

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



MEETING MINUTES
October 5, 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 (Zoom), Chief Wood Weiss, Battalion Chief Jamie Jurdi, District Secretary Tracy Berg, Administrative Assistant Chris Weiss, Captain Andrew Ferrell, Captain Chris Olbu, Captain Ted Taylor, and Captain Gary Ladd. Bill Reynolds from the La Conner Weekly News was also present.
5. **Public Comment** – Bill Reynolds stated that he really liked the open house except for the weather.
6. **Approval of Minutes – action** – District Secretary Berg presented the minutes from the September 14th, 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 10/01/2023 in the amount of \$192,334.59. This included payroll check #s 11634-11639, DD1453-DD1479 and EFTPS in the amount of \$74,202.50 and accounts payable check #s 11609-11633, 11640-11643 in the amount of \$118,132.09.
 - Transmittal voucher dated 9/14/2023 in the amount of \$70,000.00.
 - Transmittal voucher dated 10/1/2023 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 will send out financial reports ending 9/30/2023 when available.

- Resolution 2023-10-01 – Commissioner Shellhamer made a motion to approve the resolution to have an annual open house. Commissioner Doyle seconded. Chairman Shellhamer called for any more discussion and then for a vote. The motion was unanimously approved. Commissioner Shellhamer thanked everyone for all their work on the open house.
 - Chief Weiss and Secretary Berg have been working on the 2024 budget.
8. **Joint Committee w/ Town of La Conner– no action** – Chief Weiss, BC Jurdi and Commissioner Doyle will be meeting with the Town Administrator on Friday, October 6th to discuss the possibility of joint holdings and basically reduce the redundancy of apparatuses between the departments. The Town of La Conner is mostly looking at purchasing a boat and/or a ladder truck. Chief Weiss thinks our top priority is a new tender. The commissioners agreed that having open discussions is a great place to start.
9. **Chief Report – action –**
- **Statistical Report** – Chief Weiss presented his statistical reports for the month. He also went over the statistics for our website and our Facebook page.
 - **Meetings** – Chief Weiss attended the Chief's meeting. The county is going to be signing up to use the Pulse Point App. This will enable people to have the app on their phone which will alert them when someone near them needs CPR. The App will also show where the nearest AED's are.
 - **Skagit Bay Search & Rescue** – Captain Ladd was able to meet with the Sheriff's department and they are okay with Skagit Bay Search and Rescue responding with District 13. Chief Weiss will contact the attorney to create a MOU to move forward. He will also work with dispatch to get a number assigned for call outs. Secretary Berg will contact the insurance company to find out if they will cover the Skagit Bay members.
 - **CARES** – Chief Weiss would like offer a pay range of \$55,000 to \$58,000 so that we can try to be a little more competitive for the CARES firefighter position. Commissioner Shellhamer made a motion to increase the range (from \$52,000). Commissioner Doyle seconded. Chairman Shellhamer called for any more discussion and then for a vote. The motion was unanimously approved. The job will remain open for an additional week, internally only.
 - **Banquet** – Chief Weiss is trying to figure out the logistics of having a banquet off property. He does not have a date yet. Captain Ladd stated that the Association moved and approved the Association sponsoring the excess of the event at their meeting last night.
 - **Gear Manager** – Chief Weiss would like to hire someone to take care of managing the gear. This would include ordering and inventory of all shirts, sweatshirts, bunker gear, etc. He would like to pay them a monthly amount. The commissioners asked how much time would be involved. Chief Weiss will do some research to find out how much time might be involved and bring his request back next month.
 - **IT** – The new IT people have been working on improving our communications within the department. We already have better Wi-Fi, better cell phone coverage and improved MDT's. Chief Weiss would like to look into having

Verizon communications on our tower in the future.

- **Sign** – Captain Ladd, Commissioner Shellhamer, Chief Weiss and Admin. Assistant Weiss have been looking into getting a new sign for the District.
 - **Truck** – The Swinomish Tribe donated a truck to the District. Chief Weiss has taken off the decals and now it's ready to have our decals put on it. He was able to get the truck in the District's name but we did have to pay tax on it.
 - **Conference Room Table** – The Association has pledged 50% of the purchase of a new conference table and chairs. Captain Ferrell is looking into different options.
 - **Scholarships** – Chief Weiss is going to ask the Tribe if they would sponsor a scholarship for a tribal member to attend the Skagit Valley College fire program.
 - **New Hires** – We have had a few people turn in applications lately. We do have a new person starting on October 17th.
10. **Medical Officer/CARES report – no action** – Captain Ferrell gave an update on transports. He also gave an update on MIH calls. He met with the Helping Hands Food Bank. They will be a great resource for the CARES program (and the District). He also met with Didgwalic and found out they will be offering Narcan in vending machines soon. For the Pulse Point app, Captain Ferrell has uploaded all the AED's within our District.
11. **Training Report – no action** – Captain Olbu gave his monthly update on training. He has a tentative date of November 4th for live fire.
12. **Battalion Chief Report – no action** –
- The air refill station was repaired. The SeaWestern technician believes we can get another year or two out of it.
 - 1311's pump was repaired. It's running great.
 - SVC wants to use our search prop for search training.
13. **Emergency Management Report – no action** – Captain Taylor gave his emergency management report. They are looking at a way to get CERT into the schools. He is preparing a disaster preparedness check list for District 13.
14. **Adjourn** at 9:58 a.m. due to Commissioner Doyle needing to leave. Discussions continued until 10:21 a.m.

Dated this 9th day of November, 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.