

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

---

KING COUNTY FIRE DISTRICT 34  
BOARD OF COMMISSIONERS  
SPECIAL MEETING MINUTES  
July 10, 2014

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

The special meeting of the Board of Commissioners was held at 15670 N.E. 85<sup>th</sup> St., Redmond, WA on July 10, 2014. The meeting was called to order at 6:40 p.m. by Commissioner Johnston.

**2. Roll Call**

Present: Commissioner Johnston, Commissioner Shanafelt

Others Attending:

Kinnon Williams, Attorney

Bridget Weaver, District Secretary

**3. Approval of Agenda**

**Motion made by Commissioner Shanafelt to approve the July 10, 2014 agenda. Motion seconded by Commissioner Johnston. Motion passed unanimously.**

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

None.

**5. Records Management Training**

A. Lesson 1: Overview of Open Government-OPA/OPM  
Reviewed.

B. Lesson 2: Open Public Records Act  
Reviewed.

C. Lesson 3: Open Public Meetings Act  
Reviewed.  
Commissioner Lucarelli arrived at 6:55 p.m.

D. Lesson 4:E-Mail and Smart Phone Issues.  
Reviewed.

E. Lesson 5: Records Retention & Archiving Process-Williams/Weaver  
Attorney Williams discussed the importance of proper records management and retention;  
Secretary Weaver presented information on the records archival process.

**6. Update Records Management & Request Policies**

Secretary Weaver will update the policy and procedure manual with the new law requiring elected officials to attend records management training.

**7. Adjourn**

The meeting was adjourned at 8:50 p.m.

ATTEST:

---

Bridget Weaver, District Secretary  
King County Fire Protection District 34