

KING COUNTY FIRE PROTECTION DISTRICT 34
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BOARD OF COMMISSIONERS
Peter Lucarelli, Chair
Thomas Johnston, Vice-Chair
Fred Shanafelt
Bridget Weaver, Secretary

Ron Gibson, Interim Fire Chief

KING COUNTY FIRE DISTRICT 34
BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
May 28, 2013

1. Call to Order-Regular Meeting

The regular meeting of the Board of Commissioners was held at Redmond City Hall, located at 15670 N.E. 85th St., Redmond, WA on May 28, 2013. The meeting was called to order at 5:34 p.m. by Chairman Lucarelli.

2. Roll Call

Present: Commissioner Lucarelli, Commissioner Johnston, Commissioner Shanafelt

Others Attending:

Joe McGrath, Fire Finance Director

Kinnon Williams, Attorney

Bridget Weaver, District Secretary

3. Approval of Agenda

- Added 6G: City of Redmond Semi-Annual Invoice
- Added 8A: NORCOM Meeting-Johnston
- Added 9 F: March Budget Report
- Added 9 G: King County Investment Pool-March
- Added 9 H: King County Investment Pool-April

Motion made by Commissioner Johnston to approve the May 28, 2013 agenda as amended. Motion seconded by Commissioner Shanafelt. Motion passed unanimously.

4. Approval of Minutes

- A. Regular Meeting Minutes-April 9, 2013

Motion made by Commissioner Johnston to approve the April 9, 2013 minutes. Motion seconded by Commissioner Shanafelt. Motion passed unanimously.

- B. Special Meeting Minutes-April 12, 2013

Motion made by Commissioner Shanafelt to approve the April 12, 2013 minutes. Motion seconded by Commissioner Johnston. Motion passed unanimously.

- C. Special Meeting Minutes-May 8, 2013

Motion made by Commissioner Shanafelt to approve the May 8, 2013 minutes. Motion seconded by Commissioner Johnston. Motion passed unanimously.

- D. Fire Forum Study Session (Info Only)

5. Public Comments

None

6. Reports of City of Redmond

A. 1st Quarter Financial Report

Joe McGrath, Fire Finance Director, reported overtime has increased due to sick leave and family leave coverage. While overtime costs present some concern, costs are being monitored.

The commissioners made a request for the District and City response times to be separated in future reports, along with adding ALS and BLS response times and to include the District's performance measure of eight to ten minutes.

NORCOM has yet to provide current data in order to update Deccan.

Secretary Weaver will follow-up with Dawn DeLoach to check on update status.

Joe will work with Dawn DeLoach on obtaining the necessary data and outcomes.

Chairman Lucarelli convened the meeting for a seven minute recess beginning at 6:08 p.m. The meeting reconvened at 6:13 p.m.

B. Administrative Assistant Position

Joe McGrath reported that the request to restructure the administrative assistant position from a FD34 full time employee (with 90% reimbursement to the District) to a Redmond full time position is currently in process, awaiting the Mayor's approval.

C. Commercial Inspections

No new updates.

D. HB 1756 Reporting Status

NORCOM has not provided a current data update to Deccan.

Secretary Weaver and Dawn DeLoach will contact Deccan and NORCOM.

E. Interlocal Agreement/Annual Fire Inspections

No new updates.

F. MDC Update

Cell service is interrupted when rigs pull into the station. IT has ordered parts to be installed to correct the problem at a cost of \$100 each. Joe McGrath reported that there is a policy and training for using MDC's and reports firefighters to be in compliance with the policy.

G. City of Redmond Semi-Annual Invoice

Invoice reviewed.

7. Reports of Attorney

A. Union Ridge Estates Agreement

Attorney Williams will amend the agreement to specifically state that access gates can remain open at the Union Ridge Estates' discretion and will follow up with contacting Treasurer Dan Drov Dahl.

8. Reports of Commissioner

A. NORCOM Meeting-Johnston

Commissioner Johnston will attend the NORCOM meeting on June 14th.

B. Establishment of Special Fund

The monies donated to FD34 by the Carl Hartig Trust will be deposited into the King County Fire District Reserve Fund as a subaccount that will be named, "The Carl Hartig Memorial Fund".

Secretary Weaver will draft a resolution outlining the structure of the Carl Hartig Memorial Fund; a draft policy for dispensing monies to those people in need will be presented at the next meeting.

C. 2010-2011 Audit Results-Shanafelt/Johnston

Commissioner Johnston reported that there were no findings for the audit of 2010-2011.

The recommendations not included in the audit reports were 1) file the annual report by May 31st after each fiscal year ends and 2) have someone other than the Secretary review the monthly reconciliations.

Secretary Weaver will supply a copy of the comptroller's summary report and the reconciliation reports for one of the commissioners to review and initial at the board meeting.

The cost of the audit increased from the previous year due to additional hours allotted for the audit and an increase in the hourly wage of the assistant auditors.

D. 2012 Annual Report-Shanafelt

Commissioner Shanafelt reported that the annual report is ready to be submitted online. Commissioner Lucarelli asked that in the future the annual report be referenced as the Annual Financial Report to distinguish between the two different types of reports—one report for finances and the other report that would include all elements of operations.

Motion made by Commissioner Johnston to approve the Annual Financial Report (State Auditor Annual Report) as presented. Motion seconded by Commissioner Lucarelli. Motion passed unanimously.

E. 2013 Objectives and Action Plan Status Report

Report reviewed.

9. Reports of District Secretary

A. Rusty George Invoices

Fire District 34 received a programming invoice of \$14,500 from Rusty George. The high invoice was due to the company waiting to bill the district at the completion of the website development rather than on monthly basis.

B. Online Burn Permit Status

Secretary Weaver reported that 22 citizens have applied for burn permits online; 244 burn permits were entered manually (34 of those addresses did not qualify; 49 addresses could not be found by a search in the database). Outstanding issues of permits that had been issued but not found in the web database will be addressed with Rusty George.

C. Gentry Retirement Party

Debbie Gentry will retire July 1, 2013. She does not qualify for a District funded gift but the Commissioners each donated \$100 of their own funds towards a retirement gift and party.

Secretary Weaver will work with staff in the planning and organization of a gift and party.

D. Budget Report- April, 2013

Report reviewed.

E. Approval of April 2013 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 30, 2013, the Board by a unanimous vote does approve for payment of those vouchers described as follows:

Expense Fund	April Vouchers	9522-9531	\$ 11,097.95
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Remittances	April	\$ 10,382.65
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F. Budget Report-March, 2013
Report reviewed.

G. King County Investment Pool: March 0.53%

H. King County Investment Pool: April 0.51%

10. Adjourn

The meeting was adjourned at 7:58 p.m.

ATTEST:

Bridget Weaver, District Secretary
King County Fire Protection District 34