

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



**MEETING MINUTES**  
**August 10<sup>th</sup>, 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 along with Skagit Bay Search and Rescue members Jim White, Sue White, and Fred Kaufhold.
5. **Public Comment** – N/A
6. **Approval of Minutes – action** – District Secretary Berg presented the minutes from the July 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 8/01/2023 in the amount of \$94,854.80. This included payroll check #s 11551-11554, DD1394-DD1423 and EFTPS in the amount of \$72,967.84 and accounts payable check #s 11529-11550,11555-11557 in the amount of \$21,886.96.
  - Checks and Check Register dated 8/10/2023 in the amount of \$14,621.17. This included accounts payable check #s 11558-11564 for \$3,813.99 and payroll check #s DD1424-1426 and EFTPS in the amount of \$10,807.18.
  - Transmittal voucher dated 8/1/2023 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 7/31/2023.

8. **Employee Handbook – action** – Our newly hired consultant had a few recommendations for our employee handbook. Secretary Berg made the changes to include the recommendations. Commissioner Shellhamer made a motion to approve the employee handbook as amended. Commissioner Doyle seconded. Chairman Shellhamer called for any more discussion and then for a vote. The motion was unanimously approved. Secretary Berg will now send out to everyone (the employees and volunteers).
9. **Station Improvements – no action** – The inspection has been completed. We need to submit payment for the TARO fee. Commissioner Doyle will submit to them today. The contractor has completed all the items that needed to be fixed except for the counter tops. They have agreed to do something about it but Commissioner Doyle has not received a solution yet to fix them.
10. **Chief Report – action** –
  - **Statistical Report** – Chief Weiss presented his statistical reports for the month.
  - **Meetings** – Chief Weiss went to the Fire Tech meeting. It was mostly about recommended units. They are still testing it with District 8 and Sedro-Woolley. The county is going to be on the ballot for the EMS Levy next year. Chief Weiss did meet with EMS Director Josh Pelonio last month and they do want to continue using District 13 for BLS transports.
  - **Skagit Bay Search & Rescue** – The insurance for the boat will be about \$3,000 a year. Chief Weiss wants to be able to call out a boat without having to wait for a Sheriff number because it takes too long. If District 13 can call out the boat, then they can get assigned to the call a lot quicker. District 13 would need to have a call designation for the boat as well. Chief Weiss still needs to work it out with dispatch. Skagit Bay Search and Rescue have tried to be independent but they don't have the funds to purchase annual insurance. Skagit Bay Search and Rescue would also like to be available to help out La Conner Fire. Currently they are insured under the Port when the boat is docked and they are insured by the Sheriff office when they call them out or when they have trainings. Commissioner Doyle made a motion to approve moving forward with this agreement. Commissioner Shellhamer seconded. Chairman Shellhamer called for any more discussion and then for a vote. The motion was unanimously approved. Chief Weiss will look into getting a new MOA created.
  - **Asphalt Sealing** – Chief Weiss has received three bids from three different companies to seal the asphalt at Station Two. One of the bids was remarkably less than the other two. Chief Weiss is going to go look at the work of the least expensive company before he makes a decision on what company to go with. Commissioner Shellhamer made a motion to approve up to \$6,500 plus tax to clean, reseal and restripe the parking lot. If it is more than that, Chief Weiss will need to come back to the board. Commissioner Doyle seconded. Chairman Shellhamer called for any more discussion and then for a vote. The motion was unanimously approved.

- **Pictures** – Chief Weiss would like to get photos of all the firefighters and commissioners for the website, Facebook and a wall at the fire station.
  - **Multi Ray Gas Monitor** – The tribe was able to secure a grant that included 4 multi ray gas monitors for District 13. Chief Weiss thanked the tribe for the monitors.
  - **IT** – 1321 and 1319 are getting new MDT's. We are also getting new Wifi at the station.
  - **CARES** - We received a back log of the CARES grant money. They will send a monthly payment from now on. Chief Weiss is moving forward with hiring the additional 2 people now that the money has come in.
  - **Mobilization Policy** – The mobilization policy was updated to include the same pay as Fire District 14 so that we can be competitive with them. Commissioner Shellhamer made a motion to approve the updated mobilization policy. Commissioner Doyle seconded. Chairman Shellhamer called for any more discussion and then for a vote. The motion was unanimously approved.
11. **Medical Officer/CARES report – no action** – Captain Ferrell gave an update on transports. Everything with the medical officer position is going well. He is still meeting with the Didgwalic Clinic monthly. He did receive some positive feedback from the clinic about a couple of patients. Captain Ferrell is also taking on a new smoke detector program. They will be going door to door to check on people's smoke detectors. There will be hearing impaired smoke detectors available as well. All the smoke detectors are being donated from the Red Cross. Chief Weiss thanked Administrative Assistant Weiss for her hard work getting them.
12. **Training Report – no action** – Captain Olbu gave his training report. Last month's training focused on vertical ventilation. He also had a surface water rescue class. He is working on a new EVIP class for our new hires. He has a rope rescue class coming up next week. The CARE drill will be taking place in September.
13. **Battalion Chief Report – no action** –
- Chief Weiss and BC Jurdi have been talking about bringing 1329 back to the station from the dealership. The part that they think will fix it is on back order with no projected date to be here and they can't get the ambulance to replicate the problem.
  - They are still looking for a ladder truck. Chief Weiss went and looked at one but looks like it wouldn't be a good fit for District 13.
  - The bid for the old 1329 is only at \$1,200 but still has a few days to go. It is out of service now and ready to go.
  - BC Jurdi was called out to a mobilization last month. He took firefighters Stanovich and Grande with him. He also completed his task book and was able to move up a level.
14. **Good Morning District 13 – no action** – Captain Ladd did not have anything new to report. He did have a suggestion/recommendation to move the Good Morning District 13 program under the CARES program and have it managed by Captain Ferrell. The Chief and Commissioners agreed.
15. **DEM Report – no action** – Captain Taylor gave his monthly DEM report. They

are still working on liability coverage for emergency workers that are not CERT certified. Captain Ladd added that they recommend the Chief, assistant chief and duty chiefs become HAM radio users (technician level). At that point he would also recommend that the station purchase 3 or 4 ham radios.

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

Dated this 14<sup>th</sup> day of September, 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.*