

**SKAGIT COUNTY FIRE DISTRICT 13**  
**17433 Snee-Oosh Road**  
**P.O. Box 1007**  
**La Conner, Washington 98257**



**MEETING MINUTES**  
**September 10<sup>th</sup>, 2021**

1. **Call to order** – Chairman Shellhamer called the meeting to order at 9:00 a.m.
2. **Flag Salute** – Chairman Shellhamer lead those present in the Pledge of Allegiance.
3. **Consent Agenda – action** – Commissioner Doyle moved to approve the agenda. Commissioner Shellhamer seconded. Commissioner Shellhamer called for any more discussion and then for a vote. The motion was unanimously approved.
4. **Attendees – no action** – Present were Commissioner Bruce Shellhamer, Commissioner John Doyle (Zoom), Chief Wood Weiss, Assistant Chief Jamie Jurdi, District Secretary Tracy Berg, Chief Admin Assistant Chris Weiss, Captain Ted Taylor, Captain Andrew Ferrell and Lieutenant Drew Jenkins. Guests present were Bill Reynolds from the La Conner Weekly News (Zoom) and firefighter Bobbie Scopa (Zoom). Commissioner Wilbur was not in attendance.
5. **Public Comment** – N/A
6. **Approval of Minutes – action** – District Secretary Berg presented the minutes from the August 13<sup>th</sup>, 2021 meeting. Commissioner Doyle made a motion to approve the meeting minutes. Commissioner Shellhamer seconded. Commissioner Shellhamer called for any more discussion and then for a vote. The motion passed unanimously.
7. **Financial and Administrative Reports – action** – District Secretary Berg presented the following checks and check registers for approval by the Board:
  - Checks and Check Register dated 9/1/2021 in the amount of \$107,829.17. This included payroll check #s 10427-10460 and EFTPS in the amount of \$53,164.94 and check #s 10408-10426 in the amount of \$54,664.23 for accounts payable.
  - Checks and Check Register dated 9/7/2021 in the amount of \$5,085.51 for accounts payable. This included check #s 10398, 10461-10467.
  - Transmittal voucher dated 9/1/2021 in the amount of \$80,000.00.
  - Commissioner Doyle moved to approve the checks and check registers as presented. Commissioner Shellhamer seconded. Chairman Shellhamer called for any more discussion and then for a vote. The motion was unanimously approved.

- District Secretary Berg previously emailed the financial reports ending 8/31/2021.
8. **Station Improvements – no action** – A hearing has been scheduled for September 22<sup>nd</sup> at 9:00 a.m. to discuss the variance. Commissioner Doyle and Chief Weiss will attend the Zoom hearing. Commissioner Doyle is waiting for the planner's report.
9. **Chief Report – action –**
- **COVID 19 Report** - Chief Weiss gave an update on Covid 19 in the county.
  - **Statistical Report** – Chief Weiss gave an update on call statistics.
  - **Re-Addressing / Next Gen** – Still waiting for the tribe.
  - **County Chief's Meeting** – Chief Weiss attended the meeting in person.
  - **Mandatory Covid Vaccinations** – Firefighters need to be vaccinated by October 18<sup>th</sup>. Chief Weiss thinks most of our firefighters will comply. Commissioner Doyle made a motion to approve resolution 2021-09-01, requiring our healthcare providers to be vaccinated. Commissioner Shellhamer seconded. Chairman Shellhamer called for any more discussion and then for a vote. The motion was unanimously approved. Commissioner Doyle made a motion to approve SOG 222, Covid 19 Vaccine Mandate, with a \$20 stipend added. Commissioner Shellhamer seconded. Chairman Shellhamer called for any more discussion and then for a vote. The motion was unanimously approved.
  - **Shifter Pay** – Chief Weiss stated that he is in a personnel crisis with some of our firefighters getting career jobs and also having to compete with other Districts for shifters. He would like to increase the shifter pay to \$16 an hour and the duty chiefs to \$17.50 an hour for 2021. In 2022, he would like to increase that to \$16.50 an hour for shifters and \$18.00 an hour for duty chiefs. The increase for 2021 would be approximately \$19,000.00 and about \$52,000.00 for 2022 (worst case scenario). The commissioners would like to review and discuss next month.
  - **Emergency Vehicle Mechanic Hourly Rate** – Our current mechanic is going to raise his hourly wage from \$125 an hour to \$145 an hour so Chief Weiss has decided to look for other options.
  - **Meeting with Law Enforcement and Fire Leaders** – All the police chiefs and most of the fire chiefs from Skagit County met to discuss HB1310. The police will still be there to help if needed, we just might need to call for them. They will be meeting quarterly.
  - **Residence Agreement** – Chief Weiss would like to update the residence agreement to include four resident shifts versus the current five. They will still be obligated to work seven shifts a month but they would be paid for three. Commissioner Shellhamer made a motion to approve the change to the residence agreement pending stronger language on item #12, for more of an obligation from the resident. Commissioner Doyle seconded. Chairman Shellhamer called for any more discussion and then for a vote. The motion passed unanimously.
  - **Pay Increase for Medical Officer** – Chief Weiss stated that Captain Ferrell has been doing a great job and he would like to increase his pay by \$100.00

