

KING COUNTY FIRE PROTECTION DISTRICT 34
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BOARD OF COMMISSIONERS
Sherman Colson, Chairman
Thomas Johnston
Peter Lucarelli
Bridget Weaver, Secretary

Bob Oliver, Fire Chief

KING COUNTY FIRE DISTRICT 34
REGULAR MEETING – BOARD OF COMMISSIONERS
MINUTES
August 31, 2009

I. Call to Order

The regular meeting of the Board of Commissioners was held at Station 11, located at 8450 161st Avenue N.E., Redmond, Washington on August 31, 2009. The meeting was called to order at 5:31 p.m. by Commissioner Thomas Johnston.

II. Roll Call

Present: Commissioner Sherman Colson (arrived at 5:36 PM)
Commissioner Thomas Johnston
Commissioner Peter Lucarelli

Others Attending: Attorney Kinnon Williams
Fire Chief Bob Oliver
Deputy Fire Chief Tom Norton
Secretary Bridget Weaver

III. Approval of Agenda

Commissioner Lucarelli requested that Item F. be added to IX: Request to move the September 28th meeting to a different date.

Commissioner Lucarelli requested that VII. Reports of Chiefs become VI. and Reports of Attorney become VII.

Motion from Commissioner Lucarelli to approve the amended agenda of August 31, 2009 as presented. Motion seconded by Commissioner Johnston. Motion passed unanimously.

IV. Approval of Minutes

Motion from Commissioner Lucarelli to approve the minutes of the Regular Meeting of July 23, 2009. Commissioner Johnston seconded the motion. Motion passed unanimously.

Motion from Commissioner Lucarelli to approve the minutes of the Regular Meeting of August 6, 2009. Commissioner Johnston seconded the motion. Motion passed unanimously.

Motion from Commissioner Johnston to approve the minutes of the Fire Forum Meeting of August 11, 2009. Commissioner Lucarelli seconded the motion. Motion passed unanimously.

V. Public Comments – None

Commissioner Colson arrived and took over chair from Commissioner Johnston.

VI. Report of Chiefs

A. Status of MDC's

Deputy Chief Norton reported that some MDC's are turned on and working; NORCOM will be working on Stations 14, 18 and 16 soon. One unit needs to be purchased which will bring the total number of units to five.

The Captain and Battalion Chief training positions have been vacant.

Formal MDC training will be developed in September. Dawn DeLoach is working on tracking data for working and non working MDC's.

The Commissioners and Deputy Chief Norton discussed the necessity of conveying to the crews the importance of using the MDC's for obtaining quality information to report to constituents, controlling dispatch costs, improving client and personnel safety and staying in compliance with the ALS contract with King County.

The gaps in coverage are currently being addressed by using the same software as the Police Department.

Fire Chief Oliver thanked the Commissioners for changing the regular meeting dates from the third Tuesday of the month to the fourth Monday of the month.

B. Anonymous Letter

Chief Oliver asked the Commissioners if they had received an anonymous letter alleging complaints against individuals in the fire department. The Commissioners had all received the letter. Chief Oliver, Deputy Chief Norton and the Commissioners briefly discussed the letter's contents. The Commissioners made a request to be briefed on any general discipline issues in the future. Chief Oliver and Deputy Chief Norton agreed. Deputy Chief Norton explained how the administrative leave process works.

C. Station 14 Repairs

Station 14 will remain open during repairs--the process is continuing as anticipated.

D. A joint meeting with the Strategic Plan Committee and the Commissioners will be held in early November.

VII. Report of Attorney

A. Agreement with Goddard Schools for the sale of Fire Station 15

Goddard School has accepted the Purchase and Sale Agreement with the exception of one change; Goddard is requesting that the underground storage tank be removed instead of decommissioned.

Kinnon presented the following timeline for the sale:

Day 10: Deliver all documents.

Day 15: Get title report

Day 25: Object to title report

Day 34: Remedy

Day 90: Feasibility study and finance study ends. Goddard is required to submit earnest money.

Day 120: Sale closes (January or early February 2010).

The timeline could be extended to 135 days if we do not have all documents and information to Goddard by Day 90. Goddard will be applying for a Conditional Use Permit.

Commissioner Colson is authorized to sign any necessary papers for the sale.

B. Discuss services to be maintained at Station 15

District Secretary Weaver reviewed the list of services previously in use by the City of Redmond. Commissioners and District Secretary discussed which services to continue or discontinue.

- C. Underground Storage Tank Update-District Secretary
Secretary Weaver reviewed the actions being taken by various staff members to comply with the Department of Ecology regulations, and for the upkeep of the underground storage tank. Pollution liability insurance has been obtained and the tank has been emptied.
- D. Attorney Williams notarized the Buyer's Declaration of Receipt of Copy of Notice of On-Site Sewage System Operation and Maintenance Requirements.

VIII. Reports of Commissioners

- A. Public Notice of Station 15 Sale
The Commissioners and Attorney Williams discussed notification requirements for the sale of Station 15. Commissioner Johnston will post information on the KCFD 34 website, notifying the public of the sale after the sales agreement has been finalized.
- B. Updated Goals and Objectives
The Commissioners will review this item at the next meeting.
- C. Status Report
The Commissioners will review this item at the next meeting.

IX. Action Items

- A. Agreement with Goddard Schools for the sale of Fire Station 15

Motion from Chairman Colson to approve the Purchase and Sale Agreement of Station 15 to Goddard School as amended. Commissioner Johnston seconded the motion. Motion passed unanimously.

- B. Assignment of Lease between the City of Redmond and Jerry & Grace Lawrence

Motion from Commissioner Lucarelli to approve the continuation of the Assignment of Lease agreement between King County Fire District 34 and Jerry & Grace Lawrence, regarding the property line encroachment associated with FS-15. Commissioner Johnston seconded the motion. Motion passed unanimously.

- C. Resolution No. 247/09 Resolution to Surplus and Authorizing Sale of Property
Attorney Williams presented a resolution declaring Station 15 surplus property and authorizing the Commissioners to sell Station 15 to Goddard School pursuant to the terms of the purchase and sale agreement approved by the Board of Commissioners August 31, 2009.

Motion from Commissioner Lucarelli to approve Resolution 247/09 Resolution to Surplus Station 15 and Authorizing Sale of Property to Goddard School. Commissioner Johnston seconded the motion. Motion passed unanimously.

- D. Fire Protection fire alarm and security system proposal
The contract for Station 15 fire alarm monitoring needs to be transferred to KCFD34 and a faulty alarm panel needs to be replaced. The Commissioners agreed.
- E. Insurance renewal for Station 11 and Station 15
The underground storage tank is now covered for pollution liability. Insurance coverage has also been obtained for Station 15; Station 11 insurance has been renewed. Insurance broker fees are now required by law to be disclosed.

X. Report of District Secretary

- A. July Vouchers were approved for a total of \$9,605.54 and August vouchers were approved for a total of \$3,042,832.70.

B. Monthly Budget Report will be reviewed at the next meeting.

C. Legal Usage-July General 4.1 hours—\$2,450 Capital projects 5.0 hr--\$1,250.

XI. New Items--None

XII. Adjournment

Chairman Colson adjourned the meeting at 7:00 p.m.

BOARD OF COMMISSIONERS

Sherman Colson, Chairman

Thomas Johnston, Commissioner

Peter Lucarelli, Commissioner

ATTEST:

Bridget Weaver, District Secretary
Board of Commissioners
King County Fire Protection District 34