

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

Ron Gibson, Interim Fire Chief

**KING COUNTY FIRE DISTRICT 34
BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
March 26, 2013**

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 March 26, 2013. The meeting was called to order at 5:32 p.m. by Vice-Chair Johnston.

2. Roll Call

Present: Commissioner Johnston, Commissioner Shanafelt
Excused Absence: Commissioner Lucarelli

Others Attending:

Russ Albertson, Deputy Chief
Joe McGrath, Fire Finance Director
Debra Gentry, Administrative Assistant

Kinnon Williams, Attorney
Bridget Weaver, District Secretary
John Stockman, Political Action Liaison

Feasibility Project Team

Eric Scairpon, Commander Police Operations
Steve Eastham, Information Services
Robert Clemmons, Communications Supervisor

Ralph Ashmore, Battalion Chief
Dan Werr, Information Services
Jason Fischer, Communications Supervisor

3. Approval of Agenda

- Added under 6C: Feasibility Study-Redmond Fire Communications and February
- Vouchers changed to March Vouchers

Motion made by Commissioner Johnston to approve the March 26, 2013 agenda as amended. Motion seconded by Commissioner Shanafelt. Motion passed unanimously.

4. Approval of Minutes

Motion made by Commissioner Shanafelt to approve the February 26, 2013 minutes. Motion seconded by Commissioner Johnston. Motion passed unanimously.

5. Public Comments

None

6. Reports of City of Redmond

- A. Online Burn Permit Procedure-Weaver, Gentry, Albertson
After discussion among Commissioner Johnston, Debra Gentry and Russ Albertson, it was decided that citizens that choose to apply for a burn permit in person at a fire station will continue to fill out a hard copy application after staff verifies the applicant's address online or on the map. Copies of the burn permit will then be sent to Station 11 on a daily basis and entered into the web based database by Secretary Weaver.

Commissioner Johnston directed Secretary to notify the Redmond Reporter and Sammamish newspaper to issue a press release notifying the public of the new website with its online burn permits and address sign order forms.

Secretary Weaver will send an e-mail to Redmond Fire staff and crews directing them to find the new procedure policy and relative information on the O: drive.

B. Fire Station 13 Staffing

Deputy Chief Albertson reported that staffing remains the same. He also clarified that the reduction in Fire Station 13 staffing from an engine and an aid car to aid car only came as a result of King County Fire District's revenue shortfalls. The KCFD34 Board of Commissioners directed Redmond Fire department to reduce expenses, while maintaining acceptable service levels.

Commissioner Johnston commented that the board would like to staff an engine at Station 13 if and when revenues can sustain it. The board will be reviewing this issue periodically.

C. Feasibility Study-Redmond-Project Team

Eric Scairpon, Redmond Police Commander, presented the Feasibility Study-Redmond Fire Communications report. The purpose of the study is to determine the feasibility of the Redmond Police Communications Division providing emergency communications services to the Redmond Fire Department while maintaining automatic mutual aid within Fire Zone 1.

Commander Scairpon outlined the benefits, challenges, project scope, staffing requirements, project management, economies of scale, and regional impacts--including possible partnerships--of the proposed combined communications center. The most significant challenge to the project is the cost, given that connecting mutual aid would require a technical solution that involves working collaboratively with regional partners. The largest risk to the project is a delay in automatic mutual aid.

The feasibility study is not yet complete but is a work in progress. The Project Team will provide updates in the near future.

D. Commercial Inspections

No new updates.

E. HB 1756 Reporting Status

Deputy Chief Albertson reported that the few areas on the new urban/suburban map that did not depict response zones have been resolved. Dawn DeLoach will provide the updated maps at the next meeting.

Commissioner Johnston asked to be notified when Deccan provides the next data update.

F. Interlocal Agreement/Annual Fire Inspections

No new updates.

G. MDC Update

Steve Eastham, Sr. Systems Analyst presented a Power Point report highlighting the following:

- overview of accomplishments
- results of the live tracking Santa Truck Pilot Program
- Gateway reporting
- connectivity summary and low battery alerts
- future plans

7. Reports of Attorney

None

8. Reports of Commissioner

A. Reserve Fund-Shanafelt

Commissioner Shanafelt attended the 2012 BARS training. He discussed 1) the auditor's requirements for the reserve fund and the annual report requirements and 2) adopting the annual budget at the fund level rather than the line item level.

B. Capital Asset Policy-Shanafelt

Commissioner Shanafelt discussed the need for KCFD34 to have a capital asset policy. Joe McGrath will provide the District a copy of Redmond's policy. The item will be added to the April 9th agenda.

C. EMS Levy Meeting-Shanafelt

Commissioner Shanafelt attended the King County Fire Commissioners meeting on March 20th, held at Woodinville Fire and Rescue. The EMS levy will go on the November ballot subject to concurrence among all nine cities. Five cities have yet to make a determination whether they will support the levy.

D. 2013 Objectives and Action Plan Status Report

**Motion made by Commissioner Johnston to move this item to the April 9th meeting.
Motion seconded by Commissioner Shanafelt. Motion passed unanimously.**

9. Reports of District Secretary

A. Website Update

The website is now live and Secretary Weaver is updating the website with minutes and agendas.

Secretary Weaver will provide a report of the total amount of money spent on the website development at the next meeting.

B. 2010-2011 Audit

The assistant state auditor performed the audit in the district office for seven days. There are no preliminary findings at this time. Commissioners' Johnston and Shanafelt will attend the audit exit conference to be held as a special meeting; the meeting date is yet to be determined.

C. Budget Report-Revised January, 2013 and February, 2013

The revised January 2013 budget report reflected the corrected operating income budget amount of \$6,295,350 from the incorrect budget amount of \$12,645,612 and the change of the Williams & Williams payment from legislative services "other" to legislative services "professional services".

The February report was reviewed.

D. Legal Usage

February, 2013: 3.8 hours; YTD: 14.6 hours.

E. King County Investment Pool: February 0.59%

F. Approval of March 2013 Vouchers and Remittances

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 26, 2013, the Board by a unanimous vote does approve for payment of those vouchers described as follows:

Expense Fund	March Vouchers	9516-9521	\$ 6,418.54
Remittances	March		\$ 9,900.85

10. Adjourn

The meeting was adjourned at 7:58 p.m.

ATTEST:

Bridget Weaver, District Secretary
King County Fire Protection District 34