

# 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

Wednesday, January 28, 2009

5:30 p.m.

- I. CALL TO ORDER – REGULAR MEETING
- II. ROLL CALL
- III. APPROVAL OF MINUTES
  - A. Regular Meeting of December 16, 2008
- IV. APPROVAL OF AGENDA
- V. PUBLIC COMMENTS (4 minutes per person)
- VI. CHIEFS' REPORTS
  - A. Fire Department Finances – Karen Brandon
  - B. 2008 KCFD 34 Fire Investigation Report
  - C. Mobile Data Computers
- VII. ATTORNEY'S REPORT
- VIII. COMMISSIONERS' REPORTS
  - A. Emergency Access Corridors-Gate Installations – Lucarelli
  - B. Secretary/Administrative Assistant Recruitment – Lucarelli
  - C. Status Report
  - D. Status of CIP Payment
- IX. ACTION ITEMS
  - A. Approval of Capital Budget
  - B. Approval of KCFD 34 Policies and Procedures
  - C. Approval of 2009 Legal Service Agreement with Williams & Williams
  - D. Sign 2006-2007 Audit Management Letter
  - E. Access Corridor Consulting
  - F. Review 2006-2007 Audit District Description and Choose Dates for Exit Conference
- X. DISTRICT SECRETARY'S REPORT
  - A. Revised King County Certificate of Assessed Value and Levy Limit Worksheet
  - B. Plat Errors for Tax Years 2006 through 2008
  - C. Monthly Budget Report – December 2008
  - D. Approval of Monthly Vouchers 8789 through 8808 – Expense Fund  
Approval of Monthly Vouchers 8011 through 8015 – Capital Reserve Fund
  - E. Investment Report – November and December 2008
  - F. Legal Usage – December 2008

- XI. OTHER
- XII. EXECUTIVE SESSION – Status of Fire Stations 13, 14, and 15
- XIII. ADJOURNMENT

Next Regular Meeting: Tuesday, February 17, 2009 – 5:30 p.m.

Special Meeting: Strategic Planning Retreat, Thursday, February 19, 2009, 5:30 p.m.

KING COUNTY FIRE PROTECTION DISTRICT 34  
8450 161<sup>st</sup> Avenue N.E.  
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**BOARD OF COMMISSIONERS**  
Sherman Colson, Chairman  
Thomas Johnston  
Peter Lucarelli  
Anne Carlson, Secretary

Tim Fuller, Fire Chief

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KING COUNTY FIRE DISTRICT 34  
REGULAR MEETING – BOARD OF COMMISSIONERS  
January 28, 2009

**I. Call to Order**

The regular meeting of the Board of Commissioners was held at Station 11, located at 8450 161<sup>st</sup> Avenue N.E., Redmond, Washington on January 28, 2009. The meeting was called to order at 5:32 p.m. by Chairman Sherman Colson.

**II. Roll Call**

Present: Chairman Sherman Colson  
Commissioner Peter Lucarelli  
Commissioner Thomas Johnston

Others Attending: Attorney Kinnon Williams  
Secretary Anne Carlson  
Business Operations Manager Karen Brandon

**III. Approval of Minutes**

A. Regular Meeting of December 16, 2008

**Motion from Commissioner Lucarelli to approve the minutes of the regular meeting on December 16, 2008 as presented. Motion seconded by Commissioner Johnston. Motion passed unanimously.**

**IV. Approval of Agenda**

**Motion from Commissioner Lucarelli to approve the agenda of the regular meeting of January 28, 2009. Commissioner Johnston seconded the motion. Motion passed unanimously.**

**V. Public Comments** – Robin Lane was in attendance to observe the meeting proceedings in preparation of possibly applying for the secretary position.

**VI. Chiefs' Reports**

A. Fire Department Finances – RFD Business Operations Manager Karen Brandon reported that the department was \$295,835 under budget in 2008 and .95% over budget for the 2007-2008 biennium. The figures would have been better without the high cost of fuel during the last two years. The commissioners asked what adjustments were made to the budget. She replied that adjustments included the salary settlement in 2007 and increases due to grant revenue. The commissioners asked to be advised of any adjustments to future budgets. Karen will bring the 2009-2010 budget to the next meeting. The final close of the 2008 budget should be in approximately three weeks. The commissioners asked for quarterly budget updates. Karen will be available to assist the District with tracking the city budget and ensuring the commissioners have the information they need to properly develop the budget.

- B. 2008 KCFD 34 Fire Investigation Report – The report was reviewed.
- C. Mobile Data Computers – Problems with the coverage in the district are still being researched.

