

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



**MEETING MINUTES**  
**October 13<sup>th</sup>, 2022**

1. **Call to order** – Chairman Doyle called the meeting to order at 9:00 a.m.
2. **Flag Salute** – Chairman Doyle lead those present in the Pledge of Allegiance.
3. **Consent Agenda – action** – Commissioner Shellhamer moved to approve the agenda. Commissioner Doyle seconded. Commissioner Doyle called for any more discussion and then for a vote. The motion was unanimously approved.
4. **Attendees – no action** – Present were Commissioner Bruce Shellhamer (Zoom), Commissioner Jeremy Wilbur (Zoom), Commissioner John Doyle, Chief Wood Weiss, Assistant Chief Jamie Jurdi, District Secretary Tracy Berg, Chief Administrative Assistant Chris Weiss, Captain Andrew Ferrell, Firefighter Andrew Schram (Zoom), Captain Gary Ladd, Captain Chris Olbu and Captain Ted Taylor. Guest present was Bill Reynolds from the La Conner Weekly News.
5. **Public Comment** – N/A
6. **Approval of Minutes – action** – District Secretary Berg presented the minutes from the September 8<sup>th</sup>, 2022 meeting. Commissioner Shellhamer made a motion to approve the meeting minutes. Commissioner Doyle seconded. Commissioner Doyle 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 10/1/2022 in the amount of \$188,365.58. This included payroll check #s 11143-11151, DD1127-DD1148 and EFTPS in the amount of \$64,942.25 and check #s 11122-11142, 11152 in the amount of \$123,423.33 for accounts payable.
  - Checks and Check Register dated 10/11/2022 in the amount of \$8,200.87 for accounts payable. This included check #s 11153-11162 and one electronic payment.
  - Transmittal voucher dated 10/1/2022 in the amount of \$75,000.00.
  - Commissioner Shellhamer moved to approve the checks and check registers as presented. Commissioner Wilbur seconded. Chairman Doyle called for any more discussion and then for a vote. The motion was unanimously approved.
  - District Secretary Berg previously emailed the financial reports ending 9/30/2022.

8. **Addendum to Interlocal Agreement – action** – Commissioner Shellhamer made a motion to accept the addendum to the interlocal agreement between Fire Districts 11, 13, 17 and the City of Anacortes which adds a hold harmless clause for the live training prop. Commissioner Wilbur seconded. Chairman Doyle called for any more discussion and then for a vote. The motion was unanimously approved.
9. **Station Improvements – action** – Commissioner Doyle has been working with the Swinomish Planning and Permit Department. They have asked us to follow up with several things with Carletti Architects and Coach Corral to finish the permit application. Carletti Architects are doing a design update from the previous plan and should be done with that next week. They do need a contract signed to complete the additional work on that plan. The cost to complete that plan is \$6,000. Commissioner Shellhamer made a motion to approve the \$6,000 for the additional work. Commissioner Wilbur seconded. Chairman Doyle called for any more discussion and then for a vote. The motion was unanimously approved. Commissioner Doyle is hoping to get the rest of the materials to the planning department next week.
10. **Chief Report – 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 had a meeting with an individual that can provide IT to our district. He also met with two individuals who run separate Community Paramedicine programs.
  - **Community Paramedicine Program** – Chief Weiss is currently interviewing three individuals for the positions. He plans on having a decision made by next week.
  - **Drew Bono / IT** – Drew Bono is a firefighter/officer with Darrington Fire but he does a lot of IT work for various fire districts in our county. Chief Weiss presented an estimate that Drew provided to upgrade our MDTs. The main item that needs to be done is to get our MDT's functioning properly. The cost to upgrade the Chief's Expedition, Battalion F-350 and A1329 to all new computers (including hardware, antennas, docking station, etc.) would be approximately \$9,740. He would also be available to help with all of our computers, wi-fi, modems, etc. Chief Weiss would like to move forward with hiring Drew. Commissioner Shellhamer made a motion to accept this estimate. Commissioner Wilbur seconded. Chairman Doyle called for any more discussion and then for a vote. The motion was unanimously approved.
  - **Full Time Firefighters** – Chief Weiss would like to move forward in two weeks to look into hiring two full time firefighter positions. He asked the commissioners blessings to start accepting applications. They all agreed.
  - **Forcible Door Prop** – The Swinomish Police are ordering the door prop. Chief Weiss has let them know we will pay up to \$4,000 towards it. Commissioner Shellhamer made a motion to pay \$4,000 to the Swinomish Tribe to purchase the forcible door prop. Commissioner Wilbur seconded. Chairman Doyle called for any more discussion and then for a vote. The motion was unanimously approved.

- **Challenge Coins / Logo** – The Association is getting ready to buy some challenge coins and they would like to use the District logo. The commissioners all agreed that this would be great!
  - **2 Person Shifts** – Chief Weiss has been talking with the Everson Fire Department. They have similar call volume as District 13. They do 2 person shifts. Chief Weiss would like to explore using 2 person shifts because we are having staffing issues. A lot of times, a third person is around but he would just like to explore using 2 instead of 3 at certain times.
  - **Levy Rate** – Our new levy rate for 2023 dropped to 0.63601. Chief Weiss would like to set up a committee to explore going out to the tax payers to increase that rate. Commissioner Shellhamer volunteered to be a part of this committee.
  - **New Members** – We have a few new members; Lucas Villard and Dalton Mitchell. Both have volunteered with us in the past.
  - **Phones** – Lieutenant Cole Harris came to the meeting to talk about phones in the vehicles. Currently, one of the vehicles has a flip phone. He would like to replace that one with a smart phone. Also, there are two smart phones that he would like to see Active 911 added to. Chief Weiss said they can make that happen.
  - **Live Fire** – The live fire that was scheduled for this month has been rescheduled due to some asbestos that was found in the floor.
11. **Medical Officer Report – no action** – Captain Drew Ferrell gave an update on medical records and transports. He is working on getting a new app, Pulse Point. He also explained the benefits of this new app. There were 19 transports last month.
  12. **Training Officer Report – no action** – Lieutenant Jenkins was unable to attend the meeting.
  13. **Specialty Training Report – no action** – Captain Olbu gave an update on specialty training.
  14. **Assistant Chief Report – no action** –
    - Assistant Chief Jurdi informed the board that they were deployed to the Bolt Fire a couple of weeks ago. They were there for five days. The fire is still burning.
    - All of the SCBA packs were tested last week.
    - They found a shop to fix the ambulance.
  15. **Morning District 13 – no action** – Captain Ladd had nothing new to report.
  16. **DEM Report – no action** – Captain Taylor gave his CERT and DEM report along with the HAM radio report (with help from Gary Ladd). The Great Shake Out is next week on the 20<sup>th</sup>. The tsunami sirens will go off for this.
  17. **Good of the Order** – Commissioner Doyle thanked Ted Taylor and Gary Ladd for all their hard work with the CERT program and the HAM radio program.
  18. **Adjourn** at 9:49 a.m.

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