

KING COUNTY FIRE PROTECTION DISTRICT 34  
8450 161<sup>st</sup> Avenue N.E.  
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**BOARD OF COMMISSIONERS**

Thomas Johnston, Chairman  
Fred Shanafelt, Vice-Chair  
Peter Lucarelli  
Bridget Weaver, Secretary

Tommy Smith, Fire Chief

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KING COUNTY FIRE DISTRICT 34  
BOARD OF COMMISSIONERS  
SPECIAL MEETING MINUTES  
April 23, 2015

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

The special meeting of the Board of Commissioners was held at 8450 161<sup>st</sup> Ave. N.E., Redmond, WA on April 23, 2015. The meeting was called to order at 5:30 p.m. by Chairman Johnston.

**2. Roll Call**

Present: Commissioner Johnston, Commissioner Shanafelt  
Absent: Commissioner Lucarelli

Others Attending:

Kinnon Williams, Attorney  
Bridget Weaver, District Secretary

Rich Brown, Deputy Chief  
Steve Eastham, Sr. Systems Analyst  
Rebecca Borker, Operations Maintenance Mgr  
Quinn Kuhnhausen, Facilities Supervisor

**3. Approval of Agenda**

**Add 7A: PSERN**

**Add 8C: Enduris**

**Add 9G: Annual Report Status**

**Motion made by Commissioner Johnston to approve the April 23, 2015 agenda as amended.  
Motion seconded by Commissioner Shanafelt. Motion passed unanimously.**

**4. Approval of Minutes**

**Motion made by Commissioner Johnston to approve the March 19, 2015 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. Facility Condition Assessment**

**1. St 13 Roof Repairs- Quinn Kuhnhausen, Facilities Supervisor**

The test results from the core sample show that there is no rot and the roof is structurally sound. The roof doesn't need replacing and has been repaired, extending the life of the current roof 6-8 years. The roof will be inspected twice yearly.

**2. St 13 Tree Assessment-Rebecca Borker, Operations and Maintenance Manager**

Rebecca will contact the owner of Goddard School or the project manager and request that the tree be removed.

**B. MENG Study Analysis and Action Plan**

No report.

C. WSRB Rating

Staff is in the process of receiving instructions on how to record their training hours which should show some improvement in credits for training in the next WSRB calculation.

D. MDC Usage

MDC end user training by Alison Halifax, Firefighter, is almost completed.

Steve Eastham, Sr. Systems Analyst presented the MDC January-April 2015 Usage Report.

- Data is not 100% accurate, credit for 'arrived on scene' is not applied; therefore, usage is actually higher than the report reflects.
- Canceled Enroute will populate an Enroute time, Cleared time, Arrived is blank
- Vehicle reassignments will generate a dispatcher entry for Cleared time for the initial vehicle
- NORCOM is verifying the data sources and may add some additional fields to filter on.
- A new MDC usage policy has been issued
- Electrical issues were addressed in vehicles.

Deputy Chief Brown reiterated that the goal for MDC usage is 100%.

E. Commercial Inspections/Interlocal Agreement

The city of Redmond and King County will enter into an interlocal agreement to allow Redmond to perform inspections. Attorney Williams will draft a memorandum of understanding to amend the services contract between the District and the City. A cost fee structure has been determined by the City; subsequently the City will then invoice the District for reimbursement. The Redmond Fire Marshall will communicate with business owners by letter, outlining the benefits that inspections provide to improve safety and convey that the District will pay the inspection fees.

F. Station 13 Staffing

New recruits will be on shift the first week of May.

**7. Reports of Attorney**

A. PSERN Interlocal Prorationing Agreement

The Puget Sound Emergency Radio Network levy lid lift is on the King County April 28<sup>th</sup> ballot.

**8. Reports of Commissioners**

A. Legislative Report-April (Info Only)

Report reviewed.

B. 2015 Objectives and Action Plan Status Report

Report reviewed.

C. Enduris Insurance

Commissioner Shanafelt inquired about the District's insurance policy. The District is insured by CIAW.

**9. Reports of District Secretary**

A. District Secretary Authority to Sign MRSC Contract

Secretary Weaver requested that the Commissioners grant her the authority to sign the annual Municipal Research Services Center contract.

**Motion made by Commissioner Johnston to grant authority to the District Secretary to sign the annual Municipal Research Services Contract. Motion seconded by Commissioner Shanafelt. Motion passed unanimously.**

B. Budget Report-March, 2015

Report reviewed.

C. Meeting Date Change-Weaver

Secretary Weaver made a request to move the September 17th meeting to September 29<sup>th</sup> to accommodate her vacation schedule.

**Motion made by Commissioner Johnston to approve the regular meeting of September 17<sup>th</sup> be moved to September 29th. Motion seconded by Commissioner Johnston. Motion passed unanimously.**

- D. Legal Usage-March, 2015  
March 4.8hours; YTD 11.8
- E. King County Investment Pool Performance  
February .59%; March .58%
- F. Approval of March 2015 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 April 23, 2015, the Board by a unanimous vote does approve for payment of those vouchers described as follows:

<u>March</u>		
Operating Fund	9687-9690	\$ 3,351.49
Remittances		\$ 5,641.79

- G. Annual Report Status  
Secretary Weaver reported that the 2013 annual report's C4 schedule revision had not yet been posted online; therefore, the submission of the 2014 annual report could not be completed. Secretary Weaver will contract the state auditor's office.

**10. Adjourn**

The meeting was adjourned at 7:05 p.m.

ATTEST:

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Bridget Weaver, District Secretary  
King County Fire Protection District 34