

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

Tommy Smith, Fire Chief

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KING COUNTY FIRE DISTRICT 34  
BOARD OF COMMISSIONERS  
REGULAR MEETING MINUTES  
January 31, 2017

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

The regular meeting of the Board of Commissioners was held at 15670 N.E. 85<sup>th</sup> St., Redmond, WA on January 31, 2017. The meeting was called to order at 5:30 p.m. by Commissioner Johnston, Chair.

**2. Roll Call**

Present: Commissioner Johnston, Commissioner Lucarelli (via Skype), Commissioner Pylant

Others Attending:

Bridget Weaver, District Secretary

Tommy Smith, Fire Chief  
Don Horton, Deputy Chief  
Gus Olivo, Data Analyst  
Joe McGrath, Finance Director  
Jeanne Justice, P.E., Engineering Supervisor,  
Public Works

**3. Approval of Agenda**

**Add 10C: Change February Meeting Time**  
**Add 10D: Change 2017 Board Meeting Location**  
**Add 10E: Weaver Performance Review**  
**Add 11G: 2014-2015 Audit**

**Motion made by Commissioner Lucarelli to approve the January 31, 2017 agenda as amended. Motion seconded by Commissioner Pylant. Motion passed unanimously.**

**4. Approval of Minutes**

Correction: Add Item 8C: Motion by Lucarelli to change February 28 to February 21; second Pylant. Williams has conflict for February 21; asked to change to February 22. Motion amended by Lucarelli to accept February 22; second - Pylant. Passed unanimously.

**Motion made by Commissioner Lucarelli to approve the December 12, 2016 meeting minutes as corrected. Motion seconded by Commissioner Johnston. Motion passed unanimously.**

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

None

**6. Call for Nomination of 2017 Chair**

**Motion made by Commissioner Lucarelli to nominate Commissioner Johnston as 2017 Chairman of the Board of Commissioners. Motion seconded by Commissioner Pylant. Hearing no more nominations, the nominations were closed.**

**Commissioner Johnston called for the vote. Commissioner Johnston was unanimously approved as Chair.**

#### **7. Call for Nomination of 2017 Vice-Chair**

**Motion made by Commissioner Lucarelli to nominate Commissioner Pylant as 2017 Vice-Chair of the Board of Commissioners. Motion seconded by Commissioner Johnston.**

**Hearing no more nominations, the nominations were closed.**

**Commissioner Johnston called for the vote. Commissioner Pylant was unanimously approved as Vice-Chair.**

#### **8. Reports of City of Redmond**

##### **A. SSF Seismic Study and City/District Capital Improvements**

Jeanne Justice, P.E. presented the Fire District 34—Facilities Plan Update.

Redmond is currently updating their Facilities Strategic Management Plan which correlates with the capital improvement plan. Projects are currently being rated to determine priority.

Seismic improvements to upgrade stations to fully operational will be incorporated into CIP projects. A Bellevue engineer has suggested that 50-100K should be set aside for each station to cover costs for a detailed seismic upgrade.

Station 13 is near the end of its building life cycle; Station 14 mid 2030's and Station 18 early 2040's.

Redmond Staff Questions:

- Will the District's CIP priorities be the same as the City's priorities for District stations?

District's Questions:

- What process will be in place for the District to give input?
- What are the City's expectations of the District?
- What is the time frame for the District to begin its CIP spending?

The Commissioners and Chief Smith agreed that a subsequent meeting should be held to discuss negotiating priorities and cost sharing.

##### **B. Facilities Maintenance/Operations Report-Joe McGrath**

The septic system at Station 13 backed up into the station. The system has been roto rooted twice, clearing the pipes and carpets have been cleaned.

The tank can only process 300 gallons a day. The problem could be caused by washing the trucks in the bay. Commissioner Johnston suggested that the relay system may need adjusting to the flow measurements due to the age of the tank.

