

KING COUNTY FIRE PROTECTION DISTRICT 34
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BOARD OF COMMISSIONERS

Thomas Johnston
Peter Lucarelli, Chair
Fred Shanafelt
Bridget Weaver, Secretary

Kevin Donnelly, Fire Chief

**KING COUNTY FIRE DISTRICT 34
BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
May 18, 2011**

1. Call to Order-Regular Meeting

The regular meeting of the Board of Commissioners was held at Station 11, located at 8450 161st Ave N.E., Redmond, WA on May 18, 2011. The meeting was called to order at 5:30 p.m. by Chair Lucarelli.

2. Roll Call

Present: Commissioner Johnston, Chair Lucarelli, Commissioner Shanafelt

Others Attending:

Kevin Donnelly, Fire Chief	Kinnon Williams, Attorney
Bob Oliver, Deputy Chief of Services	Bridget Weaver, District Secretary
Russ Albertson, Deputy Chief of Operations	Debbie Gentry, Admin. Assistant
Shawn Lowry, Driver/Operator	

3. Approval of Agenda

Amendments:

- Item 6A: Added Station 15 final utility billing
- Item 7E: Added Alleged Flooding at Access Gate/60th & 227th -Lucarelli
- Add Item 12: Executive Session RCW 42.30.110 (b) Acquisition of Property
- Item 10 A: Audit changed to Annual
- Item 10F: Added Optional Agenda Formatting

Motion made by Commissioner Lucarelli to approve the agenda as amended. Motion seconded by Commissioner Johnston. Motion passed unanimously.

4. Approval of Minutes

Motion made by Commissioner Johnston to approve the April 26th minutes. Motion seconded by Commissioner Shanafelt. Motion passed unanimously.

5. Public Comments-None

6. Reports of Attorney

A. Station 15 Utility Billing

Attorney Williams directed Secretary Weaver to pay the final outstanding utility bills for Station 15.

7. Reports of Commissioners

A. Records Management Procedures & Policies-Weaver
Secretary Weaver reported on information garnered at the Washington State Archive Records Management Seminar.

The Commission will hold a special meeting in the near future to address creation of District policies and procedures related to archiving and records management.

- B. Website Posting-Sale of Station 15-All
Jeff Barison approved, via e-mail, information regarding the purchase of Station 15 to be posted on the District website.

Commissioner Lucarelli will add additional information on the history of the sale of Station 15 and forward to Secretary Weaver for posting.

- C. Website Posting-Operating Agreement-All

Secretary Weaver will make small revisions to the text and, at the request of Commissioner Lucarelli, will order framed prints for the Commissioners and the fire stations.

- D. 2011 Objectives and Action Plan Status
Report reviewed and updated.

- E. Alleged Flooding at Access Gate, 60th & 227th
Commissioner Lucarelli and Ron Seng visited the site of the access gate at the request of Claire Smith at 22462 N.E. 60th who purports that flooding with oily water from a culvert has damaged her property. The culvert is not owned by the District but belongs to King County. Commissioner Lucarelli has made several attempts to contact Ms. Smith to inform her of the outcome of the visit but has yet to have his phone calls returned.

Secretary Weaver will draft a letter to the insurance company to be reviewed by Attorney Williams, notifying them of Ms. Claire's complaint and the outcome determined by Commissioner Lucarelli and Ron Seng, Construction Consultant, that the District has no liability in this matter.

8. Reports of City of Redmond

- A. 1st Quarter Financial Report
Deputy Chief Albertson provided a MDC status update. Information Services is still testing the new MDC and issues of connectivity are being worked out.

9. Action Items-None

10. Reports of District Secretary

- A. 2010 Annual Report
Report reviewed and minor revisions discussed.

Secretary Weaver will notify Tom Broetje of the revisions; after which, Commissioner Johnston will sign the final report.

- B. Legal Usage
April 14.20 hours; YTD 37.90 hours
- C. Budget Report-Reviewed
- D. King County Investment Report: Not Available
- E. Approval of May, 2011 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 list that has been made available to the Board. As of March 22, 2011, the Board by a unanimous vote does approve for payment of those vouchers described as follows:

May Expense Fund Vouchers: 9268-9280: Total \$ 9,265.61

May Capital Reserve Vouchers: None

F. Optional Agenda Formatting

Secretary Weaver presented an agenda formatting option that would provide clarity to agenda item actions. The Commissioners agreed to try out the new format.

11. Executive Session- RCW 42.30.110 (b) Acquisition of Property

The Chair announced the Board would convene to Executive Session, according to RCW 42.30.110 (b), at 7:20 for five minutes. The Board reconvened at 7:25 p.m.

12. Adjourn

The meeting was adjourned at 7:27 p.m.

The next meeting will be held on June 28, 2011 at 5:30 p.m., in the Trestle Room at City Hall.

ATTEST:

Bridget Weaver, District Secretary
King County Fire Protection District 34