

KING COUNTY FIRE PROTECTION DISTRICT 34  
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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  
June 25, 2015

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

The special meeting of the Board of Commissioners was held at 15670 85<sup>th</sup> St. N.E., Redmond, WA on June 25, 2015. The meeting was called to order at 5:30 p.m. by Chairman Johnston.

**2. Roll Call**

Present: Commissioner Johnston, Commissioner Shanafelt, Commissioner Lucarelli

Others Attending:

Kinnon Williams, Attorney (arrived 5:50 p.m.)  
Bridget Weaver, District Secretary

Tommy Smith, Fire Chief  
Ralph Ashmore, Acting Deputy Chief  
Don Sanderson, Captain

**3. Approval of Agenda**

**Move Item A: City of Redmond 1<sup>st</sup> Half Payment to Item 6C.**

**Motion made by Commissioner Johnston to approve the June 25, 2015 agenda as amended. Motion seconded by Commissioner Lucarelli. Motion passed unanimously.**

**4. Approval of Minutes**

**Motion made by Commissioner Lucarelli to approve the May 28, 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. Fire Safety/Fireworks Status**

Discussion ensued regarding the critical fire danger present due to the lack of rain. The King County Fire Marshall is not able to ban the discharge of fireworks this year. A ban must have been in effect in one year in advance.

The following steps will be taken to increase safety and citizen education: 1) public information officer to contact media to inform public of higher fire risk 2) educate public to be responsible with fireworks and request a voluntary ban on personal fireworks to be published on Fire District 34 website and by Redmond's press release 3) Chief Smith will obtain fire safety pamphlets from King County Fire Chief's meeting and 4) increased staffing at stations on July 4<sup>th</sup>.

**B. Facility Management Plan**

Consultant Request for Qualifications has been published.

Commissioner Johnston and Jane Christenson recently discussed capital verses maintenance costs and the shared responsibilities of those costs between the District and the City. Attorney Williams is waiting for communication from Jim Haney, City of Redmond Attorney, regarding the Memorandum of Understanding.

- C. Facility Station Operations & Maintenance  
The tree at Station 13 has been removed.
- D. MDC Usage  
Report reviewed. The new data analyst is now employed by the City of Redmond and will provide MDC reports.
- E. Station 13 Staffing  
Staffing at station 13 remains restored to the original status.
- F. City of Redmond First Half Payment  
The Commissioners directed Secretary Weaver to pay the first half payment for contract services in the amount of \$3,238,495. KCFD34 budgeted \$3,090,000. A budget amendment will be considered at the next meeting after review of the District's budget.

**At 6:20 p.m. the Chair announced that the Board would convene for an executive session to discuss grievance or mediation proceedings, collective bargaining, including contract negotiations, and discussions relating to the interpretation or application of a labor agreement pursuant to RCW 42.30.140 (4)(a) until 6:27 p.m.. At 6:27 p.m. the Board returned to regular session.**

#### **7. Reports of Attorney**

None

#### **8. Reports of Commissioners**

- A. Resolution 287-15 Computer Password Policy

**Motion made by Commissioner Lucarelli to approve Resolution 287-15 - Adopting a Computer Password Policy. Motion seconded by Commissioner Johnston. Motion passed unanimously.**

- B. Resolution 288-15 Unpaid Holidays for Reason of Faith or Conscience

**Motion made by Commissioner Shanafelt to approve Resolution 287-15 – Establishing the Policy for Reasons of Faith or Conscience. Motion seconded by Commissioner Lucarelli. Motion passed unanimously.**

- C. 2015 Objectives and Action Plan Status Report

Report reviewed.

- D. Approve Updated Policies & Procedure Manual

**Motion made by Commissioner Johnston to adopt the KCFD34 2015 Policies and Procedures Manual. Motion seconded by Commissioner Shanafelt. Motion passed unanimously.**

#### **9. Reports of District Secretary**

- A. Budget Report-May, 2015  
Report reviewed.

- B. Legal Usage-May, 2015  
May 3.9; YTD 19.3

- C. King County Investment Pool Performance

May .53%

D. Approval of May 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 June 25, 2015, the Board by a unanimous vote does approve for payment of those vouchers described as follows:

<u>May</u>		
Operating Fund	9696-9699	\$ 3,405.97
Remittances		\$ 6,000.61

**10. Adjourn**

The meeting was adjourned at 6:50 p.m.

ATTEST:

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Bridget Weaver, District Secretary  
King County Fire Protection District 34