

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
SPECIAL MEETING MINUTES
August 16, 2017**

1. Call to Order-Special Meeting

The special meeting of the Board of Commissioners was held at 8450 161st Ave NE., Redmond, WA on August 16, 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:

Kinnon Williams, Attorney
Bridget Weaver, District Secretary

Tommy Smith, Fire Chief
Don Horton, Deputy Chief
Joe McGrath, Finance Officer
Gus Olivo, Data Analyst
Jeanne Justice, PW Engineering Supervisor

3. Approval of Agenda

Amendments:

Table 4A Meeting Minutes July 25 until September 26 meeting
Move 6A to 6B MDC Usage-July
Move 6B to 6A MDC Usage-July
Add 8A1: District Secretary Office Maintenance
Add 8E-FD34 Policy and Procedures Review-Pylant

Motion made by Commissioner Lucarelli, seconded by Commissioner Pylant to approve the August 16, 2017 agenda as amended. Motion passed unanimously.

4. Approval of Minutes

Motion made by Commissioner Lucarelli, second by Commissioner Pylant to approve the August 03, 2017 meeting minutes as presented. Motion passed unanimously.

Motion made by Commissioner Johnston, second by Commissioner Pylant to approve the August 09, 2017 meeting minutes as presented. Motion passed unanimously.

5. Public Comments (4 minutes per person)

None.

6. Reports of City of Redmond

A. MDC Usage-July

- E13 decreased-reason undetermined; if decrease continues, issue will be explored.
- E14 rebounding.
- A14 trend slightly decreased; will continue to monitor.
- E18 increased.

- Chief Smith explained last month's turn out time delays. It takes a few minutes for the radio to activate so the firefighters will delay pushing the button until they receive the report. Steve Eastham will work on getting the radio to activate sooner.

B. FD34/Redmond FS 13 Collaboration Roles & Responsibilities

Commissioner Lucarelli informed staff that the commission agreed to hire Ron Seng as the District's project coordinator for FS13 and seismic projects. Discussion ensued regarding whether the District or the City would manage the seismic upgrades for FS14/18.

Chief Smith presented Option A and Option B:

Option A:

- City will engage Public Works to hire a project manager to manage seismic upgrades for FS 14/18. Bidding to start in December.

Option B:

- Ron Seng will manage seismic upgrades for FS14/18. District will bid project.

Chief Smith recommended that a subgroup be created for the seismic project. The subgroup will consist of Chief Smith, Battalion Chief Langton, Attorney Kinnon Williams, Commissioner Lucarelli, Jeannie Justice, Joe McGrath and Ron Seng.

Discussion continued as to whether Ron Seng or the City would manage seismic improvements for St 14/18.

The commission agreed that the best and most efficient approach is to have the City manage the seismic improvements for St 14/18. The stations are in the City's name and the City is familiar with King County's permitting process.

Chief Smith reviewed the perimeters of Option A:

- Subgroup will determine which costs will be maintenance vs capital improvements
- Obtain Interlocal Agreement, drafted by Jim Haney and Melissa Files
- Chief will report back with organizational chart, dividing responsibilities

Motion made by Commissioner Lucarelli, second by Commissioner Johnston that the commission approve the seismic upgrades of Fire Stations 14 and 18 to be performed by the City of Redmond. Motion passed unanimously.

Motion made by Commissioner Lucarelli, second by Commissioner Pylant to approve the rebuilding of Fire Station 13 to be managed by Fire District 34 and its consultant/contractor in collaboration with the City of Redmond. Motion passed unanimously.

Motion made by Commissioner Johnston, second by Commissioner Lucarelli to amend the previous motion to add "now that the FD34 will be spearheading the Fire Station 13 projects with its own contractor/project manager". Motion passed unanimously

Discussion ensued regarding the RFQ for architectural design and special needs assessment for FS 13. Ron Seng stated it would be easiest to use the City's RFQ forms. Attorney Williams would like to modify the forms.

