

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

Tommy Smith, Fire Chief

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KING COUNTY FIRE DISTRICT 34  
BOARD OF COMMISSIONERS  
REGULAR MEETING MINUTES  
December 17, 2013

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

The regular meeting of the Board of Commissioners was held at 15670 NE 85<sup>th</sup> St., Redmond, WA on December 17, 2013. The meeting was called to order at 5:30 p.m. by Chairman Lucarelli.

**2. Roll Call**

Present: Commissioner Lucarelli, Commissioner Johnston, Commissioner Shanafelt

Others Attending:

Kinnon Williams, Attorney (arrived at 5:45 p.m.) Tommy Smith, Fire Chief  
Bridget Weaver, District Secretary

**3. Approval of Agenda**

Delete 8A: Strategic Financial Plan Expense Projections

**Motion made by Commissioner Johnston to approve the December 17, 2013 agenda as amended. Motion seconded by Commissioner Shanafelt. Motion passed unanimously.**

**4. Approval of Minutes**

**Motion made by Commissioner Johnston to approve the November 14, 2013 Special Meeting Minutes. Motion seconded by Commissioner Shanafelt. Motion passed unanimously.**

**Motion made by Commissioner Johnston to approve the November 18, 2013 Special Meeting Minutes. Motion seconded by Commissioner Shanafelt. Motion passed unanimously.**

**5. Public Comments (4 minutes per person)**

None.

**6. Reports of City of Redmond**

A. All Station Maintenance Consultation

The draft consultant's report is being reviewed; an update will be provided in January.

B. Station Landscape Maintenance

Station captains are assigned to landscape maintenance at the stations; public works will provide any additional necessary assistance.

C. HB 1756 Reporting Status/Response Time Map

Chief Smith presented a target response time report comparing Redmond/FD34 target response times with those of neighboring jurisdictions. Commissioners and Chief discussed the RCW law outlining standards and reporting requirements. Chief Smith agreed with the commissioners that establishing response time standards are imperative for evaluating

performance standards and complying with HB 1756 reporting requirements and will continue to work with staff to produce the required report.

Lieutenant Drew Defazio is the new Redmond contact person for the Deccan software program. Secretary Weaver will schedule a web training session for January 8.

- D. MDC Update  
Chief Smith will create a written MDC use policy to track firefighter usage of MDC's, identify and correct MDC inefficiencies and provide MDC training.
- E. Fire Station 13 Staffing  
No changes.

## 7. Reports of Attorney

- A. Final 2014 Levy Worksheet  
The Department of Assessments sent the final 2014 Levy Worksheet with increased totals for assessed valuations and allowable levy after the 2014 levy request was submitted to the assessor's office. The District will now receive additional revenues of \$53,972. The Assessor's office accepted the levy request amendment by email.
- B. Road Taxes-2nd Half  
\$437.25 of tax monies were collected from the Redmond Jones parcels; Redmond finance will contact the District if they decide to collect these taxes.
- C. RCW 35.103.030 Response Times  
See discussion under 6C.

## 8. Reports of Commissioners

- A. Executive Session RCW 42.30.110 (g) Weaver Performance Review

According to RCW 42.30.110 (g) the Chair announced that the Board would convene for an executive session for 10 minutes to discuss the performance of District Secretary Weaver. The Board went into executive session at 6:26 p.m. The Board came out of executive session at 6:33 p.m.

**Motion made by Commissioner Lucarelli to approve a 4% merit pay raise for District Secretary Weaver, effective December 1, 2013 and a .97% market adjustment increase to the pay plan, effective January 1, 2014. Motion seconded by Commissioner Johnston. Motion passed unanimously.**

- B. Request for Excused Absences

After discussion among the commissioners and Attorney Williams, a consensus was made that Commissioner Lucarelli did not need to request any excused absences but will attend the February 11<sup>th</sup> and April 22 meeting via Skype.

- C. Resolution 279-13 2014 Meeting Dates

**Motion made by Commissioner Shanafelt to approve Resolution 279-13 2014 Meeting Dates. Motion seconded by Commissioner Johnston. Motion passed unanimously.**

Tuesday, January 14	Tuesday, July 15
Tuesday, February 11	Tuesday, August 26
Tuesday, March 25	Tuesday, September 23
Tuesday, April 22	Tuesday, October 28
Tuesday, May 27	Tuesday, November 25
Tuesday, June 24	Tuesday, December 16

- D. 2013 Objectives and Action Plan Status Report  
Report reviewed.

**9. Reports of District Secretary**

- A. 2014 Budget (Information Only)  
Budget reviewed.
- B. Budget Report-November 2013  
Report reviewed.
- C. Legal Usage-November, 2013  
November 8.8 hours; YTD 80.2
- D. King County Investment Pool Performance- November  
Not available.
- E. Approval of November 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 November 30, 2013, the Board by a unanimous vote does approve for payment of those vouchers described as follows:

Expense Fund	November Vouchers	9578 -9584	\$ 2,943,172.00
	November Remittances		\$ 5,736.39

**10. Adjourn**

The meeting was adjourned at 7:14 p.m.

ATTEST:

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Bridget Weaver, District Secretary  
King County Fire Protection District 34