

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



**MEETING MINUTES**  
**November 12<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 Shellhamer moved to approve the agenda. Commissioner Doyle 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, Commissioner JJ Wilbur (Zoom), Chief Wood Weiss, Assistant Chief Jamie Jurdi, District Secretary Tracy Berg, Chief Admin Assistant Chris Weiss and Captain Ted Taylor. Guest present was Bill Reynolds from the La Conner Weekly News (Zoom) and Firefighter Bobbie Scopa (Zoom).
5. **Public Comment** – N/A
6. **Approval of Minutes – action** – District Secretary Berg presented the minutes from the October 8<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 11/1/2021 in the amount of \$71,901.76. This included payroll check #s 10548-10580 and EFTPS in the amount of \$54,183.66 and check #s 10533-10547 in the amount of \$17,718.10 for accounts payable.
  - Checks and Check Register dated 11/12/2021 in the amount of \$13,121.31 for accounts payable and payroll taxes. This included check #s 10581-10599.
  - Transmittal voucher dated 11/1/2021 in the amount of \$70,000.00.
  - Commissioner Shellhamer moved to approve the checks and check registers as presented. Commissioner Doyle 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 10/31/2021.

- 2022 Budget - Commissioner Shellhamer made a motion to approve the presented 2022 budget of \$1,836,892.00 after a brief discussion. Commissioner Doyle seconded. Chairman Shellhamer called for any more discussion and then for a vote. The motion was unanimously approved.
  - Resolution 2021-11-01 – Commissioner Shellhamer made a motion to approve 2021-11-01, to select option one as our level of accounting services from the county auditor. Commissioner Doyle seconded. Chairman Shellhamer called for any more discussion and then for a vote. The motion was unanimously approved.
  - Resolution 2021-11-02 – Commissioner Wilbur made a motion to approve resolution 2021-11-02, to increase our levy by 1%. Commissioner Doyle seconded. Chairman Shellhamer called for any more discussion and then for a vote. The motion was unanimously approved.
8. **Station Improvements – no action** – Commissioner Doyle gave an update on where we are at with the station improvements. He has reviewed all documents with Chief Weiss and Peter Carletti, the architect. Moving forward, he will be focusing on the residence.
  9. **Chief Report – no 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.
    - **County Chief's Meeting** – Chief Weiss attended the meeting.
    - **ICS Class** – There is an ICS coming up. Chief Weiss will send out to his officers.
    - **AFG Grant** – Chief Weiss and Assistant Chief Jurdi attended a grant writing class a couple of weeks ago. The company that held the class also helps with grant writing and Chief Weiss is going to hire them to help. The AFG grant has opened and will close on December 18<sup>th</sup>.
    - **Election Results** - John Doyle was re-elected and Bobbie Scopa was elected to replace JJ Wilbur.
    - **Ambulance** – San Juan Island has an ambulance for sale. It is fairly old but it is a diesel with low miles. Chief Weiss has made them an offer to replace our ambulances that have over 300,000 on them.
    - **Blue Card** – All of the officers are getting the training for Blue Card.
  10. **Medical Officer Report – no action** – Captain Ferrell was unable to attend the meeting. Chief Weiss gave the update. There have been 9 transports so far this month. They are also working on quality management of transports.
  11. **Training Officer Report – no action** – Lieutenant Jenkins was unable to attend the meeting. Lieutenant Jenkins was hired by Boeing so Chief Weiss is unsure if Lieutenant Jenkins will be able to continue in his role as training officer. They have been working on updating the probie book.
  12. **Good Morning District 13 – no action** – Captain Ladd was unable to attend the meeting. Chief Weiss gave the update that a member of the program gave them a new gate belt.
  13. **Assistant Chief Report – no action** –
    - **Academy** – They are talking about hosting an academy starting in March. They are planning having the students go all the way through the testing.

- **Thermal Imaging Cameras** - Assistant Chief Jurdi showed a new thermal imaging camera that he would like to purchase. They are more compact and easier to handle than the current types they have. Normal cost is about \$5,000 for one and these new ones come as a package of 4, for about \$3,000.
  - **Pump Testing** – Pump testing was completed last week for all the engines. There is some work that needs to be done.
  - **Ambulance** – Assistant Chief Jurdi has one of the old ambulances up for sale for \$4,000.00 on govdeals.com.
  - **Swearing In** – Assistant Chief Jurdi would like to do a swearing in for the new lieutenants after the commissioner meeting next month.
  - **Wildland Gear Grant** – The grant has opened up and they are planning on getting it sent in next week.
14. **DEM Report – no action** – Captain Taylor gave his DEM report. The Great Shake-Out was October 21<sup>st</sup>. There was an earthquake near Big Lake this week. They did an exercise to see how long it would take to get all trucks rolling. It took approximately two and a half minutes. Shelter Bay made up emergency packets for their residents. Captain Taylor will be getting them ready for distribution at District 13 and he will also be working with Brian Geer from the tribe to have them available for the tribe. After the first of the year, he will be working on getting HAMS and CERTS back.
15. **Adjourn** at 9:40 a.m.

Dated this 10<sup>th</sup> day of December, 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.*