

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  
REGULAR MEETING MINUTES  
April 26, 2016

**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 April 26, 2016. The meeting was called to order at 5:30 p.m. by Commissioner Johnston, Chair.

**2. Roll Call**

Present: Commissioner Johnston, Commissioner Lucarelli (Skype), Commissioner Shanafelt

Others Attending:

Kinnon Williams, Attorney  
Bridget Weaver, District Secretary

Tommy Smith, Fire Chief  
Don Horton, Deputy Fire Chief  
Gus Oliver, Data Analyst

**3. Approval of Agenda**

Amendment: Add 8 G: Commissioner Shanafelt Status

**Motion made by Commissioner Lucarelli to approve the amended April 26, 2016 agenda.  
Motion seconded by Commissioner Johnston. Motion passed unanimously.**

**4. Approval of Minutes**

**Motion made by Commissioner Shanafelt to approve the March 22, 2016 minutes. Motion seconded by Commissioner Johnston. Motion passed unanimously.**

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

None

**6. Reports of City of Redmond**

A. SSF Seismic Study

Joe McGrath presented a summary of seismic improvements proposed by SSF. Jeanine Justice, Redmond P.E., is informing the Council of the summary proposal. A final report will be finished at month's end.

B. Commercial Inspections/Interlocal Agreement

The draft ILA have been approved by the City of Redmond's attorney and now is awaiting approval from both Redmond City Council and King County Council. The King County process has been delayed due to workload issues.

Current inventory of multi-family structures: 74, with automatic fire sprinklers; 39 without.  
Commercial structures: 318, with 104 fire sprinkled, leaving 214 without sprinklers.

The District will be in the position to receive all inspection credits allowed after five years.

- C. MDC Usage Report  
MDC usage will be distributed to captain officers and become a part of performance evaluations. It is not clear which shift is responsible for lower engine data usage. Data usage is expected to be lower next month due to a broken antenna.
- D. 4<sup>th</sup> Quarter Report  
Overall the Fire Department overtime is 5% under budget. Overtime costs incurred due to two enrollees in paramedic school, major surgeries and the use of Family Medical Leave. An analysis of unscheduled sick leave determined that the use of sick leave is legitimate.

## 7. Reports of Attorney

- A. 2017-2022 Operating Agreement  
A draft agreement is expected by mid-May.

## 8. Reports of Commissioners

- A. WFCAL Legislative Report  
Report reviewed.
- B. Mundy/Dunlap Annexation  
Report reviewed—not impact on the District.
- C. NE Samm S&W-RTK Annexation  
Report reviewed—no impact on the District
- D. 2015 Annual Report

**Motion made by Commissioner Johnston to approve the 2015 Annual Report with the correction to Schedule 22, Question #70 “Cash receipting policy will be added to the annual report after policy is approved by District Commissioners.” Motion seconded by Commissioner Johnston. Motion passed unanimously.**

- E. Cash Receipting Policy

**Motion made by Commissioner Lucarelli to approve Fire District Policy 1360 Cash Receipting Policy. Motion seconded by Commissioner Johnston. Motion passed unanimously.**

- F. 1<sup>st</sup> Quarter Status Report  
Report reviewed.
- G. Commissioner Shanafelt Status  
Commissioner Shanafelt has purchased a home outside of the FD34. He anticipates he will be moving sometime in June. Upon final moving date, Commissioner Shanafelt will resign.

## 9. Reports of District Secretary

- A. 2016 Audit Billing Changes  
Hourly travel will be billed at \$46.50 an hour instead of \$93.00 per hour. Invoices will now reflect audit types and separate line items for travel.
- B. 2016 COLA  
The union contract finally settled on a 2.14% COLA. Resolution 293-16 was previously passed and will now reflect the percentage increase to the District’s pay plans.
- C. Ad Valorem Tax Refunds  
It was confirmed by the King County Treasurer and the assessor’s office that ad valorem tax refunds in December, 2015, January/February and March, 2016 were received by property owners within the District boundaries. Most of the refunds were distributed to large apartment complexes.

- D. Budget Report-March, 2016  
Report reviewed.
- E. Legal Usage-March 2016  
March 3.7 hours; YTD 9.6.
- F. King County Investment Pool Performance  
March .76%
- G. Approval of March 2016 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 26, 2016, the Board by a unanimous vote does approve for payment of those vouchers described as follows:

<b><u>March</u></b>		
Operating Fund	9749-9752	\$ 4,146.22
Remittances		\$ 6,232.08

**10. Adjourn**

The meeting was adjourned at 7:14 p.m.

ATTEST:

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Bridget Weaver, District Secretary  
King County Fire Protection District 34