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KING COUNTY FIRE PROTECTION DISTRICT 34
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BOARD OF COMMISSIONERS
Thomas Johnston, Chairman
Joe Pylant, Vice-Chair
Pete Lucarelli, Commissioner

Tommy Smith, Fire Chief

**KING COUNTY FIRE DISTRICT 34
BOARD OF COMMISSIONERS
PUBLIC HEARING MINUTES
October 24, 2017**

1. Call to Order-Public Hearing

The public hearing of the Board of Commissioners was held at 8450 161st Avenue N.E., Redmond, WA on October 24, 2017. The meeting was called to order at 5:00 p.m. by Commissioner Johnston, Chair.

2. Roll Call

Present: Commissioner Johnston, Commissioner Lucarelli (Skype), Commissioner Pylant
The Chair confirmed that Commissioner Lucarelli was able to hear the conversation via Skype.

Others Attending:

Kinnon Williams, Attorney
Bridget Weaver, District Secretary
Beth Padilla, District Secretary
Ron Seng, FS 13 Project Manager

Tommy Smith, Fire Chief
Don Horton, Deputy Chief
Joe McGrath, Finance Director
Gus Olivo, Data Analyst
Jason Alexander, Purchasing

3. Approval of Agenda

Motion made by Commissioner Johnston to approve the October 24, 2017 agenda. Motion seconded by Commissioner Pylant. Motion passed unanimously.

4. Public Comments (4 minutes per person)

None.

5. 2017 Budget Review

Commissioner Johnston looked at the Profit and Loss YTD report and noted that the District is ahead of our budgeted amounts. We will have more information in November after we receive updated comptroller reports. The reports reflect a surplus and note a healthy reserve. Discussion ensued regarding specific budgeted numbers.

6. Proposed 2018 Revenues and Tax Levy

Commissioner Johnston noted that we have the capacity to increase the 2018 levy up to 7.1% but the Board needs to discuss this further before a decision is made.

Commissioner Lucarelli felt it was too early to establish the 2018 levy until further budget information is received in the coming month.

Motion made by Commissioner Lucarelli to establish the 2018 levy at the November Financial Study Session – including the accompanying three resolutions. Seconded by Commissioner Pylant. Motion passed unanimously.

7. Adjourn

Commissioner Johnston adjourned the public hearing at 5:18 p.m.

**KING COUNTY FIRE DISTRICT 34
BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
October 24, 2017**

1. Call to Order-Regular Meeting

The regular meeting of the Board of Commissioners was held at 8450 161st Avenue N.E., Redmond, WA on October 24, 2017. The meeting was called to order at 5:19 p.m. by Commissioner Johnston.

2. Roll Call

Present: Commissioner Johnston, Commissioner Lucarelli (Skype), Commissioner Pylant
The Chair confirmed that Commissioner Lucarelli was able to hear the conversation via Skype.

Others Attending:

Kinnon Williams, Attorney
Bridget Weaver, District Secretary
Beth Padilla, District Secretary
Ron Seng, FS 13 Project Manager

Tommy Smith, Fire Chief
Don Horton, Deputy Chief
Joe McGrath, Finance Director
Gus Olivo, Data Analyst
Jason Alexander, Purchasing

3. Approval of Agenda

Motion made by Commissioner Johnston to approve the October 24, 2017 agenda. Motion seconded by Commissioner Lucarelli. Motion passed unanimously.

4. Approval of Minutes

Amendments – September 13, 2013 - Section 5 Overview of FS 13 Committee - Phase 2/Hire Design Consultant - “liquid infraction” changed to “liquefaction”. Last sentence in Section 5, Phase 2/Cost of Services “HVAC improvements”....stricken.

Motion made by Commissioner Pylant to approve the September 13, 2017 meeting minutes as amended. Motion seconded by Commissioner Lucarelli. Motion passed unanimously.

Motion made by Commissioner Lucarelli to approve the September 21, 2017 meeting minutes as presented. Motion seconded by Commissioner Pylant. Motion passed unanimously.

Motion made by Commissioner Lucarelli to approve the September 26, 2017 meeting minutes as presented. Motion seconded by Commissioner Pylant. Motion passed unanimously.

5. Public Comments (4 minutes per person)

None

6. Reports of City of Redmond

A. MDC Usage September – Gus Olivo
Report presented by Gus

- Engine 13 is down on arrival figures but still within the normal variation.
- Engine 14 has had mixed results. Its clearing percentages are up but has an equivalent drop in arrivals.
- Gus would like to see A14 level out it's percentages as the others have.

