

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



MEETING MINUTES
February 9th, 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. 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, Captain Andrew Ferrell, Captain Gary Ladd, Captain Chris Olbu and Captain Ted Taylor (Zoom). Guest present was Bill Reynolds from the La Conner Weekly News. Commissioner Wilbur had a work conflict and could not attend.
5. **Public Comment** – N/A
6. **Approval of Minutes – action** – District Secretary Berg presented the minutes from the January 12th, 2023 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 2/01/2023 in the amount of \$96,119.83. This included payroll check #s 11312-11320, DD1226-DD1254 and EFTPS in the amount of \$75,647.27 and check #s 11287-11311 in the amount of \$20,472.56 for accounts payable.
 - Checks and Check Register dated 2/09/2023 in the amount of \$3,918.40 for accounts payable. This included check #s 11321-11325.
 - Transmittal voucher dated 2/1/2023 in the amount of \$350,000.00.
 - 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.
 - Resolution 2023-02-01 – Commissioner Shellhamer made a motion to

- approve resolution 2023-02-01, to protect our levy from prorationing. Commissioner Doyle seconded. Chairman Shellhamer called for any more discussion and then for a vote. The motion was unanimously approved.
- Resolution 2023-02-02 – Commissioner Shellhamer made a motion to approve resolution 2023-02-02, to establish salary increases for district employees. Commissioner Doyle seconded. Chairman Shellhamer called for any more discussion and then for a vote. The motion was unanimously approved.
 - Resolution 2023-02-03 – Commissioner Doyle made a motion to approve resolution 2023-02-03, to establish accounts payable/payroll account balance. Commissioner Shellhamer seconded. Chairman Shellhamer called for any more discussion and then for a vote. The motion was unanimously approved.
8. **Station Improvements – action** – Commissioner Doyle gave an update on the resident unit. He presented several change orders including some credits. The unit is expected to be delivered on Monday. Commissioner Doyle made a motion to approve a check for the remainder of the unit and for a check for 50% down on the change orders. Commissioner Shellhamer seconded the approval of those checks. Chairman Shellhamer called for any more discussion and then for a vote. The motion was unanimously approved. It will be another couple of weeks before they finish it up (decking, sprinklers, etc.) until the unit will be livable.
9. **Chief Report – no action** –
- **Statistical Report** – Chief Weiss gave an update on call statistics.
 - **Meetings** – Chief Weiss had an advisory board meeting with Anacortes. He also met with EMS and the hospitals pertaining to patient drop off. He also met with Chief Hots to get some old electronics and also talk about some of his programs.
 - **Full Time Firefighters** – Chief Weiss is planning on moving forward with hiring full time firefighters soon. He is just waiting for the money to come in from the grant.
 - **Tribe Vehicle** – The tribe will be providing a vehicle for the CARES program. They will also be the ones insuring it.
 - **Garage Door Windows** – Chief Weiss would like to look at adding windows to the garage doors at some point.
 - **Recruit Academy** – We have four people in a recruit academy in Anacortes.
 - **West Skagit Chiefs** – Chief Weiss met with the other West Skagit Chiefs. Guemes Fire needed some help with training so he sent Lieutenant Harris over there to help out with their program.
 - **Stairclimb** – Chief Weiss and some of the firefighters are participating in the Columbia Tower Stairclimb on March 12th.
 - **Wifi Costs** – Chief Weiss received an estimate to upgrade our wifi. The cost was over \$10,000. The commissioners asked for another bid. They all agreed that the cost was excessive.
 - **First Aid/CPR** – Chief Weiss and Captain Ladd have been doing First Aid/CPR classes and have a few more scheduled.
10. **Medical Officer/CARES report – no action** – Captain Drew Ferrell gave an

update on transports. There were 16 transports last month. This month so far there has been 7 transports. They have been handing out flyers about the CARES program including posting on various Facebook pages. Captain Ferrell has two people that he sees every week and seven people on his watch list. Firefighter Schram has about fifteen people on his watch list. They are making a spreadsheet matrix to track the types of calls they are receiving. Captain Ladd asked for a write up to give to Shelter Bay to put in their newsletter about the program. Chief Weiss also stated that the CARES program has been great at providing extra man power as they have had some serious fires lately where the CARES firefighters have been able to jump in.

11. **Training Report – no action** – Captain Olbu gave an update on training. They focused on EVIP training in January. He's working with the firefighters to capture all the training they are completing. They are focusing on hazmat for February.

12. **Assistant Chief Report – no action –**

- 1329 has some mechanical issues. We might need to send it somewhere. It is currently out of service.
- The bathroom repairs are complete at Station One.
- We lost a tic camera on the last boat fire.
- There are a couple of wildland classes that we are going to host this year at our station.

13. **Good Morning District 13 – no action** – Captain Ladd gave an update on Good Morning District 13. He signed up one new person last week.

14. **DEM Report – no action** – Captain Taylor gave his CERT, HAM and DEM report. There are two major drills scheduled for October. One is a community drill on October 7th and the other is the Great Shake Out which is scheduled for October 19th.

15. **Executive Session** - Adjourned at 9:50 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 10:20 a.m. Commissioner Shellhamer made a motion to approve a contract for Battalion Chief Jurdi for two years with a salary of \$65,000 a year. Commissioner Doyle seconded. Chairman Shellhamer called for any more discussion and then for a vote. The motion was unanimously approved.

16. **Adjourn** at 10:22 a.m.

Dated this 9th day of March, 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.