

KING COUNTY FIRE PROTECTION DISTRICT 34  
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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  
SPECIAL MEETING MINUTES  
September 29, 2015

**1. Call to Order-Special Meeting**

The special meeting of the Board of Commissioners was held at 15670 85<sup>th</sup> St. N.E., Redmond, WA on September 29, 2015. The meeting was called to order at 5:30 p.m. by Chairman Johnston.

**2. Roll Call**

Present: Commissioner Johnston, Commissioner Lucarelli, Commissioner Shanafelt

Others Attending:

Kinnon Williams, Attorney

Bridget Weaver, District Secretary

Tommy Smith, Fire Chief

Gus Oliver, Data Analyst

**3. Approval of Agenda**

**Add Item 7A: Budget Hearing**

**Add Item 8B: February 2016 Meeting Date**

**Motion made by Commissioner Lucarelli to approve the September 29, 2015 agenda as amended. Motion seconded by Commissioner Shanafelt. Motion passed unanimously.**

**4. Approval of Minutes**

**Motion made by Commissioner Shanafelt to approve the August 20, 2015 meeting minutes. Motion seconded by Commissioner Lucarelli. Motion passed unanimously.**

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

None

**6. Reports of City of Redmond**

**A. Burn Permit Status**

There are no current burn bans according to Puget Sound Clean Air Agency. King County Fire District 34 will issue burn permits for October, November and December.

**B. MDC Usage**

Gus Oliver reported that FDM is moving to TriTech CAD data. Data criteria and extraction methods are currently being analyzed and anticipated to be revised by year's end.

Commissioner Lucarelli requested that turn-out times be included in the reports.

Chief Smith distributed resolutions passed by the City of Bellevue and Snohomish District 1. Bellevue's resolution adjusted its response times to reflect response times appropriate to their jurisdiction. Chief Smith is considering a similar resolution for Redmond and the District.

- C. Fire Prevention Week/Open Houses-Weaver  
Fire Prevention Week is October 5-10<sup>th</sup>. The open house activities will follow the same format as the previous year with planned station tours, photo ops with Sparky, availability of safety education materials and an appearance by Chief Smith.

## 7. Reports of Attorney

- A. Budget Hearing

Attorney Williams reminded the commission and Secretary Weaver of the upcoming budget hearing to be held at the October board meeting.

## 8. Reports of Commissioners

- A. Payroll and Bill Review Procedure-Shanafelt

Discussion ensued regarding the current payroll and bill review procedure. The current policy states, "At regular board meetings the Board of Fire Commissioners shall review all bills and payroll after which the Commissioners will sign the Blanket Voucher Document and Remittances Document certificates. The certificates shall specify the date, number, name and amount and fund upon which each warrant was drawn. All accounts shall be externally audited in the manner provided by law."

Upon review of the current policy, the Commissioners concurred that sufficient internal financial controls would be met by amending the policy to state, "At regular board meetings the Board of Fire Commissioners shall review and sign the Blanket Voucher Document and Remittances certificates. The certificates shall specify the date, number, name, amount and fund upon which each warrant was drawn. A member of the Board of Fire Commissioners will review and sign any invoice or bill in the amount of \$5,000 or more. All accounts shall be externally audited in the manner provided by law."

**Motion made by Commissioner Shanafelt to amend the policy and procedures manual to state that bills or invoices in the amount of \$5,000 or more will require one board member's signature. Motion seconded by Commissioner Lucarelli. Motion passed unanimously.**

District Secretary Weaver will prepare a resolution for next month's meeting.

- B. February 2016 Meeting Date-Lucarelli  
Commissioner Lucarelli requested that the February, 2016 meeting date be held on February 22<sup>nd</sup>. Commissioner Johnston is available; Commissioner Shanafelt will be out of town.

Commissioner Johnston asked if it is possible to hold the 2016 board meetings on a night other than Thursday.

District Secretary will check with Chief Smith regarding his schedule and confirm with others if Tuesday evenings are available for everyone.

## 9. Reports of District Secretary

- A. Budget Report-August, 2015  
Report reviewed.
- B. Legal Usage-August, 2015  
August 5.6 hours; YTD 34.3
- C. King County Investment Pool Performance  
August .63%
- D. Approval of August 2015 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 August 31, 2015, the Board by a unanimous vote does approve for payment of those vouchers described as follows:

<b><u>August</u></b>		
Operating Fund	9711-9714	\$ 3,334.74
Capital Reserve Fund	8141	\$ 2,259.97
Remittances		\$ 5,120.89

**10. Adjourn**

The meeting was adjourned at 6:40 p.m.

ATTEST:

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Bridget Weaver, District Secretary  
King County Fire Protection District 34