

KING COUNTY FIRE PROTECTION DISTRICT 34  
8450 161<sup>st</sup> Avenue N.E.  
Redmond, WA 98052  
(425) 556-2226  
Fax: (425) 556-2227  
[www.kcfd34.org](http://www.kcfd34.org)

**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  
December 13, 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 December 13, 2011. The meeting was called to order at 5:30 p.m. by Chair Lucarelli.

**2. Roll Call**

Present: Commissioner Lucarelli, Commissioner Johnston, Commissioner Shanafelt

Others Attending:

Kevin Donnelly, Fire Chief

Russ Albertson, Deputy Chief

Bridget Weaver, District Secretary

**3. Approval of Agenda**

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

**4. Approval of Minutes**

**Motion made by Commissioner Shanafelt to approve the November 22, 2011 minutes. Motion seconded by Commissioner Johnston. Motion passed unanimously.**

**5. Public Comments-None**

**6. Reports of City of Redmond**

A. QFC Fire

On December 11, 2011 at 4:27 pm a commercial structural fire was reported at the Redmond Ridge QFC at 23475 Novelty Hill Road. The fire started in a refrigeration compressor located in a steel building adjacent to the store. First arriving units were able to contain the fire and kept the fire from spreading to the store. There were no injuries although some smoke did enter the grocery store.

B. Duvall Response Data

Chief Albertson reported that the District (Stations 13, 14, 18) responded 47 times into Duvall and Duvall responded to calls, coming into the District 22 times.

**Commissioner Lucarelli requested an additional report containing the following details: the breakdown of each incident; the number of calls into Redmond Ridge area, the number of Fire/EMS calls, the number of times the District arrived first on scene and a list of the addresses of the calls.**

C. Feedback from Dept/Community on Staffing Changes at Fire Station 13

Chief Donnelly reported that he is providing clarification to fire staff regarding the staff changes at Station 13 but has not received any feedback from the public.

**7. Reports of Attorney**

- A. Oaths of Office for Commissioners Lucarelli and Shanafelt moved to January, 2012

**8. Reports of Commissioners**

- A. Public Meeting for Staffing Changes

The Commissioners discussed the possibility of holding a public meeting to discuss the staffing changes at Station 13. The Commissioners unanimously agreed that a public meeting is not necessary at this time and public reaction will be monitored closely. A public meeting will be held in 2012 if deemed necessary.

- B. 2012 Meeting Schedule-Resolution 266-11

**Motion made by Commissioner Johnston to approve Resolution 266-11 adopting the 2012 Board of Commissioners meeting schedule. Motion seconded by Commissioner Shanafelt. Motion passed unanimously.**

- C. Approve Williams & Williams 2012 Contract

**Motion made by Commissioner Johnston to approve the 2012 Williams & Williams contract for legal services as presented. Motion seconded by Commissioner Shanafelt. Motion passed unanimously.**

- D. 2012 Pay Plan for Fire District Employees-Resolution 267-11

**Motion made by Commissioner Johnston to approve Resolution 267-11 as amended, adopting a 2% increase in Fire District Pay Plan for Administrative Assistant A0-1 and Administrative Assistant/District Secretary A0-3. Motion seconded by Commissioner Shanafelt. Motion passed unanimously.**

- E. Approve Tort Claim Policy

**Motion made by Commissioner Shanafelt to approve King County Fire District 34 Tort Claim Policy. Motion seconded by Commissioner Shanafelt. Motion passed unanimously.**

- F. Approve Interlocal WFCOA Agreement-Resolution 268-11

**Motion made by Commissioner Johnston to approve Resolution 268-11 adopting an Interlocal Agreement to Participate in the Washington Fire Commissioner Joint Self Insurance Program, effective January 2012. Motion seconded by Commissioner Shanafelt. Motion passed unanimously.**

- G. 2012 Auditing Officers –Resolution 269-11

**Motion made by Commissioner Shanafelt to approve Resolution 269-11 appointing Bridget Weaver and Debra Gentry as auditing officers for the purpose of authorizing the issuance of warrants and electronic transactions prior to Board Commissioners' approval. Motion seconded by Commissioner Shanafelt. Motion passed unanimously.**

H. 2012 Budget Presentation

Commissioner Shanafelt presented the draft budget for 2012. The Commissioners unanimously agreed to transfer \$175,000 from the operating fund to the reserve fund.

**Motion made by Commissioner Shanafelt to adopt the 2012 budget as revised. Motion seconded by Commissioner Johnston. Motion passed unanimously.**

I. Kirkland Annexation Payments

Commissioner Johnston reported that \$20,149 of collected taxes will be transferred to Redmond and \$120,765.95 of collected taxes will be transferred to Kirkland. Mary Hendrickson, King County Treasury Operations Group, will execute the Interfund transfers on December 12, 2012.

J. Transfer Funds/Close Go Bond Fund

**Motion made by Commissioner Shanafelt to close the Go Bond Fund and transfer any remaining funds to the Reserve Fund. Motion seconded by Commissioner Johnston. Motion passed unanimously.**

K. 2012 Objectives and Action Plan Review

2011 Objectives and Action updated for year 2012.

**9. Reports of District Secretary**

A. Budget Report-November, 2011  
Report reviewed.

B. Legal Usage:  
November 6.70 hours; YTD 95.10 hours

C. King County Investment Report: October .53%

**10. Adjourn**

The meeting was adjourned at 6:58 p.m.

ATTEST:

---

Bridget Weaver, District Secretary  
King County Fire Protection District 34