Commissioner Lucarelli inquired as to how in route percentages are up if arrivals are down. Gus explained that this is due to coverage issues in the field. There is often difficulty establishing a connection as they arrive on scene. Other providers have been researched but do not seem to offer any better service. There is a possibility of running two connections, but

this requires an update to the modem and that can be costly. Commissioner Johnston suggested the department consider Verizon as they have good coverage in the area.

Commissioner Lucarelli also inquired as to if anyone had contacted NORCOM about its procedures clearing calls and how that has affected the MDC Usage reports (as discussed at the September 26, 2017 Regular Board Meeting). Chief Horton asked if Pete wanted someone to follow this up and the commissioner suggested it a good idea if it is believed to still be a source of some problems. Gus will provide Commissioner Lucarelli some updated data in regards to this issue.

B. WSRB 2018 Evaluation – Joe McGrath

Joe reported that he had met with Daryl Girnus regarding the Tender Credit. The credit is associated with the amount of water flow available if there is no fire hydrant on site. (Per Daryl there are 72 households in the District with no hydrant available). The District must demonstrate the ability to pump a minimum of 250 gallons for 30 consecutive minutes – totaling 7500 gallons – with no loss in pressure. If the District can demonstrate that tenders are available through Mutual Aid and that they meet the above requirements, we may be able to change our Individual Residential Structure Protection Class Code from 9A to 9 for those structures that do not have a hydrant on site and are more than five miles from a fully staffed station. The District is currently on the cusp of a 3 (3.27) and Joe wasn't sure if this would get us down to a 3 or not. Neighboring districts do have tenders available and the District should be prepared to demonstrate its access to them when the evaluation takes place in 2018.

Commissioner Lucarelli stressed the importance of our trying to reduce every point we can during the evaluation and suggested follow up on ensuring tenders are indeed available through Mutual Aid.

Joe clarified that this was only applicable to the residential portion of the District.

Chief Horton stressed that they are constantly evaluating the process of tender use and making sure they are part of the Automatic Aid Response.

C. Stations 14/18 Seismic Upgrades – Joe McGrath

Joe O'Leary and Jon Spangler contacted Malisa Files as to the status of the MOU. Malisa was seeking a draft Scope of Work to assist in completing the MOU. Joe would be refining the MOU once he receives it. They are hoping to begin work in January.

D. Fire Station 13 Status – Joe McGrath

- There is still a delay in crafting the MOU.

E. Facilities Maintenance & Operations – Jason Alexander

Regarding the septic issues, Robert McAndrews (Lead Maintenance Technician) found the Standard Operating Policies from 1996 showing there have been issues with the septic system for nearly twenty years. It is under sized and they have attempted many fixes – changing the pump location and alarm panel, washing vehicles only as needed, not running showers at the same time as the dishwasher, jetting out the pipes, changing the timers, etc. but nothing has mitigated the problem. He explained that there is no seal on the lid and believes rain water contributes to the problem. The system is still backing up into the station. Jason stated that facilities has been very helpful in trying to help with issues such as cleaning the carpet after a backup.

Discussion ensued, and Commissioner Johnston suggested the District hire a septic designer to give a final determination of possible solutions to the problem such as sealing the lid or looking at a sand filter pump.

Ron Seng suggested getting the original design drawings to see if they could help to identify a solution.

F. Fire Prevention Week – Chief Horton

Fire Prevention Week took place October 8-14, 2017. 620 citizens visited the “Customer Service Sites” (what the department calls the fire stations). Totals per site were as follows:

Station	Attendance
11	145
12	68
13	33
14	9
16	65
17	213
18	87

Commissioner Pylant visited stations 13 and 14

Commissioner Johnston visited station 14.

Secretaries Weaver and Padilla visited station 14.

7. Reports of Attorney

A. 2018 Preliminary Levy -

Attorney Williams explained that the allowable levy has changed from 7.15 to 7.5% (\$7,543,327). This is based on the maximum allowance from the previous year, plus one percent, plus new construction.

B. Resolution 303-17 – Small Works Roster

Attorney Williams presented the new resolution. The new resolution replaces 233-07.

Motion made by Commissioner Lucarelli to approve Resolution 303—17 Small Works and Consultant Roster. Motion seconded by Commissioner Pylant. Motion passed unanimously.

C. Fire Station 13 MOU

Attorney Williams reported that he had spoken to Jim Haney prior to the last Board meeting and thought the MOU would be forthcoming however he has not received it. Jane Christensen followed up with Jim who now says the MOU should be to attorney Williams by the end of the week.

Attorney Williams also reported on his research regarding the permitting of a sewer connection at Station 13. Currently, the legislative specifications only allow a permit exception for public schools. The District is unable to get a variance. His suggestion is to prepare an amendment to the King County code that would allow an exception for “essential public safety facilities.” He suggested the commissioners meet with Kathy Lambert to get her sponsorship of the amendment. Attorney Williams said he can prepare the detail and supporting information to Kathy so that it may help this happen more quickly. The amendment would not change anything in the Comprehensive Plan.

