

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



**MEETING MINUTES**  
**December 8<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 Shellhamer moved to approve the agenda as presented with one item added. 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 JJ Wilbur, Chief Wood Weiss, Assistant Chief Jamie Jurdi, District Secretary Tracy Berg, Captain Gary Ladd, Captain Andrew Ferrell, Firefighter Andrew Schram, Captain Chris Olbu, Lieutenant Drew Jenkins (Zoom) and Captain Ted Taylor. Guest present was Bill Reynolds from the La Conner Weekly News (Zoom).
5. **Public Comment** – N/A
6. **Approval of Minutes – action** – District Secretary Berg presented the minutes from the November 10<sup>th</sup>, 2022 meeting and the November 18, 2022 special meeting. Commissioner Shellhamer made a motion to approve the meeting minutes. Commissioner Wilbur 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 12/1/2022 in the amount of \$94,509.39. This included payroll check #s 11222-11230, DD1172-DD1197 and EFTPS in the amount of \$63,085.65 and check #s 11201-11221 in the amount of \$31,423.74 for accounts payable.
  - Checks and Check Register dated 12/08/2022 in the amount of \$3,881.02 for accounts payable. This included check #s 11231-11237.
  - Transmittal voucher dated 12/1/2022 in the amount of \$90,000.00.
  - 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 11/30/2022.
8. **Amendment to Chief Contract – action** – Commissioner Shellhamer would like to extend the Chief's contract by one month so that a job evaluation can be done. He would also like to compensate him for going above and beyond his normal duties when he mobilized for wildfires in the summer of 2021. The District was compensated for his time but his contract did not allow for him to be compensated. Commissioner Shellhamer would like to compensate him for the amount that the District was compensated. This would be a one-time bonus of \$5,000. The remainder of his contract remains unchanged. Commissioner Shellhamer called for a vote. The amendment passed unanimously. Commissioner Shellhamer also brought up some information about the cost of living and the current CPI percentage (8.9%). Commissioner Shellhamer wants to make sure we are staying competitive with our shifters salaries and was pleased to see that we did increase their pay by 12.5% this year (which is above the inflation rate). He would like to make sure we stay competitive as we look at shifter salaries next year.
  9. **Elect 2023 Chair and Vice Chair – action** – Commissioner Doyle nominated Commissioner Shellhamer to be the chair. Commissioner Wilbur seconded. Commissioner Shellhamer nominated Commissioner Doyle to be the vice chair. Commissioner Wilbur seconded. Chairman Shellhamer called for any more discussion and then for a vote. The nominations were unanimously approved.
  10. **Life Flight – no action** – Commissioner Doyle spoke about an insurance policy from Life Flight. He would like for the District to offer something like this. He will follow up with Life Flight and see if there is something like this locally.
  11. **Station Improvements – no action** – Commissioner Doyle gave an update on the permit process. We are in full compliance now and should be moving forward.
  12. **Chief Report – action** –
    - **COVID 19 Report** - Chief Weiss gave an update on Covid 19 in the county.
    - **Statistical Report** – Chief Weiss gave an update on call statistics.
    - **Meetings** – Chief Weiss attended a meeting about GEMT. It looks like our cost reimbursement is going to be significantly less this year. Chief Weiss also went and spoke with the Tribe about funds for next year. Chief Weiss also went to a meeting about what has been going on at the hospitals. The patient drop off to the hospitals have been taking longer due to them being overloaded.
    - **Community Paramedicine Program** – Jim Rineheart, the Assistant Chief from Tulalip Fire, came up yesterday to talk about the community paramedicine program. They talked about starting up, how the program is going to look and what the issues and expectations might be. It was a good meeting.
    - **Full Time Firefighters** – Chief Weiss is still working on some changes for the grant to hire full time firefighters. As soon as the grant comes through, he will move forward with hiring.
    - **Banquet** – The banquet is scheduled for December 14<sup>th</sup>.
  13. **Medical Officer Report – no action** – Captain Drew Ferrell gave an update on

transports. There were 29 transports last month. Medical training and report writing on shifts have been going really well.

14. **Training Officer Report – no action** – Lieutenant Jenkins gave an update on training.
15. **Specialty Training Report – no action** – Captain Olbu gave an update on specialty training.
16. **Assistant Chief Report – no action** –
  - Assistant Chief Jurdi and Chief Weiss met with the training Captain from the fire science program at Skagit Valley College. They would like to use our training facility.
  - Assistant Chief Jurdi has put the old 1339 on an auction site. It's currently at \$2,200.
  - A1329 has some issues with the turbo.
  - Assistant Chief Jurdi updated the Covid manual.
  - E1311 is also having some issues with the pump.
17. **Good Morning District 13 – no action** – Captain Ladd gave his Good Morning District 13 report. He just got a commitment from Shelter Bay to start publishing information about the program every month. They have asked him to give them a short write up every month for their paper.
18. **DEM Report – no action** – Captain Taylor gave his CERT and DEM report. Captain Ladd reported on the process they are working on to build a HAM net for communications.
19. **Executive Session** - Adjourned at 9:59 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 10:30 a.m. Commissioner Shellhamer made a motion to extend Assistant Chief Jurdi's contract until the next meeting. Commissioner Wilbur seconded. Chairman Shellhamer called for any more discussion and then for a vote. The motion was unanimously approved.
20. **Adjourn** at 10:36 a.m.

Dated this 12<sup>th</sup> day of January, 2023.

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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.*