

KING COUNTY FIRE PROTECTION DISTRICT 34
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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
July 25, 2017**

1. Call to Order-Regular Meeting

The regular meeting of the Board of Commissioners was held at 8450 161st Ave NE., Redmond, WA on July 25, 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 excused

Others Attending:

Bridget Weaver, District Secretary

Tommy Smith, Fire Chief

Don Horton, Deputy Chief

Jon Spangler, PW Construction Engineering Manager

Jeanne Justice, PW Engineering Supervisor

Dr. Pattijean Hooper, EMP Manager

3. Approval of Agenda

Add 7B: Bear Creek School Status-Lucarelli

Motion made by Commissioner Lucarelli, seconded by Commissioner Johnston to approve the July 25, 2017 agenda as amended. Motion passed unanimously.

4. Approval of Minutes

Motion made by Commissioner Lucarelli, seconded by Commissioner Johnston to approve the June 27, 2017 meeting minutes as presented. Motion passed unanimously.

5. Public Comments (4 minutes per person)

Valarie Scott-Quekett and Kale Fong attended the meeting to observe a board meeting in progress as job applicant preparation for the District Secretary/Administrative job opening.

6. Reports of City of Redmond

A. Emergency Management Services in District

Chief Smith introduced the newly appointed Emergency Preparedness Services (EMP) Manager, Dr. Pattijean Hooper. Dr. Hooper highlighted her past job experiences. She shared her goals for establishing inclusive relationships with the community to collectively enhance Redmond's emergency preparedness resources.

Chief Smith reported that the Fire Services Department Services Agreement between Redmond and Fire District 34 includes language that allows Redmond to provide emergency disaster planning to District citizens at no cost to the District.

B. Draft FS RFQ Architectural Services-Spangler, Justice

Jon Spangler presented the Draft RFQ for Design and Construction Management Services for the new Fire Station 13.

Discussion ensued regarding modifications to the RFQ. The City indicated they would provide a project manager to help the District with the RFQ and the District would provide its contact person to work with the project manager.

The City indicated they would involve a project manager to manage the seismic project for St 14 and 18. Chief Smith also recommended employing Tom Langton in the process.

Chief Smith will contact Jane Christenson to begin drafting an interlocal agreement between the District and the City for management of seismic upgrades and provide follow-up information at the next board meeting.

Kinnon Williams inquired whether the RFQ was for architectural services. Discussion ensued. Attorney Williams indicated that the needs assessment will determine what can be accomplished with FS13. Questions that remain to be answered included the feasibility of the existing footprint, salvage of the current building and proximity to wetlands.

Commissioner Lucarelli agreed that the needs assessment should be performed first.

The City is prepared to support the seismic upgrades project for the District beginning in December.

Jon Spangler reported that the City, after discussion with Council and staff, determined that it is unable to manage the FS 13 building project for the District. The District will need to hire its own project manager; however, the City can provide some project support.

Commissioner Johnston commented that the District's project manager could execute the needs assessment. Possible options could include hiring a firm to conduct the needs assessment and hiring Ron Seng as project manager.

Discussion ensued regarding modifications to the RFQ as to whether to include the needs assessment or whether to conduct a separate needs assessment.

Commissioner Johnston moved, seconded by Commissioner Lucarelli to authorize Chief Smith and Attorney Williams to form a FS13 Needs Assessment Committee to work on an RFQ for a firm or person that can facilitate a needs assessment and authorize Commissioner Lucarelli to collaborate with that firm or person. Motion passed unanimously.

Chief Smith will facilitate the group and schedule the meetings.

Jon Spangler will participate after the needs assessment is completed and then hire a project manager.

Chief Smith indicated he would work with Jane Christenson, Jeanne Justice and Jon Spangler on an interlocal agreement for seismic improvements on St 14 and 18. Chief Smith anticipated that it would take 2-3 months to draft an interlocal agreement between the District and the City

- C. HB 1756 Annual Report
Chief Smith presented a single HB1756 report. The Commission agreed to the final report. Secretary Weaver will post it on the FD34 website.
- D. Budget Report-Quarter 2
Report reviewed.
- E. MDC Usage-June
 - E14 drop in usage due to low call volume; technical issues will be monitored.
 - A14 drop in usage due to low call volume data.

Chief Smith will Skype with Firefighters on a monthly basis to report station statistics. Chief will research turn out times.

F. July 4th Fireworks Plan

Chief Smith reported that there were only three fireworks related incidents-a wildland fire in St 18's area, brush fire in St 11's area and a brush fire in St 16 and 82's area. No major incidents.

7. Reports of Attorney

A. McCleary Funding Impacts Upon Fire Districts

Attorney Williams reported that the District will not be impacted by the McCleary Funding. He doesn't anticipate that the District will lose any levy monies.

B. Bear Creek School Property Status-Lucarelli

Commissioner Lucarelli and Attorney Williams met with Patrick Carruth, Headmaster of Bear Creek School (BCS). This was in follow-up to ongoing discussions regarding the possible acquisition of the Station 13 site for the purposes of expanding BCS.

Mr. Carruth indicated he would possibly be interested in exchanging his residence in a property trade with the District for St 13's new location. Due to the nearby wetlands, the footprint of the Carruth property would reduce the footprint of the St 13 building site. Additionally, it is not known if the District would be required to connect to the public sewer system. Attorney Williams stated that it could be difficult to obtain a conditional use permit. Therefore, the Carruth residence property does not appear to be a viable property location for St 13 at this time.

Mr. Carruth, Attorney Williams and Commissioner Lucarelli will continue discussions on relocation options that meet the District's needs.

8. Reports of Commissioners

A. District Secretary Application Status

The job posting for the position closed July 23. One hundred and twelve applications were received. Commissioner Lucarelli and Secretary Weaver will meet to review the applications.

Commissioner Lucarelli and Secretary will conduct phone interviews on August 1st.

B. Schedule District Secretary Interviews

Motion made by Commissioner Lucarelli, seconded by Commissioner Johnston to schedule a special meeting on August 3 at 5:30 p.m. for the board to review District Secretary/Administrative Assistant job applications to determine which applicants will advance to the final in person interviews.

C. Reschedule July 26 Study Session for Policies and Procedures Review.

Motion made by Commissioner Johnston, seconded by Commissioner ~~Pylant~~Lucarelli to table the scheduling of the study session for the policies and procedures review. Motion passed unanimously.

9. Reports of District Secretary

A. Budget Report-May, 2017

Report reviewed.

B. Legal Usage-June, 2017

June 8.5 hours

YTD: 29.4 hours

Hours remaining: 50.6

C. King County Investment Pool Performance
May 1.12%

D. Approval of June 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 June 30, 2017, the Board by a unanimous vote does approve for payment of those vouchers described as follows:

<u>June</u>		
Operating Fund	9832-9841	\$ 3,346,841.48
Remittances		\$ 5,584.92

The meeting was adjourned at 6:22 p.m.

ATTEST:

Bridget Weaver, District Secretary
King County Fire Protection District 34