situations change during the year. The commissioners suggested adding "*and service levels*" to the end of the last bullet in the top section of page 50. The commissioners would like reports regarding response time to support their research on future staffing. The commissioners requested that 2003 response specifics be put under Operations Work Plan Initiatives. They requested that actual times be listed under Accomplishments.

**V. Approval of Minutes**

**Motion from Commissioner Johnston to approve the minutes of the August 27, 2004 regular meeting. Motion seconded by Chairman Caney. Motion passed unanimously.**

**Motion from Commissioner Johnston to approve the minutes of the September 14, 2004 Fire Services Forum. Motion seconded by Chairman Caney. Motion passed unanimously.**

**VI. Secretary's Report**

A. Budget Report – A formula error was discovered in the budgeted tax income cells. After the correction, it was determined that 2004 tax revenues were on schedule.

B. Vouchers – Vouchers audited and certified by the auditing officer as required by RCW 42.24.080 and those expense reimbursement claims required by RCW 42.24.090 have been recorded on a listing that has been made available to the board. As of September 23, 2004, the Board by a unanimous vote does approve for payment those vouchers included in the aforementioned list or lists and further described as follows:

Expense Fund Vouchers: No. 7901 through No. 7913 for a total amount of \$5,148.94.

C. King County Investment Pool – The August 2004 net earnings rate was 2.21%.

D. Legal Usage – There were 6.3 hours of legal use in August 2004. Legal expenses are over budget this year, which was not unexpected.

**VII. Chief's Report**

Radtke

The Mayor will present the 2005-2006 budget to the City Council on October 5, 2004. The Fire Department has not experienced cuts, and the budget is balanced. There have been no increases to the overtime budget. An additional \$50,000 will be added to the budget to cover contract salary increases. Budget review meetings will be held twice per week with finalization in November.

October 4 is the closing date for fire chief applications.

The new ladder truck should be delivered October 4.

October 9 is the beginning of Fire Prevention Week, and an Open House will be held at Station 11. The Rotary donated \$10,000 to install a bench on the Firefighters' Plaza that will be dedicated on October 9.

**VIII. Commissioner's Report – None**

**IX. Old Business**

Anne Carlson will research obtaining a district credit card at Key Bank so a computer can be purchased and a finance system set up. Each commissioner and Anne will have a credit card, all to be kept locked up in the district office. The limit will be \$10,000.

Commissioners Caney, Colson, and Johnston, and Deputy Chief Hail will attend the WFCFA 2004 Conference on October 22, 2004.

**X. New Business – None**

**XI. Other – None**

**XII. Adjournment** – Meeting adjourned at 4:45 p.m.

**BOARD OF COMMISSIONERS**

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Russell Caney, Chairman

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Sherman Colson, Commissioner

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Thomas Johnston, Commissioner

ATTEST

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Anne Carlson, District Secretary  
Board of Commissioners  
King County Fire District 34