

KING COUNTY FIRE PROTECTION DISTRICT 34  
8450 161<sup>st</sup> Avenue N.E.  
Redmond, WA 98052  
(425) 556-2226  
Fax: (425) 556-2227  
[www.kcfd34.org](http://www.kcfd34.org)

**BOARD OF COMMISSIONERS**  
Thomas Johnston, Chair  
Joe Pylant, Vice-Chair  
Peter Lucarelli

Tommy Smith, Fire Chief

---

KING COUNTY FIRE DISTRICT 34  
BOARD OF COMMISSIONERS  
REGULAR MEETING MINUTES  
May 23, 2017

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

The regular meeting of the Board of Commissioners was held at 8450 161<sup>st</sup> Ave NE., Redmond, WA on May 23, 2017. The meeting was called to order at 5:30 p.m. by Commissioner Johnston, Chair.

**2. Roll Call**

Present: Commissioner Johnston, Commissioner Lucarelli, Commissioner Pylant

Others Attending:

Kinnon Williams, Attorney  
Bridget Weaver, District Secretary

Joe McGrath, Finance Officer  
Gus Olivo, Data Analyst  
Kendra Johnson, HR Analyst

**3. Approval of Agenda**

**Add 7A: Public Access to FD34 Board Meetings**

**Change “regular” meeting minutes April 07 to “special” meeting minutes.**

**Motion made by Commissioner Pylant to approve the May 23, 2017 agenda as amended.**

**Motion seconded by Commissioner Lucarelli. Motion passed unanimously.**

**4. Approval of Minutes**

**Motion made by Commissioner Johnston to approve the April 07, 2017 meeting minutes as presented. Motion seconded by Commissioner Pylant. Motion passed unanimously.**

**Motion made by Commissioner Johnston to approve the April 25, 2017 meeting minutes as amended, Item 5: Public Comments-“held every other Wednesday, changed to every third Wednesday”. Motion seconded by Commissioner Lucarelli. Motion passed unanimously**

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

None.

**6. Reports of City of Redmond**

**A. SSF Seismic Improvements: District/City CIP Projects-Joe McGrath**

- Brief summary of Redmond’s CIP Project timeline and process discussed
- Lead project manager will report next month
- Obligated design costs will be 10% of overall project-\$300K
- Costs can increase (if fiber optic added for security system)
- Will City/District seismic improvements be done at same time?

- B. Station 13 Location Analysis-Gus Olivo  
Gus presented City/District EMS and Fire call volume, average response times and responses by stations, according to location. The Commissioners reviewed and discussed the data and explored the pros and cons of the location data.

**Motion made by Commissioner Lucarelli to hold a special study session on June 16 to study future station deployment. Motion seconded by Commissioner Johnston. Motion passed unanimously.**

- C. HB 1756 Annual Report

**Tabled until next meeting.**

- D. MDC Usage-Gus Olivo, Data Analyst
- Overall usage improved
  - E14 by month data wasn't capturing rolling average
  - NORCOM dispatch issue of dispatchers initiating status change before the FF's continues

## 7. Reports of Attorney

- A. Public Access to FD34 Board Meetings  
Station 11 doors lock at 5:00 p.m. and staff is not available to let the public in to attend board meetings.

**Motion made by Commissioner Johnston to amend the starting time for board meetings from 5:30 p.m. to 5:00 p.m. for the remainder of 2017. Seconded by Commissioner Pylant. Motion passed unanimously.**

**Motion made by Commissioner Lucarelli to move the August 22 meeting to August 16 at 5:00 p.m. Seconded by Commissioner Pylant. Motion passed unanimously.**

## 8. Reports of Commissioners

- A. District Secretary Hiring Process-Kendra Johnston, HR Analyst  
Discussion held regarding hiring process timeline and job description. Redmond now uses the Neo Gov system for hiring new employees. Ensuing issues to be decided upon will be salary, benefits, hours and job title change, if any, and interview questions.

**Secretary Weaver will edit the 2009 District Secretary Job Announcement and forward to the commissioners, along with a list of current job duties.**

**Secretary Weaver and Commissioner Lucarelli will meet to discuss job announcement and duties. The District Secretary Hiring Process will be added to the June 16 study session, with Kendra Johnston in attendance.**

- B. Fire Forum Agenda  
The Commissioners will provide an update on 1) the current status of Station 13 2) District seismic improvements and 3) Fire Department performance review commendations for MDC usage and reporting.
- C. King County Fire Commissioners Association Meetings  
KCFCA would like FD34 to host their meetings. The Commissioners agreed that they are not prepared to accommodate their request at this time but will try to periodically attend meetings.
- D. 2017 Objectives and Action Plan Status Report  
Report reviewed and updated.

## 9. Executive Session RCW 42.30.110 (g) Fire Chief Performance Review

The Commission didn't need to go into executive session. Discussion ensued regarding performance review process and timing for next year's performance review.

**10. Reports of District Secretary**

A. 2016 Annual Report

**Motion made by Commissioner Lucarelli to approve the 2016 Annual Report as amended to change \$1.20 per \$1000 to \$1.26 per \$1000 under Note 3: Property Taxes. Seconded by Commissioner Pylant. Motion passed unanimously.**

B. 2014-2015 Audit Invoice  
Invoice #3 Reviewed.

C. Budget Report-April, 2017  
Report reviewed.

D. Legal Usage-April, 2017  
April 7.9 hours  
YTD: 15.5 hours  
Hours remaining: 64.5

E. King County Investment Pool Performance  
April 1.07%

F. Approval of April 2017 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, 2017, the Board by a unanimous vote does approve for payment of those vouchers described as follows:

<u>April</u>		
Operating Fund	9820-9825	\$ 9,617.16
Remittances		\$12,675.62

**11. Adjourn**

The meeting was adjourned at 7:40 p.m.

ATTEST:

---

Bridget Weaver, District Secretary  
King County Fire Protection District 34