

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

KING COUNTY FIRE DISTRICT 34
BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
July 26, 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 July 26, 2011. The meeting was called to order at 5:33 p.m. by Chair Lucarelli.

2. Roll Call

Present: Chair Lucarelli, Commissioner Johnston, Commissioner Shanafelt

Others Attending:

Kevin Donnelly, Fire Chief

Jane Christenson, Mayor's Assistant

Russ Albertson, Deputy Chief of Operations

Kinnon Williams, Attorney

Bob Oliver, Deputy Chief of Services

Bridget Weaver, District Secretary

Bill Newbold, Battalion Chief

3. Approval of Agenda

- Move Item #6 to Item #7
- Add 6A: Financial Updates and FD34/Council Fire Services Forum
- Change 8A 2010 to 2011

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 Shanafelt to approve the June 28th minutes. Motion seconded by Commissioner Lucarelli. Motion passed unanimously.

5. Public Comments-None

6. Reports of City of Redmond

- A. Financial Updates and FD34/Council Fire Services Forum -Jane Christenson
Performance measure data will be forthcoming after the City of Redmond completes its conversion to the new financial software.

The Fire Services Forum joint meeting with City Council is scheduled for September 13th at 8:00 p.m. The tentative agenda will include updates on 1) status of the NORCOM/REDCOM technology implementation 2) 2011 analysis on alternatives to NORCOM/REDCOM and 3) discussion on regional dispatch options.

Motion made by Commissioner Johnston to approve the addition of the Joint Fire Services Forum/City Council meeting on September 13th to the meeting calendar. Motion seconded by Commissioner Shanafelt. Motion passed unanimously.

Secretary Weaver will post a Notice of Change of Meeting Dates to add the fire services forum to the meeting schedule.

B. Interlocal Agreement/Annual Fire Inspections Follow-up

Chief Donnelly is currently in discussions with City of Redmond staff to determine staffing and billing requirements to perform fire safety inspections. Bellevue and Eastside Fire have started conducting inspections on a trial basis. Questions still remain as to the complexity of the inspections and whether the District might manage its portion of the billing process. Chief Donnelly will update the Commissioners as more information becomes available.

C. Revised Population Density Map-Johnston/All

Commissioner Johnston presented two additional population density maps using bedroom counts rather than the census population tract data, plotting the map according to geo codes. While the alternative maps portray a more accurate picture of urban, suburban and wilderness designations, they do not address the differing daytime and nighttime populations or the commercial population.

Jurisdictions using NORCOM use the same call data but currently there is no standardized process in place for jurisdictions to categorize response areas into urban, suburban and wilderness designations in order to meet HB 1756 reporting requirements.

Chief Donnelly suggested that creating an additional map using assessed values might also be helpful.

Chief Donnelly will resume discussions on population density maps and HB 1756 reporting methods at the September Zone 1 meeting in addition to researching other jurisdiction's methods of documenting response times.

D. 2nd Quarter Call Volume Data-Albertson

Report reviewed. The report showed the raw data for the second quarter; Deputy Chief Albertson will present an updated report at the next meeting.

7. Reports of Attorney

None

8. Reports of Commissioners

A. Resolution 264-11-Defining Reserve Fund Policies

Motion made by Commissioner Johnston to approve Resolution 264-11 Defining Reserve Fund Policies as amended. Motion seconded by Commissioner Shanafelt. Motion passed unanimously.

B. Payroll Services Cost Comparison-Weaver & Shanafelt

Secretary Weaver presented a cost comparison of two payroll service companies and the labor cost for a District employee to perform payroll tasks. Secretary Weaver is able to process paychecks in advance to cover vacation absences and the current workload allows sufficient time to perform payroll tasks, therefore, the Commissioners agreed to keep payroll tasks as part of the District Secretary's job.

Secretary Weaver recommended the company, Payroll Services as the service to be used if the District ever required outside payroll services in the future.

Secretary Weaver will cross train Debbie Gentry on payroll tasks.

No action taken.

- C. Website Requirements Preliminary Discussion/Johnston
Secretary Weaver drafted a website brainstorming document for the Commissioner's review. Commissioner Johnston and Secretary Weaver met and discussed possible items to be included in the District's new website design. Commissioner Johnston requested feedback on additional website ideas and content. Discussion ensued.

Commissioner Johnston will provide a list of specifications for the new website at next month's meeting.

- D. Review Fire Commission Document-Weaver
Minor changes made.
- E. Schedule Special Meeting-Annual Review of Policies
A study session will be scheduled for September 14 at 5:30 p.m. in the Trestle Room.
- F. 2011 Objectives and Action Plan Status
Report reviewed.

9. Reports of District Secretary

- A. Budget Report-New PERS 2 Contribution rates
Report reviewed.
- B. Legal Usage:
June 6.20 hours; YTD 48.90 hours
- C. King County Investment Report: June (Not available)
- D. Approval of July, 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 July 26, 2011, the Board by a unanimous vote does approve for payment of those vouchers and remittances described as follows:

Month	Fund	Number	Total
July Vouchers	Expense Fund	9295-9301	\$ 3,676.98
July Vouchers:	Expense Fund	9302-9303	\$ 2,661.15
July Remittances	Expense Fund	7-5 to 7-26	\$ 4,304.24

10. Adjourn

The meeting was adjourned at 7:15 p.m.
The next regular meeting will be held on August 23, 2011 at 5:30 p.m.

ATTEST:

Bridget Weaver, District Secretary
King County Fire Protection District 34