a month. Commissioner Doyle made a motion to increase the medical officer pay by \$100.00. Commissioner Shellhamer seconded. Chairman Shellhamer called for any more discussion and then for a vote. The motion was unanimously approved.

- **Permission for Mobilization Credit Card** – Commissioner Shellhamer made a motion to approve Chief Weiss getting another credit card for the purpose of wildland mobilizations. Commissioner Doyle seconded. Chairman Shellhamer called for any more discussion and then for a vote. The motion was unanimously approved.
- **Permission to have a Website and Facebook Page** – Commissioner Shellhamer made a motion to approve a District website and Facebook page. Commissioner Doyle seconded. Chairman Shellhamer called for any more discussion and then for a vote. The motion was unanimously approved. Chief Admin. Assistant Weiss asked for pictures of training and pictures of wildland fires to add to the website. She would also like to do a boost on Facebook to draw people into the page. Captain Ferrell stated that he runs the Association page and he is willing to share his photos. Lieutenant Jenkins also stated that he used to take care of social media at a previous job and is willing to help her out.
- **Appliances** – Chief Weiss would like to get another refrigerator and a new dishwasher for the residence. Commissioner Shellhamer stated that if it's in the budget, he can purchase.
- **5 Year Plan Compensation** – The plan has been completed. Captain Taylor would like to be compensated and will submit a bill to the district. His fee is significantly cheaper than the other two bids we received.
- **Wildland Fires** – District 13 has responded to more wildland fires this year than they ever have. Some of the fires have been questionable.
- **Management Excellence Award** – Chief Weiss has submitted the questionnaire for the Management Excellence Award to the WFCOA.
- **Demographics** – Chief Weiss and Firefighter Scopa have been looking into the demographics for the neighboring districts to do comparisons on where District 13 compares.
- **Marathon** – Chief Weiss is completing a grant to help cover the bunker gear costs.

10. **Medical Officer Report – no action** – Captain Drew Ferrell gave an update on medical transports. There were 29 transports for August. For September we are at 13 transports. The new people have been doing great. He gave a shout out to Firefighter Schram for going above and beyond when he went and picked up groceries for a community member.

11. **Training Officer Report – no action** – Lieutenant Jenkins gave an update on upcoming trainings. He is currently updating the probationary firefighter book. He is looking into having the officers attend a leadership class. We have two firefighters attending EMT class and we have two firefighters attending the fire academy.

12. **Assistant Chief Report – no action –**

- **Bunker Gear** – The representative from MES came last week and fitted everyone for bunker gear. The gear should be here in about 110 days. The

cost will be around \$2,400 a set.

- Wildland Gear – the DNR has a grant that comes out in March and another one that comes out in October. Assistant Chief Jurdi is planning on filling out the application.
- Cameras for Station One – Assistant Chief Jurdi would like to get cameras for Station One but still needs to get the okay from the other owners of the West Skagit Training Center.
- Restroom – There is an issue with the restroom at Station One so he needs to call in a plumber.
- Skagit Valley College – Chief Weiss, Assistant Chief Jurdi and Captain Dent met with the Chief at the college. They are looking into having them use our training center.

13. **DEM Report – no action** – Captain Taylor gave his DEM report. The Great Shake-Out is October 21<sup>st</sup>.

14. **Adjourn** at 10:27 a.m.

Dated this 8<sup>th</sup> day of October, 2021.

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Chairman/Commissioner  
Skagit County Fire District 13

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District Secretary, Tracy Berg

*Unless otherwise indicated all attachments and notes are maintained by the District Secretary.*