

KING COUNTY FIRE PROTECTION DISTRICT 34  
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**BOARD OF COMMISSIONERS**  
Peter Lucarelli, Chair  
Thomas Johnston, Vice-Chair  
Fred Shanafelt  
Bridget Weaver, Secretary

Kevin Donnelly, Fire Chief

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KING COUNTY FIRE DISTRICT 34  
BOARD OF COMMISSIONERS  
REGULAR MEETING MINUTES  
July 24, 2012

**1. Call to Order-Regular Meeting**

The regular meeting of the Board of Commissioners was held at Redmond City Hall, located at 15670 N.E. 85th St, Redmond, WA on July 24, 2012. The meeting was called to order at 5:31 p.m. by Chair Lucarelli.

**2. Roll Call**

Present: Commissioner Lucarelli, Commissioner Johnston, Commissioner Shanafelt

Others Attending:

Kevin Donnelly, Fire Chief (arrived at 6:45 p.m.)      Kinnon Williams, Attorney  
Russ Albertson, Deputy Chief                              Bridget Weaver, District Secretary  
Mike Kavanaugh, Fire Fighter

**3. Approval of Agenda**

Add 8 E: Change of Meeting Dates; add 9G: June Budget Discrepancies; add 9H: Rusty George Invoices.

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

**4. Approval of Minutes**

**Motion made by Commissioner Johnston to approve the June 26, 2012 minutes as amended. Motion seconded by Commissioner Shanafelt. Motion passed unanimously.**

**Motion made by Commissioner Shanafelt to approve the June 29, 2012 minutes. Motion seconded by Commissioner Johnston. Motion passed unanimously.**

**5. Public Comments-None**

**6. Reports of City of Redmond**

A. Fire Station 13 Staffing

Staffing at Fire Station 13 continues to remain at the same level with aid car only and two fire personnel at all times. Overtime for all stations is trending high due to the vacation coverage that is typically needed during the summer months; overtime should return to normal levels by October.

B. 2<sup>nd</sup> Quarter Call Volume Report

The call volume data is currently being reviewed by Redmond staff. A report will be available next month.

C. HB 1756 Reporting Status

No new updates.

- D. Interlocal Agreement/Annual Fire Inspections  
Cost analysis by Redmond Fire Department is still in process.

**Secretary Weaver will re-enter inspection data in Excel and send to Commissioner Lucarelli.**

- E. MDC Update  
Update will be presented at the upcoming Joint Council/Fire District34 Fire Forum.
- F. Fire Hydrant Maintenance  
Redmond Public Works has completed 50% of the maintenance checks for the District fire hydrants. Commissioner Johnston reported that he knew of two hydrants that possibly needed repair. Deputy Chief Albertson confirmed that one of those hydrants had a leak and will check with Public Works regarding the other hydrant.

#### **7. Reports of Attorney**

None

#### **8. Reports of Commissioner**

- A. Access Gate Parking  
A citizen e-mailed the District with reports of landscape maintenance crews and guests of residents parking near or in front of the access gate area at 97<sup>th</sup> Place N.E. The citizen is concerned that emergency vehicles might not have full access as needed and requests that the Commissioners address the issue.

The Commissioners discussed the issue and reached the consensus that the no parking sign placement should be reviewed. Commissioner Lucarelli directed Secretary Weaver to inform the citizen to call the police department if cars park in the access area again.

**Commissioner Lucarelli will visit the access gate area to inspect the no parking signs and will follow up with contacting the homeowner's association to discuss the issue.**

- B. 2011 Annual Report Amendment-Shanafelt  
The debt capacity percentages were revised and reviewed. See attached Revised Schedule 10.

**Motion made by Commissioner Johnston to approve the revised 2011 Annual Report. Motion seconded by Commissioner Shanafelt. Motion passed unanimously.**

- C. Website Logo and Architecture  
The Commissioners chose Concept 1, Color Version 2 as the final design concept for the new website.

**Secretary Weaver will send the agreed upon website concept edits to Rusty George and inform Rusty George that the address database is forthcoming.**

- D. 2012 Objectives and Action Plan Status  
Report reviewed.

- E. Change of Meeting Dates-Shanafelt

**Motion made by Commissioner Shanafelt to approve the meeting date of August 28th to be rescheduled to Thursday, August 23<sup>rd</sup> at 5:30 p.m. and the September 25<sup>th</sup> meeting date to be rescheduled to Friday, September 14<sup>th</sup> at 11:00 a.m. Motion seconded by Commissioner Lucarelli. Motion passed unanimously.**

**9. Reports of District Secretary**

A. Budget Report- June 2012

The June Profit & Loss Budget Performance Detail Report shows a \$47,614 reconciliation discrepancy. The King County Treasurer's office erroneously posted two debits totaling \$47,614 to the King County Fire District 34 general fund account. The debits will be reversed by the treasurer's office in July.

B. 2011 General Election Invoice

The total election cost allocation for the 2011 general election is \$12,613.17; the voter's pamphlet cost is \$284.60.

C. Records Management Status

No new updates.

D. Legal Usage

June, 2012: 5.5 hours; YTD: 22.2 hours

E. King County Investment Pool: May 2012, .52%

F. Approval of June 2012 Vouchers and Remittances

Expense Fund	Vouchers	9427-9437	\$ 9,599.44
	Remittances		\$ 3,903.14

G. June Budget Discrepancies

See A: Budget Report, June 2012.

H. Rusty George Invoices

Invoices reviewed.

**10. Adjourn**

The meeting was adjourned at 7:25 p.m.

ATTEST:

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Bridget Weaver, District Secretary  
King County Fire Protection District 34