Chief Smith stated that the RFQ could be drafted and presented at the FD34 September 26 meeting.

- Attorney Williams and Jeannie Justice will perform the initial work to modify the RFQ form
- The subgroup will meet and approve the draft RFQ
- The subgroup will forward the draft RFQ to the Board
- Chief will clarify goals with subgroup

7. Reports of Attorney

A. Legislative Report

- **New Criterion for Bidder Responsibility:** Effective July 23, a bidder must not have been determined to have willfully violated any labor regulations or wage payment laws within three years prior to the bid date. The bidder must submit a signed statement to that effect before any public works agency can award a contract.
- **Public Records Copying Pricing:** The fee schedule for making copies has been updated.

Secretary Weaver will update the District's policy and forward to Attorney Williams for review.

8. Reports of Commissioners

A. District Secretary Recruitment Status

Commissioner Lucarelli reported that there were two top candidates, Beth Padilla and Stacey Watson. Beth Padilla is the top candidate for the position. Starting salary and probationary period were determined at the August 12 special

A. 1 District Secretary Office Maintenance

Commissioner Lucarelli made a request to have the District Secretary's office painted.

Chief Smith will contact Public Works.

B. Request for Temporary Parking Spaces at FS 13/Bear Creek School

Commissioner Lucarelli received a call from Patrick Carruth, Headmaster and David Gordon, Operations Manager. Bear Creek School is performing construction work on its performing arts center and needs 12 additional parking spaces for vans and construction workers. The space is needed between 6 a.m.-5:30 p.m., five days a week, beginning at the end of August through the end of November.

Chief Smith will confirm feasibility of the plan with Battalion Chiefs and Captains.

The commission had no objections to the request, as long as the Chief approved.

C. Contract for Services with Ron Seng Status

Attorney Williams will collaborate with Ron Seng to fine-tune the services contract and scope of work. The contract will take effect August 10, 2017.

Attorney Williams will forward the contract to Secretary Weaver to subsequently be reviewed by the commissioners. The commissioners will contact Attorney Williams if any concerns about the contract arise.

D. Commissioner Pylant-St 18 Breakfast

Firefighter Mike Goudzwaard invited Commissioner Pylant to attend a breakfast with the St 18 crew on August 5. Commissioner Pylant met both the outgoing and incoming shifts.

Firefighter Goudzwaard discussed with Commissioner Pylant the possibility of replacing the genie lift by remodeling the west wall in order to add stairs.

Commissioner Pylant reported to the commission that the genie lift is a safety issue and he would like to move forward with installation of steel stairs.

Chief Smith stated that the walls would have to be moved and the rise of the steel stairs would be too steep. The space would need to be modified to accommodate the correct angle of the stairs. Commissioner Pylant asked if the genie lift posed a safety risk. Deputy Chief Horton said the genie lift has been assessed and he would like to wait for the seismic upgrades before making any changes. D.C. Horton reiterated, that in his opinion, the situation is not dire.

Commissioner Pylant withdrew his request. Deputy Chief Horton relayed to Commissioner Pylant that the crews appreciated his visit and taking ownership of the issue.

E. Policies & Procedures Review

Commissioner Pylant reviewed the FD34 Policies and Procedures manual. He researched each RCW cited and discovered that a number of RCW's need to be updated.

The commission will meet September 21 at 5:00 p.m. to conduct a study session to update the policies and procedures manual.

9. Reports of District Secretary

A. Budget Report-July, 2017
Report reviewed.

B. Legal Usage-July, 2017
July 13.2 hours
YTD: 42.6 hours
Hours remaining: 37.4

C. King County Investment Pool Performance
July: Not Available

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

<u>July</u>		
Operating Fund	9842-9845	\$ 3,850.44
Remittances		\$ 5,549.31

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

ATTEST:

Bridget Weaver, District Secretary
King County Fire Protection District 34