

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



MEETING MINUTES
June 9th, 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 Jeremy (JJ) Wilbur, Chief Wood Weiss, Assistant Chief Jamie Jurdi, Captain Gary Ladd, District Secretary Tracy Berg, Chief Administrative Assistant Chris Weiss, Lieutenant Drew Jenkins, Firefighter Andrew Schram, Firefighter Bobbie Scopa and Captain Ted Taylor. Guests present were Bill Reynolds from the La Conner Weekly News and Karen Miltenberger from Nicholson & Associates.
5. **Public Comment** – N/A
6. **Approval of Minutes – action** – District Secretary Berg presented the minutes from the May 12th, 2022 special 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 6/1/2022 in the amount of \$74,258.54. This included payroll check #s 10952-10962, DD1029-DD1054 and EFTPS in the amount of \$57,251.38 and check #s 10963-10984 in the amount of \$17,594.81 for accounts payable.
 - Checks and Check Register dated 6/9/2022 in the amount of \$12,665.06 for accounts payable. This included check #s 10985-10998.
 - Transmittal voucher dated 6/1/2022 in the amount of \$80,000.00.
 - 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 5/31/2022.
8. **Insurance – no action** - Karen Miltenberger from Nicholson & Associates gave a presentation on the quote they sent over a couple of weeks ago and also other types of insurance her company offers. They also have a Washington State Risk Management Group that offers a discounted rate for certain trainings. They do have annual meetings. She offered to have a workshop to go over the details.
 9. **Station Improvements – no action** – Commissioner Doyle sent out an estimate that he received from Coach Corral. He has been trying to get two other estimates but the other companies have not responded. Commissioner Doyle did meet with Coach Corral to go over the site and answer any questions they had. He is also hoping the tribe can help us move forward with our project. The time frame to get the unit through Coach Corral is 3 months.
 10. **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 Chief's meeting. Dispatch is close to 50% staffing right now which is very concerning. Chief Weiss also attended the Chief's Conference and the Commissioner's Conference. The main topics were policies and procedures, firefighter evaluations, exit interviews and physicals. He would like to form a committee to go over our policies and update them. He would like for himself, Secretary Berg, Commissioner Doyle, Captain Ladd and Assistant Chief Jurdi on the committee.
 - **Physicals** – Chief Weiss has asked Commissioner Wilbur to see if the clinic could help us out with employment physicals when we hire new shifters.
 - **Tactical Vests** – Chief Weiss has been watching some of the things happening around the country and he is thinking we need to start looking into getting a kill kit for protection for our members. Lieutenant Jenkins is helping him look into pricing.
 - **Community Paramedicine Program** – Chief Weiss is still working on getting this program going. He would like to have two members full time working four days a week, ten hours a day. The program would be similar the ones at the fire departments in San Juan and Tulalip Bay. They are still in the beginning stages figuring out the program. Once they have completed the homework, it will be brought to the Tribal Senate to see if they will help with funds to have the program move forward.
 - **Forcible Entry Door Prop** – Chief Weiss and Captain Ferrell have been researching a forcible entry door prop. They cost about \$8,000.00. There are neighboring districts that are also interested in using it.
 11. **Medical Officer Report – no action** – Captain Drew Ferrell was unable to attend the meeting.
 12. **Training Officer Report – no action** – Lieutenant Jenkins gave an update on upcoming training. He is looking into having an active shooter drill. The academy is finished. Two of the recruits have moved into shifter positions. He would like to see the trainees have a couple of 24 hour shifts before moving into shifter

shifts.

13. **Specialty Training Report – no action** – Captain Olbu gave an update on specialty training that is coming up.
14. **Assistant Chief Report – no action** –
 - All four engines are getting their pump testing done today.
 - They had their last demo for Jaws of Life last night. They have narrowed it down to 2 different models.
 - A hose cleaner is under \$600. Chief Weiss said we could just order.
 - The DNR tools, equipment and supplies are starting to come in.
 - Six of our firefighters did the red card training last weekend. They will be finished up this weekend.
 - Chief Weiss and Assistant Chief Jurdi decided to take the tender off the wildland response list. They are possibly thinking of adding an ambulance though.
15. **Morning District 13 – no action** – Captain Ladd gave an update on the Good Morning District 13 program. He has interviews with 3 potential new people this week.
16. **DEM Report – no action** – Captain Taylor gave his DEM report. They had the preparedness fair last weekend but the weather was very rainy. There is a marina fire drill on June 22nd. He also presented a tsunami inundated map for Skagit County.
17. **Executive Session** – Adjourned at 10:24 a.m. for 30 minutes for *RCW 42.30.110 (1) (g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee*. Reconvened at 10:54 p.m. No action taken.
18. **Good of the Order** – Family BBQ is this Saturday at 2:00 p.m.
19. **Adjourn** at 10:55 a.m.

Dated this 14th day of July, 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.