

KING COUNTY FIRE PROTECTION DISTRICT 34  
8450 161<sup>st</sup> Avenue N.E.  
Redmond, WA 98052  
(425) 556-2226  
Fax: (425) 556-2227  
[www.kcfd34.org](http://www.kcfd34.org)

**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  
May 27, 2014

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

The regular meeting of the Board of Commissioners was held at 8450 161<sup>st</sup> Ave. N.E., Redmond, WA on May 27, 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

Russ Albertson, Deputy Chief of Services

Bridget Weaver, District Secretary

**3. Approval of Agenda**

**Add 8C: Change Meeting Dates**

**9A: Move to June meeting**

**Motion made by Commissioner Johnston to approve the May 27, 2014 agenda as amended. Motion seconded by Commissioner Shanafelt. Motion passed unanimously.**

**4. Approval of Minutes**

**Motion made by Commissioner Shanafelt to approve the April 16, 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. Budget Process Overview-Albertson

Deputy Chief Albertson presented an overview of the Redmond budgeting logic modules. The departments meet to evaluate the details and efficiencies of departmental tasks and procedures. The results are evaluated by teams and then presented as budget offers to Council by early July. The Mayor approves final budget offers in November.

B. 1<sup>st</sup> Quarter Redmond Fire Department Report

Lieutenant Defazio is working on obtaining data directly from CAD in order to eliminate report anomalies.

C. Facility Condition Assessment

Secretary Weaver will coordinate a special meeting between Redmond staff and the Commissioners to discuss the assessment and capital budget planning.

- D. WSRB Rating  
No updates.
- E. Commercial Inspections/Interlocal Agreement  
No updates.
- F. HB 1756 Reporting Status/MDC Update  
Deputy Chief Albertson reported that if MDC's do not work, a report is expected to be generated, followed by troubleshooting by IT.
- G. Fire Station 13 Staffing  
No changes.

**7. Reports of Attorney**

- A. ESB5964 Records Management Training for Officials  
Commissioners and the Records Officer are required to complete training sessions covering the Open Public Meetings Act and Open Public Records Act. Training is provided via webinar. A special meeting will be scheduled for participants to complete the training.

**8. Reports of Commissioners**

- A. \$300K Transfer from Operating Fund to Capital Fund-Shanafelt  
The Commissioners unanimously agreed to transfer \$300,000 from the operating fund to the capital reserve fund in May rather than December as previously discussed. The funds will be budgeted in anticipation of future capital improvement needs.
- B. 2014 Objectives and Action Plan Status Report  
Report reviewed.
- C. Change Meeting Dates

**Motion made by Commissioner Lucarelli to change the October 28<sup>th</sup> meeting date to October 22<sup>nd</sup> and to change the November 25<sup>th</sup> meeting date to November 19<sup>th</sup>. Motion seconded by Commissioner Shanafelt. Motion passed unanimously.**

**9. Reports of District Secretary**

- A. Records Management Procedure Presentation  
Presentation moved to June.
- B. Budget Report-March, April  
Reports reviewed.
- C. Legal Usage-April, 2014  
April 4.1 hours; YTD 19.2
- D. King County Investment Pool Performance-March, April  
March .48%  
April: .52%

**E. Vouchers and Remittances**

**March**

Operating Fund	9611-9616	\$1,793.35
Remittances		\$4,608.90

**April**

Operating Fund	9617-9821	\$3,942.79
Capital Reserve Fund	8138	\$190.53
Remittances		\$4,959.92

**10. Adjourn**

The meeting was adjourned at 6:42 p.m.

ATTEST:

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Bridget Weaver, District Secretary  
King County Fire Protection District 34