

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



**MEETING MINUTES**  
**May 11<sup>th</sup>, 2023**

1. **Call to order** – Chairman Shellhamer called the meeting to order at 8:00 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, Commissioner JJ Wilbur (Zoom), Chief Wood Weiss, District Secretary Tracy Berg, Captain Andrew Ferrell, Captain Gary Ladd, and Captain Ted Taylor.
5. **Public Comment** – N/A
6. **Approval of Minutes – action** – District Secretary Berg presented the minutes from the April 13<sup>th</sup>, 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 5/01/2023 in the amount of \$95,610.81. This included payroll check #s 11430-11432, 11434-11436, DD1311-DD1338 and EFTPS in the amount of \$75,208.01 and check #s 11413-11429, 11433 in the amount of \$20,402.80 for accounts payable.
  - Checks and Check Register dated 5/11/2023 in the amount of \$43,199.23 for accounts payable. This included check #s 11437-11446.
  - Transmittal voucher dated 5/1/2023 in the amount of \$100,000.00.
  - 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 4/30/2023.

8. **Addendum #2 to 2021 Interlocal Agreement with Tribe – action –**  
Commissioner Shellhamer made a motion to approve the interlocal agreement addendum #2. Commissioner Doyle seconded. Chairman Shellhamer called for any more discussion and then for a vote. Commissioner Wilbur abstained. The motion was unanimously approved.
9. **HR Proposals – no action –** Commissioner Shellhamer, on the advice of our attorney, looked into the cost of hiring an HR consultant. He reached out to several companies and only received one proposal back so far. That proposal is extensive but is also pretty expensive. He is hoping to have some other proposals to present next month.
10. **Station Improvements – no action –** Chief Weiss gave an update on the resident unit. He thinks we should be ready to go in about three weeks.
11. **Chief Report – no action –**
  - **Statistical Report –** Chief Weiss gave an update on call statistics.
  - **Boots –** Chief Weiss is still tossing around some ideas for a boot allowance.
  - **IT –** Chief Weiss is looking in to hiring a new IT company or an individual to take over our IT due to our current IT company closing its business.
12. **Medical Officer/CARES report – no action –** Captain Ferrell gave an update on transports and the CARES program. There were 24 transports last month. He has been working with the Didgwalic Clinic and law enforcement with the CARES program.
13. **Training Report – no action –** Captain Olbu was in training and unable to attend the meeting. Chief Weiss gave a brief update: The marina drill is planned for May 24<sup>th</sup> and the wildland refresher class is this weekend.
14. **Battalion Chief Report – no action –** Battalion Chief Jurdi was in training and unable to attend the meeting. Chief Weiss gave an update on apparatus issues.
15. **Good Morning District 13 – no action –** Captain Ladd gave his monthly Good Morning District 13 report. He signed up two new people since last month.
16. **DEM Report – no action –** Captain Taylor gave his monthly DEM report. La Conner is looking into having a CERT program. The county Department of Emergency Management has some new people. Captain Taylor looked in the cost of MRE's to have on hand in the event of a major incident and found emergency ration supplies (Ready Wise) from Costco for a fraction of the cost of MRE's.
17. **Adjourn** at 8:42 a.m.

Dated this 8<sup>th</sup> day of June, 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.*