

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  
March 25, 2014

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

The regular meeting of the Board of Commissioners was held at 15670 N.E. 85<sup>th</sup> St., Redmond, WA on March 25, 2014. The meeting was called to order at 5:30 p.m. by Commissioner Lucarelli.

**2. Roll Call**

Present: Commissioner Lucarelli, Commissioner Johnston, Commissioner Shanafelt

Others Attending:

Kinnon Williams, Attorney  
Bridget Weaver, District Secretary  
Keith Brewes, CIAW Representative

Russ Albertson, Deputy Fire Chief  
Todd Short, Assistant Fire Marshall  
Scott Turner, Deputy Fire Marshall

**3. Approval of Agenda**

**Added 8E: Change April 22<sup>nd</sup> meeting date.**

**Motion made by Commissioner Johnston to approve the March 25, 2014 agenda as amended. Motion seconded by Commissioner Shanafelt. Motion passed unanimously.**

**4. Approval of Minutes**

**Motion made by Commissioner Shanafelt to approve the February 11, 2014 meeting minutes. Motion seconded by Commissioner Johnston. Motion passed unanimously.**

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

None.

**6. Reports of City of Redmond**

**A. WSRB Rating**

Todd Short, Assistant Fire Marshall, provided an overview of the WSRB report results. FD34 maintains a Class 4 rating.

WSRB's method of evaluation included factors such as water supply, fire department, emergency communications and fire safety.

The positive areas noted were automatic mutual aid, close dispatching, EMTG training and dispatch.

Potential areas of improvement included firefighter certification, public education programs, company level training, pre-fire planning, hydrant maintenance records and Ames Lake water information.

The next WSRB rating evaluation will occur in 5-7 years.

- B. Facility Condition Assessment  
Discussion ensued regarding upcoming capital improvements for District stations and the necessary information and collaboration that will be needed in order for the District to strategically plan future budgets.
- C. Commercial Inspections/Interlocal Agreement  
Scott Turner, Deputy Fire Marshall, presented an overview of the Operations Pre-Plan Program. An inventory of commercial buildings will be established and appointments made with business owners to collect vital information that will subsequently be tracked in a database and mapped by GIS and then be made accessible to each station crew via MDC's and the city's network.
- D. HB 1756 Reporting Status/MDC Update-Albertson  
The MDC usage policy has been drafted. The policy will require firefighters to employ the MDC's and if not used, to report any connectivity problems.
- E. Fire Station 13 Staffing  
No changes.
- F. 2013 Fourth Quarter Report  
Report reviewed. Discussion ensued regarding the hiring of four new firefighters and its effect on overtime.

**7. Reports of Attorney** (discussed before Item #6: Redmond Reports)

- A. CIAW Insurance Review-Keith Brewe  
Keith Brewe, CIAW Insurance Agent, reviewed the District's current insurance policy. Data breach insurance costs approximately \$2,000 to \$3,000 per year. After discussion, the Commissioners agreed that the risk of a data breach was small and additional insurance would not be necessary. Encrypted hard drives are available for use to prevent any data breaches.

**8. Reports of Commissioners**

- A. Facility Condition Assessment  
The Commissioners will schedule a special meeting with Redmond staff to review the assessment report more thoroughly and discuss collaborative capital budget planning strategies for District stations.
- B. WFOA Legislative Report  
Report reviewed.

**Motion made by Commissioner Lucarelli to recess for five minutes at 6:49 p.m. Motion seconded by Commissioner Johnston.**

- C. 2013 Annual Report  
Report reviewed.

**Motion made by Commissioner Shanafelt to approve the 2013 Annual Report. Motion seconded by Commissioner Johnston. Motion passed unanimously.**

- D. 2014 Objectives and Action Plan Status Report  
Report reviewed.
- E. Change April 22<sup>nd</sup> Meeting Date-Lucarelli  
Commissioner Lucarelli made a request to change the April 22, 2014 Board of Commissioners meeting date to April 16<sup>th</sup> at 5:00 p.m.

**Motion made by Commissioner Lucarelli to change the April 22, 2014, 5:30 p.m. meeting time and date to April 16, 2014, 5:00 p.m. Motion seconded by Commissioner Johnston. Motion passed unanimously.**

**9. Reports of District Secretary**

- A. Open Government and Transparency Training  
Secretary Weaver will attend the training on July 9, 2014 to be held in Everett, WA.
- B. Saturday Seminar Series 2014  
Information reviewed.
- C. Budget Report-January, February 2014  
Reports reviewed.
- D. Legal Usage-February, 2014  
February 4.4 hours; YTD 11.8
- E. King County Investment Pool Performance  
January, 2014: 46%.  
February, 2014 .51%
- F. Approval of January, February 2014 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 February 28, 2014, the Board by a unanimous vote does approve for payment of those vouchers described as follows:

Expense Fund		
January Vouchers	9589A-9598	\$7,295.98
January Remittances		\$4,613.79
Capital Reserve		
January Vouchers	9589-9595	\$6,418.74
January Vouchers Cancelled	9589-9595	\$6,418.74
Expense Fund		
February Vouchers	9599-9609	\$4,246.03
February Remittances		\$5,403.21
Capital Reserve		
February Vouchers	9610	\$ 861.22

**10. Adjourn**

The meeting was adjourned at 7:20 p.m.

ATTEST:

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Bridget Weaver, District Secretary  
King County Fire Protection District 34