

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



**MEETING MINUTES**  
**July 14<sup>th</sup>, 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, Chief Administrative Assistant Chris Weiss, Lieutenant Drew Jenkins (zoom), Firefighter Andrew Ferrell (zoom), Captain Chris Olbu and Captain Ted Taylor. Guest present was Bill Reynolds from the La Conner Weekly News. Commissioner Wilbur was unable to attend due to another meeting conflict.
5. **Public Comment** – N/A
6. **Approval of Minutes – action** – District Secretary Berg presented the minutes from the June 9<sup>th</sup>, 2022 meeting and the July 5<sup>th</sup> 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 7/1/2022 in the amount of \$94,541.13. This included payroll check #s 10999-11009, DD1055-DD1080 and EFTPS in the amount of \$54,456.59 and check #s 11010-11030 in the amount of \$40,164.89 for accounts payable.
  - Checks and Check Register dated 7/14/2022 in the amount of \$9,851.48 for accounts payable. This included check #s 11031-11044.
  - Transmittal voucher dated 7/1/2022 in the amount of \$110,000.00.
  - 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 6/30/2022.
8. **Newspaper of Record – action** – Commissioner Shellhamer made a motion to have the La Conner Weekly News as our official newspaper of record. Commissioner Doyle seconded. Chairman Shellhamer called for any more discussion and then for a vote. The motion was unanimously approved.
  9. **Amended Employment Contracts – action** – The employment contracts of Chief Weiss and Assistant Chief Jurdi were amended to allow for both of them to be compensated for a wildland deployment. Commissioner Doyle made a motion to approve the amended employment contracts. Commissioner Shellhamer seconded. Chairman Shellhamer called for any more discussion and then for a vote. The motion was unanimously approved.
  10. **Station Improvements – no action** – Commissioner Doyle will be meeting with Coach Corral next Wednesday to discuss the next steps to move forward on the housing unit. Chief Weiss is also wanting to look into a porch/deck area between the two units and also wanting to look into getting a new sign.
  11. **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 lunch last Monday but had nothing to report.
    - **Physicals** – Chief Weiss has asked Commissioner Wilbur to see if the clinic could help us out with employment physicals when we hire new shifters but has not heard back yet whether or not that can be an option.
    - **Tactical Vests** – Chief Weiss is still looking into purchasing tactical vests.
    - **Community Paramedicine Program** – Chief Weiss has been trying to get the funding for this program. He has made a presentation to the Community Impact Meeting to see if this program is something they can help us with.
    - **Forcible Entry Door Prop** – Chief Weiss is still looking into getting this prop.
  12. **Medical Officer Report – no action** – Captain Drew Ferrell gave an update on medical records and transports. He has also been working with the individuals that have been impacted by the recent CPR calls.
  13. **Training Officer Report – no action** – Lieutenant Jenkins gave an update on upcoming training. They have been working with the students to try and get them on shift. He is trying to coordinate an Active Shooter drill with the Swinomish Police. They will be doing some training over at the Casino in the next couple of weeks.
  14. **Specialty Training Report – no action** – Captain Olbu gave an update on specialty training that is coming up. The marina fire drill went really well. They have been doing more training on shift.
  15. **Assistant Chief Report – no action** –
    - All engines passed their pump tests.
    - Brush trucks are back on daily rig checks.
    - Station One area was mowed by Anacortes.
    - Six firefighters finished up the red card class. We currently have 12 red

carded firefighters.

- He is meeting with SeaWestern next week to look at a few items.

16. **Morning District 13 – no action** – Captain Ladd was unable to attend the meeting. We do have a few new members.

17. **DEM Report – no action** – Captain Taylor gave his DEM report. CERT has been having challenges to get new members. They are planning on a BBQ in September. They have changed the training to online instead of in person. He is working with Brian Geer from the Swinomish Police on an evacuation plan for Shelter Bay. They are planning on having the Great Shake Out event again in October.

18. **Adjourn** at 9:46 a.m.

Dated this 11<sup>th</sup> day of August, 2022.

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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.*