

**KING COUNTY FIRE PROTECTION DISTRICT 34**

Regular Meeting of the Board of Commissioners

Location: Station 11 – 8450 161<sup>st</sup> Avenue N.E., Redmond, Washington

**AGENDA**

Monday, February 23, 2009

5:30 p.m.

- I. CALL TO ORDER – REGULAR MEETING
- II. ROLL CALL
- III. APPROVAL OF MINUTES
  - A. Regular Meeting of January 28, 2008
- IV. APPROVAL OF AGENDA
- V. PUBLIC COMMENTS (4 minutes per person)
- VI. SESSION WITH THE CITY OF REDMOND
  - A. Station 14 Repair/Construction Update
  - B. Overview of Improved Facilities Maintenance
  - C. Financial Outlook for FY 2009-2010
  - D. Fire Service Forum Issues
- VII. CHIEFS' REPORTS
- VIII. ATTORNEY'S REPORT
- IX. COMMISSIONERS' REPORTS
  - A. Update on Access Gate Vandalism
  - B. Status of Administrative Assistant Recruitment
  - C. Status Report
- X. ACTION ITEMS
- XI. DISTRICT SECRETARY'S REPORT
  - A. Monthly Budget Report – 13<sup>th</sup> Month of 2008 and January 2009
  - B. Approval of Monthly Vouchers 8809 through 8823 – Expense Fund  
Approval of Monthly Vouchers 8016 through 8019 – Capital Reserve Fund
  - C. Investment Report – January 2009
  - D. Legal Usage – January 2009
- XII. OTHER
- XIII. ADJOURNMENT

Next Regular Meeting: Tuesday, March 17, 2009 – 5:30 p.m.

KING COUNTY FIRE PROTECTION DISTRICT 34  
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**BOARD OF COMMISSIONERS**

Sherman Colson, Chairman  
Thomas Johnston  
Peter Lucarelli  
Anne Carlson, Secretary

Tim Fuller, Fire Chief

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**KING COUNTY FIRE DISTRICT 34  
REGULAR MEETING – BOARD OF COMMISSIONERS  
February 23, 2009**

**I. Call to Order**

The regular meeting of the Board of Commissioners was held at Station 11, located at 8450 161<sup>st</sup> Avenue N.E., Redmond, Washington on February 23, 2009. The meeting was called to order at 5:30 p.m. by Chairman Sherman Colson.

**II. Roll Call**

Present: Chairman Sherman Colson  
Commissioner Peter Lucarelli  
Commissioner Thomas Johnston

Others Attending: Attorney Kinnon Williams  
Secretary Anne Carlson  
Fire Chief Tim Fuller  
Business Operations Manager Karen Brandon  
Redmond Mayor John Marchione  
Assistant to the Mayor Jane Christenson  
Finance Director Mike Bailey  
Financial Planning Manager Malisa Files  
Public Works Director Bill Campbell  
Assistant Public Works Director Ron Grant

**III. Approval of Minutes**

A. Regular Meeting of January 28, 2009

**Motion from Commissioner Lucarelli to approve the minutes of the regular meeting on January 28, 2009 as presented. Motion seconded by Commissioner Johnston. Motion passed unanimously.**

**IV. Approval of Agenda**

**Motion from Commissioner Lucarelli to approve the agenda of the regular meeting of February 23, 2009. Commissioner Johnston seconded the motion. Motion passed unanimously.**

**V. Public Comments – None**

**VI. Session with the City of Redmond**

A. Station Update

Station 13 – Chief Fuller stated that the repairs to Station 13 are complete, and the firefighters are back in the station. The total cost was \$148,000.

Station 14 – Ron Grant, the Architect, the Project Manager, and firefighters have designed the exterior improvements. There are no structural changes. The roof is 30-year composite. Bids will be sought the end of April with construction in June-July and completion in October-November.

Station 17 – The City plans to purchase the larger lot next door to the west that is six-plus acres. The first lot is one acre. The Council has approved condemnation. Construction probably will not begin until 2010.

