

KING COUNTY FIRE PROTECTION DISTRICT 34
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BOARD OF COMMISSIONERS

Thomas Johnston
Peter Lucarelli, Chair
Fred Shanafelt
Bridget Weaver, Secretary

Rob Gibson, Acting Fire Chief
Jane Christenson, Mayor's Assistant

KING COUNTY FIRE DISTRICT 34
BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
March 22, 2011

1. Call to Order-Regular Meeting

The regular meeting of the Board of Commissioners was held at City Hall, located at 15670 N.E. 85th St., Redmond, WA on February 07, 2011. The meeting was called to order at 5:30 p.m. by Chair Lucarelli.

2. Roll Call

Present: Commissioner Johnston, Commissioner Lucarelli
Commissioner Shanafelt arrived at 5:32

Others Attending:

Bob Oliver, Deputy Chief of Services
Russ Albertson, Deputy Chief of Operations
Jim Duren, Fire Captain
Bill Newbold, Battalion Chief

Jane Christenson, Assistant to the Mayor
Dawn DeLoach, Fire Support Admin. Assistant
Malisa Files, Financial Mgr.
Kinnon Williams, Attorney
Bridget Weaver, District Secretary

3. Approval of Agenda

Item #8 D moved to 6C
Item #9B added "Approve Accountant Consultant Contract"

Motion made by Commissioner Johnston to approve the amended agenda. Motion seconded Commissioner Shanafelt. Motion passed unanimously.

4. Approval of Minutes

Motion made by Commissioner Lucarelli to approve the January 11, February 7 and March 11th minutes. Motion seconded by Commissioner Johnston. Motion passed unanimously.

5. Public Comments-None

6. Reports of City of Redmond

A. Draft 2011-12 Operational Plan

Jane Christenson addressed several requests made by the Commissioners for inclusion into the plan. Data collection is currently a work in progress and as data becomes standardized after the NORCOM transition, it is expected that performance measures based upon outcome will be able to be realized and monitored. If any of the performance goals are not meeting targets, a course of action can then be taken and discussed with the Commission.

NORCOM is expected to go live with the fire module by May 9th; the first MDC is being installed in an apparatus and is being tested. FDM (current records management system utilized by the fire department) is expected to be phased out by year's end.

Deputy Chief Albertson presented the Call Volume Data. Response times have improved. Percentile data will be needed for NFIRS reporting.

The new fire chief will be confirmed at the next Council meeting on March 29.

- B. Deccan: Population Layer Map/February Maintenance Update
The information sent to Deccan to develop a population layer map will not provide specific enough population density data. Redmond GIS will work with staff on further options.
- C. 2010 Reconciliation Credit-Malisa Files
The District will receive \$40,685 for overpayment of services in 2010.

7. Reports of Attorney

- A. Station 15 Update
The closing date will be set upon approval of the contractor's due diligence and the appraisal.
- B. DocuSign-Weaver
Signatures can be electronically obtained on legal documents by joining a subscription service for \$25 a month. The District may utilize this service in the future, if necessary.

8. Reports of Commissioners

- A. 2011-2015 Strategic Plan
Plan discussed.
- B. 2011 Objectives and Action Plan Status
Reviewed and updated
- C. 2011 Financial Strategic Plan
Reviewed.
- D. 2010 Reconciliation Credit-Moved to 6C.
- E. Automated Gates Update & Maintenance Contract
Gate #1 has been repaired. It appears as if someone had turned the override manual key too far. Commissioner Lucarelli recommended that the District not purchase the maintenance contract proposed by a vendor for the four access gates due to the cost of the contract.
- F. FS 15 Surplus Materials-Lucarelli
The Goddard School plans on selling the bay doors, generator and radiant ceiling and offered the items to the District. Commissioner Lucarelli contacted the City of Redmond to inquire if they would be interested in the purchase. The City is not interested.

9. Action Items

- A. Adopt 2011-2015 Strategic Plan

Motion made by Commissioner Lucarelli to approve the 2011-2015 Strategic Plan. Motion seconded by Commissioner Shanafelt. Motion passed unanimously.

- B. Approve CFO2Go Contract

Motion made by Commissioner Johnston to approve up to \$3,000 for accountant consulting services for 2011. Motion seconded by Commissioner Shanafelt. Motion passed unanimously.

10. Reports of District Secretary

- A. Election Workshop April 22
Secretary Weaver will attend.
- B. WFCA 2011 Saturday Seminar
Secretary Weaver will attend the June 4th seminar in Chelan.
- C. Legal Usage- February, 2011:6.9 hrs
- D. Approval of February, March 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 list that has been made available to the Board. As of March 22, 2011, the Board by a unanimous vote does approve for payment of those vouchers described as follows:

February, March Expense Fund Vouchers: 9228-9248: Total \$ 20,364.13

February, March Capital Reserve Vouchers: 8117-8125; Total \$3,681.72

E. Budget Report reviewed.

11. Adjourn

The meeting was adjourned at 7:15 p.m.

The next meeting will be held on April 26, 2011 at 5:30 p.m., followed by the Fire Services Forum with the Redmond City Council at 7:30 p.m.

ATTEST:

Bridget Weaver, District Secretary
King County Fire Protection District 34