**VII. Attorney's Report** – None

**VIII. Commissioners' Reports**

- A. Emergency Access Corridors-Gate Installations – Commissioner Lucarelli presented pictures of all access gates, signage, and electrical equipment. The project is complete. He suggested that the Redmond Reporter be contacted to see if they would be interested in doing a story on the emergency access corridors.
- B. Secretary/Administrative Assistant Recruitment – Commissioner Lucarelli will be working with Human Resources to complete the job description and post the job announcement. The comparable position in the City is Administrative Specialist. The application period closes on February 13, 2009. The plan is to interview five to six finalists.
- C. Status Report – Discussed throughout the meeting
- D. Status of CIP Payment – Commissioner Johnston presented past spreadsheets where the City budgeted more for CIP than was estimated. Station repairs were budgeted at \$1,213,610, but the District was only billed \$750,709. The remaining \$250,000 was used for the salary settlement in 2007. He stated that he has asked the Mayor's Office for an itemized bill for the 2009 payment. Attorney Kinnon Williams submitted an agreement to the City for payment of its portion of Station 14's repair estimate, stating that the District would pay a maximum of \$307,500 and a minimum of \$200,500.

**Motion from Commissioner Johnston to authorize a maximum expense of \$307,500 for the repair of Station 14 per the agreement with the City of Redmond dated December 31, 2008. Chairman Colson seconded the motion. Motion passed unanimously.**

**Motion from Commissioner Johnston to change the regular meeting of Tuesday, February 17, 2009 to Monday, February 23, 2009, 5:30 p.m., at Station 11 and to schedule a district strategic planning retreat on Friday, February 27, at 5:30 p.m. at Station 11. Commissioner Lucarelli seconded the motion. Motion passed unanimously.**

**IX. Action Items**

- A. Approval of Capital Budget – This item will be deferred to the February meeting.
- B. Approval of KCFD 34 Policies and Procedures – Attorney Kinnon Williams recommended:
  - Delete Administrative Assistant from 1114
  - Delete 1250F and 1250
  - Policies -- Remove Administrative Assistant  
Delete 1320 - second sentence  
1400  
1410  
1630  
1650

**Motion from Commissioner Lucarelli to approve the policies and procedures document as corrected. Chairman Colson seconded the motion. Motion passed unanimously.**

The commissioners discussed getting ID cards so they are recognized at fire stations and other city facilities and events.

C. Approval of 2009 Legal Service Agreement with Williams and Williams

**Motion from Commissioner Lucarelli to approve the 2009 agreement for legal service from Williams & Williams, PSC. Chairman Colson seconded the motion. Motion passed unanimously.**

D. Sign 2006-2007 Audit Management Letter – The letter was signed by the commissioners. Commissioner Johnston is meeting with the Auditor for an exit interview on Friday.

E. Access Corridor Consulting – It was reported that allocated funding may not be enough to complete the project.

**Motion from Commissioner Johnston to authorize the Secretary to process future payments to Ron Seng in an amount not to exceed \$5,000. Commissioner Lucarelli seconded the motion. Motion passed unanimously.**

F. Review 2006-2007 Audit District Description and Choose Dates for Exit Conference – The District Description was reviewed, and Commissioner Johnston will provide the Auditor with possible dates for the exit conference.

**Motion from Chairman Colson to approve the District Description for the 2006-2007 Audit. Commissioner Johnston seconded the motion. Motion passed unanimously.**

**X. District Secretary's Report**

A. Revised King County Certificate of Assessed Value and Levy Limit Worksheet – The revised documents from King County were reviewed.

B. Plat Errors for Tax Years 2006 through 2008 – The letter and maps from King County were reviewed.

C. Monthly Budget Report – The December 2008 budget report was reviewed.

D. 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 January 28, 2009, 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. 8789 through No. 8808 for a total amount of \$2,740,762.52

Capital Reserve Fund Vouchers: No. 8011 through No. 8015 for a total amount of \$37,718.36

E. Investment Report – The November 2008 net earnings rate was 2.71%.

The December 2008 net earnings rate was 2.67%.

F. Legal Usage – There were 21.3 hours of legal usage in December 2008.

**XI. Other – None**

**XII. Executive Session from 7:30 p.m. to 8:00 p.m. to discuss the status of Fire Stations 13, 14, and 15**

**XIII. Adjournment** – Chairman Colson adjourned the meeting at 8:00 p.m.

**BOARD OF COMMISSIONERS**

\_\_\_\_\_  
Sherman Colson, Chairman

\_\_\_\_\_  
Thomas Johnston, Commissioner

\_\_\_\_\_  
Peter Lucarelli, Commissioner

ATTEST:

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