

KING COUNTY FIRE PROTECTION DISTRICT 34
8450 161st Avenue N.E.
Redmond, WA 98052
(425) 556-2226
Fax: (425) 556-2227
www.kcfd34.org

BOARD OF COMMISSIONERS
Sherman Colson, Chairman
Thomas Johnston
Peter Lucarelli
Bridget Weaver, Secretary

Bob Oliver, Fire Chief

KING COUNTY FIRE DISTRICT 34
REGULAR MEETING – BOARD OF COMMISSIONERS
MINUTES
September 30, 2009

1. Call to Order

The regular meeting of the Board of Commissioners was held at Station 11, located at 8450 161st Avenue N.E., Redmond, Washington on September 30, 2009. The meeting was called to order at 5:32 p.m. by Chairman Sherman Colson.

2. Roll Call

Present: Chairman Sherman Colson
Commissioner Thomas Johnston
Commissioner Peter Lucarelli

Others Attending: Fire Chief Bob Oliver
Deputy Fire Chief Tom Norton
Attorney Kinnon Williams
Ron Seng, Seng Construction Consulting Services
Secretary Bridget Weaver

3. Approval of Agenda

#8 Report of Commissioners: Add D--Discuss 6-month job evaluation and review process for District Secretary Bridget Weaver.

#9 Action Items: Add G--Approve/Adopt 2009-2013 Strategic Plan

#8 Report of Commissioners: Add--Executive Session: Disposition of Real Estate

Motion from Commissioner Lucarelli to approve the amended agenda of September 30, 2009. Motion seconded by Commissioner Johnston. Motion passed unanimously.

4. Approval of Minutes

Under VIII: A: Reports of Commissioners, correct sentence to read, "Commissioner Johnston will post information on the KCFD34 website, notifying the public of the sale of Station 15 after the agreement has been finalized."

Motion from Commissioner Johnston to approve the minutes of the regular meeting of August 31, 2009, as amended. Commissioner Lucarelli seconded the motion. Motion passed unanimously.

5. Public Comments – None

6. Reports of Attorney

- A. Status of Purchase and Sale Agreement of Station 15
Negotiations are still in process; a final purchase and sale agreement has not been reached at this time.

The Commissioners discussed the pros and cons of keeping the underground storage tank on the property or removing it before any final sale agreement. The Commissioners agreed that the tank should be removed at the present time.

- B. Preliminary Levy Limit Worksheet-2010 Tax Roll
Attorney Williams presented the 2010 Preliminary Levy Limit Worksheet. The 2009 allowable levy was \$6,935,413; the preliminary allowable levy for 2010 is \$6,944,605—a difference of \$9,912. It appears that the District's 2010 budget will experience marginal impacts due to the anticipated allowable levy in 2010 and the Commissioner's prudent budget planning in 2009.

7. Reports of Chiefs

- A. Status of MDC's
No new updates; it is anticipated that all rigs will have MDC's by year's end.
- B. Strategic Plan Committee/Commissioners Joint Meeting
Deputy Chief Norton requested that the meeting tentatively scheduled on November 9, 2009 be moved to the month of December to allow the Strategic Plan Committee additional preparation time.
- C. Battalion Chief and Captain Promotional Exam and Training
Chief Oliver and Deputy Chief Norton will conduct a three-day promotional training class, beginning October 1st. Classes are taught twice each day with a total of 30-40 attendees. Attendees are exhibiting a high degree of motivation to receive training--they train on their own time.

Chief Oliver and Deputy Chief Norton will also conduct a Battalion Chief test for eight candidates. The exam was written by Chief Oliver and Deputy Chief Norton.

8. Reports of Commissioners

- A. Underground Storage Tank Removal-Ron Seng
Ron Seng, Seng Construction Consulting Services, obtained two proposals to remove the underground storage tank at Station 15. It appears that the removal of the tank will follow standard procedures; leakage or soil contamination issues are not anticipated.

Executive Session 6:20 p.m. to 6:40 p.m.—Station 15 Sale and Underground Storage Tank Removal

Jerry Ross will need to remove the tank monitoring gauge from the UGST for Station 14's use.

Ron Seng will confirm that the two companies providing bids are on the small works roster; he will obtain an additional bid. Commissioner Johnston will review all bids and forward the approved contract to Chairman Colson for authorization.

Motion from Commissioner Lucarelli to authorize Ron Seng, Seng Consulting Services, to obtain three bids from the Municipal Research Services Center Small Works Roster for the removal of the underground storage tank at Station 15 for a cost up to the amount of \$10,000 and to present a contract to Chairman Sherman Colson for authorization.

Chairman Sherman Colson seconded the motion. Motion passed unanimously.

Executive Session 6:42 p.m. to 6:44 p.m.--Disposition of Real Estate

Chairman Sherman Colson directed Commissioner Lucarelli and Attorney Williams to meet with the Goddard School buyers to draft a final purchase and sale agreement.