- B. Facilities Maintenance – Public Works took over maintenance and repairs of the fire stations on January 1, 2009. The Lead and Manager met with the captains to review the status of the stations. There is an electronic form to report issues. They are walking through the stations, updating contract services, and creating a plan for preventative maintenance. Commissioner Lucarelli requested that station maintenance reports be given to the commissioners, and he requested that the captains be informed about their new responsibilities.
- C. Financial Outlook – The City will submit financial reports to the commissioners within 30 days after the end of each quarter as they do for the council members. The District will receive a credit of \$122,887 for the 2008 reconciliation due to the department's under-expenditures in 2008. The City would prefer to provide the credit to the District's first payment of 2009. The commissioners agreed. A letter reviewing the 2009-2010 budget was sent to the commissioners. They will review it and send any questions to the Mayor if necessary.
- D. NORCOM – The City is a subscriber through 2009 with possible one-year extensions through 2020. The City is contracting with a firm to research REDCOM vs. NORCOM. EPSCA will be moving to Redmond's Public Safety Building probably by May 1. Redmond is being looked at as a possible location for the backup dispatch center.
- E. Fire Service Forum Issues – Contract negotiations for the post-2010 contract need to start soon. The commissioners requested a closer look at the reconciliation process. Discussion was held regarding if another cost of services study was necessary. Future discussions will occur. Jane Christenson offered to put together a timeline for evaluating the cost of services agreement.

It was agreed that the Fire Services Forum would be held on April 28, 2009 at 7:30 p.m.

## VII. Chiefs' Reports

### A. Chief Fuller

MDCs – Four of the units in different areas of the response area will be turned on, and Bellevue IT will assist in evaluating the coverage and looking at options.

Regional Fire Authority – Chief Fuller reported that there has been no recent movement/interest regarding the RFA, possibly due to the economical situation.

New Recruits – There are nine firefighter recruits at the North Bend Fire Academy. Due to being separated from the department, a Lieutenant has been assigned to the academy. Each recruit has been assigned a volunteer mentor to assist them and keep them close to the department.

Microsoft Contract – Microsoft is ending their contract with the City that funds permitting and inspection services on June 30, 2009. The three firefighters moved to Prevention will probably move back to the line. Microsoft also bought a pickup for Fire's use when responding into their underground parking garage.

Chief Fuller acknowledged Karen Brandon and the Union for implementing cost saving measures in 2008 to ensure that the department could come in under budget.

- B. Business Operations Manager Karen Brandon – Karen reported that the station maintenance by Public Works is working very well, and the firefighters like it. It is hoped that this will free up resources for work on firefighting standards.

### **VIII. Attorney's Report**

- A. Station 13 – An updated appraisal for Station 15 is necessary as the current one is two years old. The commissioners decided to delay hiring a realtor to list Station 15. Kinnon will request a new appraisal.
- B. Station 14 – Kinnon wrote a letter of agreement to the City to resolve the issue of cost overages and possible savings. Jane Christenson is reviewing it.

### **IX. Commissioners' Reports**

- A. Update on Access Gate Vandalism – The gate was sawed open incurring \$300 damage. Ron Seng is meeting at the site with a Sheriff's detective to file a report.
- B. Secretary/Administrative Assistant Recruitment – Commissioner Lucarelli and Mary Ellen from Redmond Human Resources reviewed 150 applications and narrowed them down to 70. He and Anne Carlson will pare them down further on March 2. An office location needs to be determined.
- C. 800 MHz System – Commissioner Lucarelli reported that the system was not covered in the Canyon Park area when Bothell annexed. EPSCA has a simulcast site with 18 channels on Capitol Hill. They are looking at putting three sites in Bothell and at an Education Hill site. The ideal site would be at the Microsoft campus due to its location
- D. NORCOM – NORCOM is considering charging for ALS calls. There is levy money for communications, but it is more for protocols and quality assurance. They want to charge ALS units for every call.
- E. MDCs – Commissioner Johnston reported that he looked at the MDC equipment in the vehicles, and felt the hardware was acceptable. Bellevue IT is coming out to look at coverage issues.
- F. Status Report – Discussed throughout the meeting

### **X. Action Items** – None

### **XI. District Secretary's Report**

- A. Monthly Budget Report – The 13<sup>th</sup> Month 2008 and January 2009 budget reports were reviewed.
- B. Vouchers – 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 listing that has been made available to the Board. As of February 23, 2009, the Board by a unanimous vote does approve for payment those vouchers included in the aforementioned list or lists and further described as follows:  
  
Expense Fund Vouchers: No. 8809 through No. 8823 for a total amount of \$11,014.31  
  
Capital Reserve Fund Vouchers: No. 8016 through No. 8019 for a total amount of \$10,164.49
- C. Investment Report – The January 2009 report had not been received by the date of this meeting.
- D. Legal Usage – There were 25.9 hours of legal usage in January 2009.

### **XII. Other** – None

### **XIII. Adjournment** – Chairman Colson adjourned the meeting at 7:35 p.m.

**BOARD OF COMMISSIONERS**

\_\_\_\_\_  
Sherman Colson, Chairman

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Thomas Johnston, Commissioner

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Peter Lucarelli, Commissioner

ATTEST:

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Anne Carlson, District Secretary  
Board of Commissioners  
King County Fire Protection District 34