Commissioner Pylant asked if any backflow measurements had been performed. Joe McGrath had just received the report before the meeting; therefore, didn't know.

D.C. Horton reported that the Hazardous Materials Team had determined there was no reported toxicity. Any employees exposed to the septic backup are being monitored.

##### **C. WSRB Rating-Todd Short, Fire Marshall**

The Interlocal Agreement between King County and the City of Redmond to perform inspections has been signed. Prevention staff will perform approximately 30 inspections by mid-year. Consequently, after a five-year history of completed inspections, the District anticipates an improved WRSB rating.

The Commissioners will add the WSRB rating to its quarterly status report.

- D. Commercial Inspections/Interlocal Agreement  
Same as above.
- E. MDC Usage Report
- Enroute holding steady at 90%--improved for arrived and cleared for stations overall
  - A 13 and E 13 improved
  - A 14 E 14—shows an error, Gus will send corrected doc
  - E 14 still has issues with electric voltage regulator. It will be corrected on next scheduled service-Gus will get scheduled date for Commissioner Johnston
  - E18 shows improvements on arrival cleared
- F. Response Time Standards-4<sup>th</sup> Quarter  
Database is being tested; final numbers, including 1756 data, for Dec will be available next meeting. Code 3 software modeling will begin soon.

### 9. Reports of Attorney (absent)

- A. Final Levy Worksheet  
Worksheet reviewed. Commissioner Johnston commented that the District will need to start banking its levy revenues in 2018 for capital improvement projects.

### 10. Reports of Commissioners

- A. King County Investment Pool Annual Meeting
- King County Investment Pool earns .83%--a higher average than the state's .53%.
  - The District will receive approximately \$1,000 in administrative pool rebates.
  - Impaired pool investments at risk due to low rating S&P ratings—District's portion is approximately \$8,600.
  - Long Term Pool Plus Investment Program is in draft form. Must be used for capital investment or legitimate long term use—not for better returns. Can the District invest only a portion of funds? Maturity is minimum of 5 years.
- B. 2016 Objectives and Action Plan Status-4<sup>th</sup> Quarter  
Report updated and reviewed.
- C. Change February Meeting Time

**Motion made by Commissioner Lucarelli to change the February 22, 2017 meeting time from 5:30 p.m. to 3:30 p.m. Motion seconded by Commissioner Johnston. Motion passed unanimously.**

- D. Change Meeting Location

**Motion made by Commissioner Johnston to change the 2017 FD34 board meeting location from Station 11 Conference Room to the Trestle Room at City Hall until such time as video is available in the Station 11 Conference Room. Motion seconded by Commissioner Pylant. Motion passed unanimously.**

- E. Weaver Performance Review  
Commissioner Johnston will send the performance review to the other Commissioners for comment and then to Weaver for comments. Item will be added to next month's agenda.

### 11. Reports of District Secretary

- A. Snure Seminar  
Information provided.
- B. PERS Contribution Rates  
Effective July 1, 2017 employer contribution rates will increase from 6.12% to 7.38%; employee contribution rates will increase from 11% to 12.52%.

- C. Budget Report-November, December, 2016  
Reports reviewed.
- D. Legal Usage-December, 2016  
December 2.2 hours  
YTD: 53.2 hours
- E. King County Investment Pool Performance  
December .95%
- F. Approval of December 2016 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 December 31, 2016, the Board by a unanimous vote does approve for payment of those vouchers described as follows:

<u>December</u>		
Operating Fund	9793-9803	\$ 9,075.98
Capital Reserve Fund	8142	\$16,329.27
Remittances		\$ 6,028.84

- G. 2014-2015 Audit  
The 2014-2015 audit is scheduled to begin February 13, 2017. Secretary Weaver will inquire whether an entrance conference is needed to review any new items the auditors are targeting.

**12. Adjourn**

The meeting was adjourned at 6:54 p.m.

ATTEST:

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Bridget Weaver, District Secretary  
King County Fire Protection District 34