

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



MEETING MINUTES
January 12th, 2023

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 as presented with one item added. 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, Commissioner JJ Wilbur (Zoom), Chief Wood Weiss, Assistant Chief Jamie Jurdi, District Secretary Tracy Berg, Captain Andrew Ferrell, 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 December 8th, 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 12/30/2022 in the amount of \$109,251.20. This included payroll check #s 11241-11248, DD1198-DD1225 and EFTPS in the amount of \$74,522.55 and check #s 11238-11240 and #s 11249-11269 in the amount of \$34,728.65 for accounts payable.
 - Checks and Check Register dated 12/31/2022 in the amount of \$4,070.19 for accounts payable. This included check #s 11270-11276.
 - Checks and Check Register dated 1/1/2023 in the amount of \$15,736.08. This included check #s 11277-11286 and EFTPS.
 - Transmittal voucher dated 1/1/2023 in the amount of \$110,000.00.
 - 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.

8. **Chief and Assistant Chief Contract – no action** – See executive session.
9. **Station Improvements – no action** – Commissioner Doyle gave an update on the resident unit. They are going to get started with the site work this Friday. Commissioner Doyle will be taking on the station improvements next.
10. **Life Flight – no action** – Chief Weiss looked into the costs for Air Lift and Life Flight. He gave the various costs for residents versus firefighters for each company. He will have the applications put on the website for those that are interested.
11. **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 for the year.
 - **Meetings** – Chief Weiss was unable to attend any meetings this month.
 - **Community Paramedicine Program/CARES** – Doctor Russell signed off on the CARES program. Chief Weiss is working on getting it into 911. Captain Ferrell also gave an update on what he and Firefighter Schram have been doing with the program.
 - **Full Time Firefighters** – Chief Weiss is planning on moving forward with hiring full time firefighters soon.
 - **Tribe Vehicle** - The tribe has offered to loan us a vehicle for our CARES program. The commissioners agreed to let Chief Weiss move forward with the tribe with this.
 - **Student** – Tim Wurtz passed his EMT exam. Chief Weiss has been working with Joel Pratt from Anacortes who has been helping our students pass their EMT exam.
12. **Medical Officer Report – no action** – Captain Drew Ferrell gave an update on transports. There were 28 transports last month. There were 305 BLS transports in 2022.
13. **Training Officer Report – no action** – Captain Olbu gave an update on training.
14. **Specialty Training Report – no action** – Captain Olbu gave an update on specialty training.
15. **Assistant Chief Report – no action** –
 - 1329 is scheduled to go in for repairs on January 17th.
 - 1319 had some tires repaired.
 - Our old 1319 auction is over on Monday. If it doesn't meet the minimum, he will put it back on.
 - Station One is getting a new toilet.
 - Chief Weiss, Assistant Chief Jurdi and Captain Dent had live fire training on Wednesday with the college students. They did have several students that are interested in District 13.
 - The new thermal cameras are finally in. They are the smaller ones but they work just the same as the larger ones.
 - Assistant Chief Jurdi has four or five individuals that want to take the red card class.
16. **Good Morning District 13 – no action** – Captain Ladd was unable to attend the

meeting.

17. **DEM Report – no action** – Captain Taylor gave his CERT, HAM and DEM report.

18. **Executive Session** - Adjourned at 10:00 a.m. for 60 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.* At 11:00 a.m. commissioners asked for a 60-minute extension. At 12:00 p.m., the commissioners asked for another 60-minute extension. Reconvened at 1:00 p.m. Commissioner Shellhamer made a motion to extend Assistant Chief Jurdi's contract until the next meeting with a pay increase of 8.9%, to amend District Secretary Berg's contract to include an 8.9% increase along with increasing time to 100 hours a month, a pay increase for Chief Administrative Assistant Weiss of 8.9%, and renew Chief Weiss's contract for two years with a salary increase of 11.47%. Commissioner Doyle seconded. Chairman Shellhamer called for any more discussion and then for a vote. The motion was unanimously approved.

19. **Adjourn** at 1:03 p.m.

Dated this 9th day of February, 2023.

Chairman/Commissioner
Skagit County Fire District 13

District Secretary, Tracy Berg

Unless otherwise indicated all attachments and notes are maintained by the District Secretary.