

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



MEETING MINUTES
April 8th, 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 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, Chief Wood Weiss, Assistant Chief Jamie Jurdi, District Secretary Tracy Berg, Lieutenant Drew Jenkins, Chief Administrative Assistant Chris Weiss (Zoom) 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 March 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 4/1/2022 in the amount of \$64,192.30. This included payroll check #s 10869-10900, DD1001-DD1003 and EFTPS in the amount of \$55,811.95 and check #s 10851-10868 in the amount of \$8,380.35 for accounts payable.
 - Checks and Check Register dated 4/08/2022 in the amount of \$9,449.44 for accounts payable and payroll liabilities. This included check #s 10901-10906.
 - Transmittal voucher dated 4/1/2022 in the amount of \$95,000.00.
 - 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 will send out financial reports for March 2022 on April 12th after the county has uploaded their reports for March.

- Commissioner Doyle brought up the fact that we should consider inflation as well as the CPI when salary reviews / performance reviews are completed. After a brief discussion, Commissioner Doyle offered to look into the impact of inflation on the CPI and report back at a later date.
8. **Swinomish Tribe Interlocal Agreement Addendum #1 – action -**
Commissioner Shellhamer made a motion to approve the Swinomish Indian Tribal Community Addendum #1 to the 2021 Interlocal Agreement between The Swinomish Indian Tribal Community and Skagit County Fire District 13. Commissioner Doyle seconded. Chairman Shellhamer called for any more discussion and then for a vote. The motion was unanimously approved.
 9. **Mission Statement – action** – Commissioner Shellhamer made a motion to approve the presented mission statement “Skagit County Fire District 13 is devoted to protecting lives and property by providing professional emergency services to our community, neighbors and visitors. We train for the worst to give you the best.” Commissioner Doyle seconded. Chairman Shellhamer called for any more discussion and then for a vote. The motion was unanimously approved.
 10. **Resolution 2022-04-01 / Meeting Day & Time – action** – Commissioner Shellhamer made a motion to change our meeting date to the second Thursday of the month at 9:00 a.m. Commissioner Doyle seconded. Chairman Shellhamer called for any more discussion and then for a vote. The motion was unanimously approved.
 11. **Station Improvements – no action** – Commissioner Doyle gave an update on the new resident unit. He is still waiting to hear back from multiple manufacturers. He is hoping to have something to share at the next meeting.
 12. **Chief Report – no action –**
 - **COVID 19 Report** - Chief Weiss gave an update on Covid 19 in the county and the reservation.
 - **Statistical Report** – Chief Weiss gave an update on call statistics.
 - **Meetings** – Chief Weiss attended the County Chief’s meeting but had nothing new to report.
 - **911 Tax Increase** – Chief Weiss did not have anything new to report.
 - **WSRB** – We have been working on getting the necessary items ready for the ratings bureau. They will be here on April 14th.
 - **Crisis Response Unit** – EMT Andrew Schram has teamed up with the Swinomish Police to start the process to build a hybrid program that will allow for him to respond to mental health, detox and rehab calls. He will be riding with the police as an EMT. He will be getting paid from the Tribe but will still be an EMT with District 13.
 - **Promotion of Drew Jenkins** – Lieutenant Jenkins was presented his lieutenant badge and he gave his officer oath.
 - **Station One Sleeper Quarters** – Chief Weiss would like to proceed with looking into making upgrades at Station One. The Commissioners agreed to have him do this.
 - **Tulip Parade** – La Conner is having their tulip parade at 2:00 p.m. on Saturday.

13. **Medical Officer Report – no action** – Lieutenant Drew Ferrell was unable to attend the meeting. OTEPS are coming up in May.
14. **Training Officer Report – no action** – Lieutenant Jenkins gave an update on training including the in-house academy. Wednesday night trainings have been moved to the second and fourth Wednesday nights due to fuel prices and it being very expensive for everyone coming from other areas. The first training of the month is the association meeting and it is hybrid. Lieutenant Jenkins is looking into having a family day the end of May at the softball fields. The duty chiefs just started doing shift evaluations for all the probationary firefighters and students after every shift.
15. **Specialty Training Report – no action** – Captain Olbu was not able to attend but is having a vehicle extrication class May 13th and 14th. Chief Weiss is going to try to have introductory specialty classes on Wednesday night trainings. Captain Dent would like to host a hazmat class for those that need that as well.
16. **Assistant Chief Report – no action –**
 - Assistant Chief Jurdi has been working on the pre-incident plans. He is planning on having them completed by next Thursday.
 - The DNR phase 2 grant was awarded to us. The total was just over \$16k. We do have to pay a 10% match.
 - Assistant Chief Jurdi submitted the DNR PPE grant last week.
 - Assistant Chief Jurdi also submitted the DNR operations grant to hopefully help with a tender.
 - Chief Weiss and Assistant Chief Jurdi attended a wildland operations class last week.
 - Someone broke into the fenced area of Station One again. There was a discussion about adding cameras.
 - There was a brief discussion about the training center and some of the issues that have come up.
17. **Good Morning District 13 – no action** – No report - Captain Ladd was unable to attend the meeting. Lieutenant Jenkins gave a brief report.
18. **DEM Report – no action** – Captain Taylor gave his DEM report and a CERT report. DEM is planning on a Shelter Bay Preparedness Fair on the 15th of May. Captain Taylor also spoke about the various fault lines for earthquakes in our area and why we should be prepared.
19. **Resignation of Commissioner Scopa** – Commissioner Scopa has submitted her letter of resignation due to the fact she has moved out of the area.
20. **Good of the Order** – Commissioner Shellhamer received a very nice compliment from his neighbor about District 13. The town of La Conner is going to be hiring Chief Reinstra as their full time chief.
21. **Adjourn** at 10:00 a.m.

Dated this 12th day of May, 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.