

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



MEETING MINUTES
March 11th, 2022

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 Bobbie Scopa (Zoom), Chief Wood Weiss, Assistant Chief Jamie Jurdi, District Secretary Tracy Berg, Captain Chris Olbu, Captain Drew Ferrell (Zoom), Lieutenant Drew Jenkins, Lieutenant Cole Harris and Captain Ted Taylor. Guest present was Bill Reynolds (Zoom) from the La Conner Weekly News.
5. **Public Comment** – N/A
6. **Approval of Minutes – action** – District Secretary Berg presented the minutes from the February 11th, 2022 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 3/1/2022 in the amount of \$70,605.71. This included payroll check #s 10816-10842 and EFTPS in the amount of \$50,926.38 and check #s 10796-10815 in the amount of \$19,679.33 for accounts payable.
 - Checks and Check Register dated 3/08/2022 in the amount of \$3,802.34 for accounts payable. This included check #s 10843-10850.
 - Transmittal voucher dated 3/1/2022 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 2/28/2022.
 - Commissioner Doyle reviewed the CPI and advised the other commissioners that the CPI should be based on the Seattle urban wages and there was a brief discussion.
 - Commissioner Shellhamer brought up paying all employees by direct deposit. Secretary Berg presented the costs for direct deposit through Quickbooks. The cost is \$109 a month plus \$2 for each employee. After a brief discussion, Commissioner Shellhamer made a motion to have Secretary Berg transition from paper checks to direct deposit. Commissioner Scopa seconded. Chairman Shellhamer called for any more discussion and then for a vote. The motion was unanimously approved.
8. **Meeting Day & Time – action** – After a brief discussion, it was decided to have the meeting on the second Thursday of the month at 9:00 a.m. starting in May. Secretary Berg will have a resolution to present next month to change the day and time.
 9. **Station Improvements – no action** – Commissioner Doyle and Chief Weiss have been working on the details. There is a supply chain issue. It is looking like it will be about a 10 month wait to get a residential unit. Commissioner Doyle would recommend using Coach Corral as they would be the easiest since they did the previous unit and they do a complete site set up.
 10. **Chief Report – no action** –
 - **COVID 19 Report** - Chief Weiss gave an update on Covid 19 in the county and the reservation. The mask mandate expires at 11:59 p.m. tonight (for public areas).
 - **Statistical Report** – Chief Weiss gave an update on call statistics.
 - **Meetings** – Chief Weiss did attend the Skagit County Fire Chiefs meeting last month. He received information to get free smoke detectors to give to residents in the area (and install). The Skagit Valley College Foundation Director talked about having relationships in the fire service program. He also discussed having a fire academy for all Skagit County Fire agencies at the college. Bob Welch from the Critical Incident Team passed away recently.
 - **911 Tax Increase** – Skagit 911 is proposing a 1/10 of 1% increase for the sales tax for 911. Some chiefs have been discussing some of the issues they see. Chief Weiss is following. Chief Weiss did send out to the commissioners what the current source of revenue is at Skagit 911.
 - **WSRB** – We have been working on getting the necessary items ready for the ratings bureau. They will be here on April 14th.
 - **Station One Sleeper Quarters** – Chief Weiss feels like we really need to have sleeper quarters at the NW end of the District. He would like to add staffing and bedrooms to Station One but we would need to change the use of the station. This would be the quickest and cheapest route to have staffing over by the Casino. He feels that our call volume will continue to increase in that area. Anacortes has approached Chief Weiss about going in together on a new station but he doesn't feel that's most cost effective for us at this time.
 - **Shelter Bay CPR** – Chief Weiss and Captain Ladd will be having a CPR

- class in Shelter Bay on Saturday.
- **Oil Spill Training** – There will be some oil spill training coming up thanks to the Swinomish Tribe and Brian Geer.
 - **CAER Drill**- There will probably be a CAER drill in September.
 - **Pilot Program** – The Swinomish Police are starting up a pilot program to help individuals with mental issues in the tribe. They have asked if we could help in any way and Firefighter Schram is willing to take that on.
11. **Medical Officer Report – no action** – Captain Ferrell gave an update on transports. For the month of February, we had 27 transports. So far for March, we are well below that. On Wednesday he will be holding a report writing refresher to help tighten up the reports.
12. **Training Officer Report – no action** – Lieutenant Jenkins gave an update on training in the District. He informed the commissioners that training is back in full swing. Last Wednesday, La Conner came and did search training with District 13. Some of the other items Lieutenant Jenkins discussed: they are working with the probationary firefighters to get things signed off, they are going to be working on hose training with La Conner, they have an officer's live training coming up at the end of the month and they will be having mandatory EVIP. Lieutenant Jenkins has asked firefighter Schram to have a Wednesday night training on mental health and Lieutenant Harris is going to be having an academy for the new people starting April 5th for about 6 weeks. Currently there are 8 firefighters that are signed up to go through it. Lieutenant Jenkins is looking into attending an EMS conference in Florida with Captain Dent courtesy of HollyFrontier.
13. **Specialty Training Report – no action** – Captain Olbu is looking at having a marina drill in May, July and September. He is also looking at having a water rescue class and an auto extrication class.
14. **Assistant Chief Report – no action** –
- Assistant Chief Jurdi met with the mechanic to work out a schedule for maintenance for all the vehicles. All vehicles should be done by the end of the summer.
 - Assistant Chief Jurdi is going to put in for the DNR grant that just came out for operations for \$100,000. He is thinking of putting in for a tender which the \$100,000 would be a substantial amount towards that.
 - The PPE grant is due next week and he is just getting it finalized.
 - District 13 is going to be hosting a wildland fire operations class (S219).
15. **Good Morning District 13 – no action** – No report - Captain Ladd was unable to attend the meeting. Chief Weiss is going to be looking into a community paramedicine program that may encompass it.
16. **DEM Report – no action** – Captain Taylor gave his DEM report and a CERT report. DEM is going to be having a database for all DEM and CERT volunteers. The CERT trailer is operational at the Swinomish PD. Brian Geer is trying to recruit some younger people into the CERT and HAM programs.
17. **Good of the Order** – Chief Weiss is liking the energy around the station.
18. **Adjourn** at 10:08 a.m.

Dated this 8th day of April, 2022.

Chairman/Commissioner
Skagit County Fire District 13

District Secretary, Tracy Berg

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