Commissioner Pylant inquired as to if there is an option of a bigger tank or is the issue the drain fields and suggested a septic designer be hired to decide if we can indeed rebuild on the site.

Attorney Williams stated that the wetlands have been an issue since 1992 when it was noted that the station was already on the edge of the wetlands setback. He suggested that a portion of the existing foundation may need to be used because of the proximity to the wetlands. In addition, this may limit the ability to expand the septic system.

Commissioner Johnston also suggested a septic engineer be hired to see if it is possible to build on the existing site to include an appropriate septic system for the new building.

Attorney Williams suggested that the Board consult a septic professional AND do the code amendment as the pipe is currently on site and it should be used if possible.

Commissioner Pylant inquired as to if we could pay Bear Creek School to tap into their septic system but Attorney Williams said that the school's system is already at capacity.

Commissioner Johnston and Attorney Williams will set up a meeting with Kathy Lambert.

Attorney Williams suggested that Ron Seng get access to the Small Works Roster and look for a qualified septic engineer. Commissioner Johnston suggested it should be someone familiar with King County permitting and public health requirements.

Discussion ensued about tying into the side sewer force main. Per Ron Seng this could be a joint operation with Bear Creek School. The Sewer District would allow it but would want to know engineering details and the Board may need to go speak with them.

Chief Horton asked if Tom Langton should step back from this issue and the Commissioners felt that was appropriate.

8. Reports of Commissioners

A. Red Barn Citizen Concern – Commissioner Johnston

Commissioner Johnston reported that a citizen had made him aware of possible code violations at the Red Barn (at the corner of 202 and Sahalee Way). The location has become an event venue where he believes alcohol is served, but it supposedly does not have sprinklers, and has only one way in and out which could limit emergency response access on the entry road. The Commissioner wanted to make sure the site was added to the cities inspection list due to the validity of the citizen's concerns.

Chief Horton reported that Per Jim Hill, the location does not have the permits to operate as it currently is.

Commissioner Lucarelli made it clear that now that the Board has been advised, the King County Fire Marshall should follow up and address any possible code violations.

Chief Horton reported that Chief Smith has already advised the Fire Marshal of the concern. He stated that there are already two code enforcement issues currently ongoing with the property so the appropriate departments are aware and currently addressing issues associated with the venue.

B. Financial Planning Option for Capital Projects –

Attorney Williams suggested Ron Seng do a preliminary estimate on Fire Station 13. He believes it would be beneficial to speak to architects of previous projects, use the Fire Services Directory, and get access to the Small Works Roster. Commissioner Pylant asked Ron to try and break the estimates into each year affected. Attorney Williams suggested that the permitting process alone could take up to a year to complete.

Commissioner Pylant suggested that if a code amendment does not work and it becomes apparent that the septic system cannot be fixed, the Board would need to revisit the decision to rebuild on the existing site.

C. KCFCA – Commissioner Pylant

Commissioner Pylant attended the October meeting of the KCFCA in Renton on October 18th. There were approximately 20-25 attendees. The group wants to be helpful but is currently too modest of an organization to make an impact as the membership fee is only \$150/yr. and there are only 18 districts currently enrolled. Commissioner Pylant believes the District can be of more help to the Association than they to the District at this time and so will continue to attend meetings.

Commissioner Lucarelli suggested that the commissioners should attend when available.

Commissioner Pylant reported that the next meeting of the KCFCA will be in November in Woodinville.

D. Approve Final Policies & Procedures Manual

Motion made by Commissioner Pylant to approve the Policies and Procedures Manual as amended. Motion seconded by Commissioner Johnston. Motion passed unanimously.

E. 2017 Objectives and Action Plan Status – 3rd Quarter Report Reviewed.

F. November Study Session was scheduled for November 18, 2017 at 5:00p.m.

9. Reports of District Secretary

A. Website Activity
Report reviewed.

B. Budget Report - September 2017
Report reviewed.

C. Legal Usage – September 2017
September 16.9.0 hours; YTD 74.4

D. King County Investment Pool Performance
September 1.18%

E. Approval of September 2017 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 September 30, 2017, the Board by a unanimous vote does approve for payment of those vouchers described as follows:

<u>September</u>		
Operating Fund	9779-9782	\$ 4,061.00
Remittances		\$ 6,254.32

10. Adjourn

The meeting was adjourned at 7:22 p.m. and the Chair announced that Commissioner Lucarelli's attendance via Skype had been terminated.

ATTEST:

Beth Padilla, District Secretary
King County Fire Protection District 34