Secretary Weaver will confirm with the Department of Licensing that the title of the tank has been transferred from the City of Redmond to King County Fire District 34.

- B. Updated 2009-2013 Strategic Plan
The Commissioners reviewed and revised the 2009-2013 Strategic Plan.

Secretary Weaver will send Commissioner Lucarelli a draft revised 2009-2013 Strategic Plan.

- C. Status Report
The Commissioners reviewed and revised the 2009 Objectives and Action Plan Status Report.

Secretary Weaver will send Commissioner Lucarelli a revised draft of the 2009 Objectives and Action Plans Status Report.

- D. Six-Month Employee Evaluation for District Secretary Weaver
Commissioner Lucarelli requested that Commissioner Johnston and Chairman Colson review the City of Redmond Personnel Policies, adopted by KCFD34, in preparation for District Secretary Weaver's six-month evaluation. The Commissioners will decide at the next meeting who will be the lead for the evaluation and what type of job evaluation process will be implemented.

Secretary Weaver will forward HR policies to the Commissioners and research obtaining a self-evaluation tool.

9. Action Items

- A. Station 15 Sale/Underground Storage Tank Removal

Motion made under Reports of Commissioners, Item A

- B. Consider Resolution to establish a KCFD34 Regional Fire Authority Planning Committee
Commissioner Colson asked the Commissioners if they were interested in forming a KCFD34 Planning Committee. Due to the current partnership with the City of Redmond for contracted fire services, Attorney Williams suggested that the Commissioners communicate with Chief Oliver and Deputy Chief Norton to find out if the City of Redmond is currently planning to be part of a Regional Fire Authority.

Chairman Colson directed Commissioner Lucarelli to schedule a fact finding meeting with Chief Oliver and provide a report at the next Board meeting.

- C. Approve Oliver's Landscape Maintenance contract for Station 15
Ownership of Station 15 has been transferred to KCFD34 and landscape maintenance services will need to be continued.

Motion from Commissioner Lucarelli to approve the landscape maintenance contract with Oliver's Landscape Maintenance for Station 15, as amended to include provisions to cancel with a 30-day notice and be billed monthly rather than annually. Chairman Colson seconded the motion. Motion passed unanimously.

Secretary Weaver will contact Dennis Oliver to amend the contract to include approved provisions.

- D. Approve additional retainer monies for Attorney William Kinnon
No action was taken. The 80 hour retainer balance reached zero as of July, 2009. Attorney Williams will continue to bill KCFD34 on an hourly basis for legal services.

- E. Approve consulting fees for Ron Seng
Motion to table 9E until the next meeting.

Secretary Weaver will research previous Seng consulting fees.

- F. Approve Commissioner Lucarelli's attendance to the 2009 Annual Washington Fire Commissioner's Conference, to be held in Spokane, Washington October 21-24, 2009

Motion from Chairman Colson to approve Commissioner Lucarelli's attendance to the 2009 Washington Fire Commissioner's Conference. Commissioner Johnston seconded the motion. Motion passed unanimously.

- G. Approve/Adopt 2009-2013 Strategic Plan
No action taken. Secretary Weaver will edit the Strategic Plan and forward to Commissioner Lucarelli. Action deferred until next meeting.

10. Report of District Secretary

- A. Administrative Staff Alternative Work Schedule
Administrative staff at Station 11 drafted a 9/80 alternative work schedule with District Secretary Weaver rotating into the schedule every other Monday to cover the reception desk. The Commissioners agreed that this task did not fall within the scope and purpose of the intended job duties upon hire. Secretary Weaver will be removed from the alternative work schedule.

Chairman Colson will meet with Anne Carlson, Administrative Assistant Supervisor, to discuss office protocol.

- B. Monthly Budget Report-July, August
The November billing invoice for the City of Redmond contract should be paid in the month of December for accounting purposes.

Funds need to be transferred into the reserve fund by year end.

Secretary Weaver will provide a copy of the November City of Redmond invoice at the November Commissioner's Board meeting.

- C. September Vouchers were approved for a total of \$21,000.41 and two additional August vouchers were approved for a total of \$3,441.00.

- D. Legal Usage:
July General: \$2,450 (\$1,500 retainer; + additional hours)
July Capital Projects \$1,250 (additional hours)
YTD Hours: 88.80
August-General: \$6,025 (\$1,500 retainer + additional hours)
August-Capital Projects: \$4,425.00
YTD Hours: 124.00

11. New Items--None

12. Adjournment

Chairman Colson adjourned the meeting at 8:20 p.m.

BOARD OF COMMISSIONERS

Sherman Colson, Chairman

Thomas Johnston, Commissioner

Peter Lucarelli, Commissioner

ATTEST:

Bridget Weaver, District Secretary
Board of Commissioners
King County Fire Protection District 34