

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



MEETING MINUTES
July 13th, 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, Commissioner Jeremy Wilbur, Chief Wood Weiss, Battalion Chief Jamie Jurdi, District Secretary Tracy Berg, Captain Andrew Ferrell, Captain Gary Ladd, Captain Ted Taylor, Captain Chris Olbu and Firefighter Lucas Villard. Bill Reynolds from the La Conner Weekly News was also present.
5. **Public Comment** – N/A
6. **Approval of Minutes – action** – District Secretary Berg presented the minutes from the June 8th, 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 7/01/2023 in the amount of \$102,769.18. This included payroll check #s 11512-11515, DD1366-DD1393 and EFTPS in the amount of \$68,249.33 and check #s 11488-11511 in the amount of \$34,519.85 for accounts payable.
 - Checks and Check Register dated 7/13/2023 in the amount of \$9,451.22 for accounts payable. This included check #s 11516-11528.
 - Transmittal voucher dated 7/1/2023 in the amount of \$125,000.00.
 - 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 6/30/2023.
8. **Employee Handbook – action** – The new employee handbook has been reviewed and now includes the many changes that were suggested. Included in the handbook is a new part time firefighter position. This new part time firefighter position includes a pay increase to help defray the Washington Cares Act and PERS costs which the part time fighter position will now be eligible for. Commissioner Shellhamer made a motion to approve the employee handbook as presented per Resolution 2023-07-01. He would like to reserve the right to amend after the newly hired consultant reviews it. Commissioner Wilbur seconded. Chairman Shellhamer called for any more discussion and then for a vote. The motion was unanimously approved.
 9. **HR Proposals – action** – The commissioners reviewed the two proposals that were received. Everyone thought that Eileen William’s proposal fit our needs the best but Nash Consulting did have some good components as well. Commissioner Shellhamer made a motion to hire Eileen Williams as our HR consultant per her contract. Commissioner Wilbur seconded. Chairman Shellhamer called for any more discussion and then for a vote. The motion was unanimously approved.
 10. **Station Improvements – no action** – Commissioner Doyle and Chief Weiss are getting a punch list ready to give to the contractor.
 11. **New Residence Open House – no action** – The new date for the open house was set for September 23rd to ensure that the house is completed. The time will still be 11 am to 1 pm.
 12. **Chief Report – action** –
 - **Statistical Report** – Chief Weiss presented his statistical reports for the year.
 - **Meetings** – Chief Weiss attended the Impact meeting at the Casino. They should be issuing a check to us for around \$100,000. He also had a meeting with Assistant Chief Laine from Burlington about what vehicle they send for calls in our area. They also have an EMS test protocol that he will share with us for our EMTs. The county will be asking for support for the EMS levy.
 - **Door Prop** – The new door prop is here. They have been trying it out and it is fabulous. There are 6 departments sharing in the cost.
 - **Grant Money** – Chief Weiss has been waiting for the CARES program money to come in. It seems that we need to start billing them monthly.
 - **Skagit Bay Search & Rescue** – Chief Weiss would like to insure the Skagit Bay Search and Rescue boat under our policy so that they can respond quicker than with the Sheriff’s office. The commissioners agreed to have Chief Weiss contact our insurance company to see if it’s possible.
 - **Groundskeeper** – Chief Weiss would like to have someone to take care of the grounds on District property. He would like to pay this person \$240 a month. This person would take care of all the landscaping, cleaning up the property, etc. Commissioner Doyle made a motion to pay a stipend of \$240 a month to a groundskeeper, pending a job description. Commissioner Shellhamer seconded. Chairman Shellhamer called for any more discussion and then for a vote. The motion was unanimously approved.
 - **Asphalt Sealing** – Chief Weiss is working on getting estimates to have the

driveway cracks fixed and sealed.

- **Pictures** – Chief Weiss would like to get photos of all the firefighters and commissioners for the website. Captain Ferrell is working on the background.
 - **Fireworks** – There were quite a few brush fires this year due to fireworks.
13. **Medical Officer/CARES report – no action** – Chief Weiss gave an update on transports and the CARES program. (Captain Ferrel was on a call). They are having everyone read through the county EMS protocols and have them sign that they've read them.
14. **Training Report – no action** – Captain Olbu gave his training report. He has some great training opportunities scheduled.
15. **Battalion Chief Report – no action** –
- 1329 is still in the shop. The part needed to fix it is on backorder.
 - 1319 got new tires on it.
 - AC Jurdi turned down a wildland on the 3rd of July due to the 4th of July. There are quite a few fires on the east side of the state. He thinks they will be called out again soon.
 - We have two new shifters starting. They have been through all the interviews and just need to get on the training schedule.
 - The old ambulance is back on the auction site. It has a \$5,000 reserve.
16. **Good Morning District 13 – no action** – Captain Ladd had nothing new to report for Good Morning District 13.
17. **DEM Report – no action** – Captain Taylor gave his monthly DEM report. Shelter Bay has set up a disaster assistance center. (He showed pictures of the center). Their biggest challenge is recruiting people to help.
18. **Good of the Order – no action** – Commissioner Shellhamer has noticed how nice the hydrants look that were painted. The firefighters are going to paint the one at the station.
19. **Adjourn** at 10:13 a.m.

Dated this 10th day of August, 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.