

KING COUNTY FIRE PROTECTION DISTRICT 34  
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**BOARD OF COMMISSIONERS**  
Peter Lucarelli, Chair  
Thomas Johnston  
Fred Shanafelt  
Bridget Weaver, Secretary

Kevin Donnelly, Fire Chief

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**KING COUNTY FIRE DISTRICT 34  
BOARD OF COMMISSIONERS  
REGULAR MEETING MINUTES  
June 28, 2011**

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

The regular meeting of the Board of Commissioners was held at Redmond City Hall, located at 15670 N.E. 85th St, Redmond, WA on June 28, 2011. The meeting was called to order at 5:31 p.m. by Chair Lucarelli.

**2. Roll Call**

Present: Chair Lucarelli, Commissioner Johnston, Commissioner Shanafelt

Others Attending:

Kevin Donnelly, Fire Chief

Kinnon Williams, Attorney

Russ Albertson, Deputy Chief of Operations

Bridget Weaver, District Secretary

**3. Approval of Agenda**

Amendments: Add 10A: Executive Session: RCW 42.30.140 (b) Contract Negotiations

**Motion made by Commissioner Shanafelt to approve the agenda as amended. Motion seconded by Commissioner Johnston. Motion passed unanimously.**

**4. Approval of Minutes**

**Motion made by Commissioner Johnston to approve the May 18<sup>th</sup> minutes. Motion seconded by Commissioner Shanafelt. Motion passed unanimously.**

**5. Reports of Attorney**

A. Riebandt & Dewald Request for copy of Station 15 proceeds.

Attorney Williams presented a request from the law firm, Riebandt & Dewald, for a copy of the wire transfer proceeds from the sale of Station 15. The Commissioners unanimously agreed to grant the request.

**6. Reports of City of Redmond**

A. Interlocal Agreement/Annual Fire Inspections

Chief Donnelly presented an Interlocal Agreement Relating to the Administration of an Annual Fire Inspection Program in Unincorporated County. King County will be delegating annual fire inspections to other jurisdictions. The City of Redmond is exploring the possibility of agreeing to perform the inspections on a fee basis.

Commissioner Lucarelli and Commissioner Johnston support the fee based inspections approach being considered by the City of Redmond.

Chief Donnelly will further research whether the inspections will fit into the current Department structure and report back to the Commissioners.

B. Revised Population Density Map-Johnston/All

Commissioner Johnston presented an alternative population density map using bedroom counts rather than the census population tract data. He developed a software program that

calculated the bedroom count for each response zone currently utilized by DECCAN. The following population density categories were created:

0-6 bedrooms/sqr. mile	Wilderness
6-500 bedrooms/sqr. mile	Rural
500-1000 bedrooms/sqr. mile	Suburban
1000+ bedrooms/sqr. mile	Urban

Questions still remain as to whether this population map will meet the HB 1756 reporting requirements.

**Chief Donnelly and Deputy Chief Albertson will research possible methods that other jurisdictions use to justify response times within different areas of their response areas.**

**Commissioner Johnston will continue refining the population density map and plot the map by geo code, in order to provide a comparison of the DECCAN response zone model.**

## 7. Reports of Commissioners

### A. Strategic Financial Planning for Funding Shortfall

**Motion made by Commissioner Johnston to adopt the Strategic Planning for Funding Shortfall as amended. Motion seconded by Commissioner Shanafelt. Motion passed unanimously.**

### B. Defining Reserve Fund Policies

The Commissioners will continue to write Resolution 265-11 at the next meeting.

**No action taken.**

### C. New Budget Format

Commissioner Shanafelt presented the budget reports in a new QuickBooks format.

Commissioners' Johnston and Lucarelli agreed to the new format.

Secretary Weaver submitted a new Remittance Vouchers form to be approved by the Commissioners every month.

**Secretary Weaver will provide a balance sheet for the next month's report.**

### D. Payroll Services

Commissioner Shanafelt proposed that the District consider outsourcing payroll services, given that there is only one employee that currently performs payroll.

**Secretary Weaver will track the time it takes to perform payroll tasks for paychecks and quarterly reports and present a cost analysis at the next meeting.**

### E. Schedule Special Meeting-Annual Review of Policies

A special meeting will be scheduled for July 12th at 5:30 p.m. in the Trestle Room.

### F. 2011 Objectives and Action Plan Status

Report reviewed.

## 8. Reports of District Secretary

### A. Legal Usage:

May 4.20 hours; YTD 42.70 hours

### B. King County Investment Report: May .55%

C. Approval of May, 2011 Vouchers & 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 28, 2011, the Board by a unanimous vote does approve for payment of those vouchers described as follows:

<b>Month</b>	<b>Fund</b>	<b>Number</b>	<b>Total</b>
May Vouchers	Expense Fund	9287	\$ 50.00
June Vouchers:	Expense Fund	9281-9286	\$ 4,036.03
		9288-9294	\$ 8,401.54
May Vouchers	Capital Reserve	8135-8140	\$ 3,276.86
May Remittances	Expense Fund		\$ 3,496.02

**9. Executive Session- RCW 42.30.140 (b) Contract Negotiations**

The Chair announced the Board would convene to Executive Session, according to RCW 42.30.140(b) at 7:40 p.m., for five minutes. The Board reconvened at 7:45 p.m.

**10. Adjourn**

The meeting was adjourned at 7:46 p.m.

The next special meeting will be held on July 12, 2011 at 5:30 p.m.

The next regular meeting will be held on July 28, 2011 at 5:30 p.m.

ATTEST:

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Bridget Weaver, District Secretary  
King County Fire Protection District 34