

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

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**KING COUNTY FIRE DISTRICT 34  
BOARD OF COMMISSIONERS  
REGULAR MEETING MINUTES  
June 27, 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 June 27, 2017. The meeting was called to order at 5:00 p.m. by Commissioner Johnston, Chair.

**2. Roll Call**

Present: Commissioner Johnston, Commissioner Lucarelli, Commissioner Pylant

Others Attending:

Bridget Weaver, District Secretary

Tommy Smith, Fire Chief

Joe McGrath, Finance Officer

Jon Spangler, PW Construction Engineering  
Manager

Jeanne Justice, PW Engineering Supervisor

**3. Approval of Agenda**

**Add 7C: Resolution 299-17 2017 Board Meeting Dates and Times**

**Motion made by Commissioner Johnson to approve the June 27, 2017 agenda as amended.  
Motion seconded by Commissioner Lucarelli. Motion passed unanimously.**

**4. Approval of Minutes**

**Motion made by Commissioner Lucarelli to approve the May 23, 2017 special meeting minutes as presented. Motion seconded by Commissioner Pylant. Motion passed unanimously.**

**Motion made by Commissioner Johnston to approve the May 23, 2017 regular meeting minutes. Motion seconded by Commissioner Pylant. Motion passed unanimously.**

**Motion made by Commissioner Lucarelli to approve the June 16, 2017 special meeting minutes. Motion seconded by Commissioner Johnston. Motion passed unanimously.**

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

Sara Howland and Valarie Scott-Quekett were in attendance to observe a District meeting in progress.

**6. Reports of City of Redmond**

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

Jon Spangler, Redmond PW Construction Engineering Manager, presented the City of Redmond's FD34 Seismic Upgrade Project: The document outlined the overview and process to manage seismic improvements for fire stations 13, 14 and 18.

- City project manager would be available to initiate project December 2017; design and construction 12-18 months
- Improvements for all stations would be conducted as one project

- City would hire consultant for design and construction support; assign City project manager for oversight of consultant
- Confirm scope of “fully operational”; initiate preliminary design then final design. City provides updates schedules/cost estimates 30/60/90% design
- District would designate a “representative” with the authority to execute design and cost decisions in a timely manner.

Discussion ensued between the Commissioners and Redmond staff regarding the draft Request for Qualifications (RFQ) Architectural/Engineering Design Services.

District indicated they prefer to develop a RFQ for replacement of FS 13 instead of proceeding with seismic improvements at that station.

Issues discussed:

- Station 13 remodeling vs rebuilding/replacing-District open to options, leaning towards rebuilding
  - On existing site or possible Bear Creek School property swap
- District timeline vs City timeline for replacing Station 13 and seismic improvements;
  - Is it possible to run parallel projects?
  - Concurrence reached to separate seismic improvements and Station 13 replacement/remodel into two separate projects
  - District is interested in expediting the projects
- Draft RFQ scope is too broad-PW suggests narrowing scope to focus on design and offered to assist
- City to develop RFQ for St 13 replacement/remodel
  - District would vet responses from final RFQ-not award work-then discuss possible vendors with City
- City preference is waiting for City project manager to be available prior to issuance of the RFQ to ensure full team approach involving City departments to address all elements of design

**Motion by Commissioner Lucarelli to refer the Draft RFQ for Architectural/Engineering Design Services to City Public Works for review and recommendations.**

**Recommendations will then be presented to the commission at a regular or special meeting in July. Seconded by Commissioner Johnston. Motion passed unanimously.**

**Chief Smith requested Jon Spangler to include a timeline in City draft RFQ, targeting starting design of both projects by December.**

**Commissioner Lucarelli will contact Bear Creek School regarding available land for building.**

**B. Fire Department Commercial Inspections Status**

Written report by Todd Short presented by Joe McGrath.

Preliminary work completed:

- Commercial addresses verified
- Addresses and building footprints entered into GIS
- Electronic inspection process in Energov developed
- Filing system created to provide required year end deliverables
- Electronic permit application created

Inspections completed:

- 9 of 29 completed
- Inspectors well received by business/building owners
- Largest issue found thus far—improper exit hardware at a restaurant
- Positive reaction to “no fee inspection or permits”

C. HB 1756 Annual Report

Chief Smith presented the Draft 2015 Year End Report Outline and the HB 1756 Turnout Times and Response/Travel Annual Summary. The year-end report functions as the City's Fire Department annual report. It is more comprehensive, superseding HB1756 reporting requirements. The final report will be adopted by the Council.

The Annual Summary condenses the annual report information. The commission discussed adopting one or both of the documents when finalized.

D. MDC Usage-May

- A14, E14. A18's arrived and cleared numbers were down. McGrath reported that the numbers remain tolerable but need to be watched to ensure patterns aren't developing. Commissioner Lucarelli questioned whether it's possible the data was not being transmitted electronically or whether it was caused by human error.

E. July 4<sup>th</sup> Fireworks Plan

If fireworks activity is present, crews have been instructed to talk with citizens about fireworks safety. An extra aid car will be at Station 18 and all stations will have patrols canvassing the area.

Additional comments by Chief:

The new Office of Emergency Management (OEM) Manager will begin July 5<sup>th</sup>. Chief Smith asked the Commissioners if they would like emergency disaster planning for District citizens. Commissioner Johnston stated it depends upon the cost. The item will be discussed at the next meeting. Chief Smith will introduce the OEM manager at the July 25<sup>th</sup> meeting.

**7. Reports of Commissioners**

- A. Draft Request for Qualifications (RFQ) Architectural/ Engineering Design Services  
See item 6A.

B. Fallen Firefighter's Memorial

Commissioner Pylant attended the Washington State Fallen Firefighters Memorial Service in Olympia on June 4<sup>th</sup>. The memorial was held to honor fallen firefighters and their sacrifice. The service was poignantly moving. Captain Jim Swift, Redmond Fire Fighter, who passed away in December, 2015 was honored.

C. Resolution 299-17 2017 Meeting Dates and Time

Meeting time changed from 5:30 p.m. to 5:00 p.m. on the following dates:

June 27, July 25, August 16, September 26, October 24, November 28 and December 12.

**Motion made by Commissioner Lucarelli to approve Resolution 299-17 2017 establishing the meeting dates and times for the remainder of 2017. Motion seconded Commissioner Pylant. Motion passed unanimously.**

**8. Reports of District Secretary**

- A. City of Redmond Invoice-1<sup>st</sup> half payment

Invoice reviewed.

B. Budget Report-May, 2017

Report reviewed.

C. Legal Usage-May, 2017

May 5.4 hours

YTD: 20.9 hours

Hours remaining: 59.1

D. King County Investment Pool Performance  
May 1.08%

E. Approval of May 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 May 31, 2017, the Board by a unanimous vote does approve for payment of those vouchers described as follows:

**May**

Operating Fund	9828-9831	\$ 3,955.71
Remittances		\$ 6,254.08

The meeting was adjourned at 6:15 p.m.

ATTEST:

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Bridget Weaver, District Secretary  
King County Fire Protection District 34