

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



MEETING MINUTES
September 14th, 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 Jeremy Wilbur, Chief Wood Weiss, Battalion Chief Jamie Jurdi, District Secretary Tracy Berg, Administrative Assistant Chris Weiss, Captain Andrew Ferrell, Firefighter Braden Stanovich, Firefighter Kenna Barnes, Firefighter Connor Parkerson, and Firefighter Jackson Grande. 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 August 10th, 2023 meeting. Commissioner Shellhamer made a motion to approve the meeting minutes. Commissioner Wilbur 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 9/01/2023 in the amount of \$114,433.61. This included payroll check #s 11591-11596, DD1427-DD1452 and EFTPS in the amount of \$78,651.58 and accounts payable check #s 11565-11590 in the amount of \$35,782.03.
 - Checks and Check Register dated 9/14/2023 in the amount of \$5,196.58. This included accounts payable check #s 11597-11608.
 - Transmittal voucher dated 9/1/2023 in the amount of \$150,000.00.
 - Commissioner Shellhamer moved to approve the checks and check registers as presented. Commissioner Wilbur 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 8/31/2023.
 - Chief Weiss and Secretary Berg have started working on the 2024 budget.
 - October Meeting Change – due to the Nicholson and Associates meeting in October, the Commissioner meeting will be October 5th.
8. **Residence Use – no action** – Chief Weiss has decided that he is going to use the new building for residences and the old building for office space.
 9. **Joint Committee w/ Town of La Conner– no action** – Commissioner Doyle met with the Town of La Conner in regards to apparatus purchases (including a boat) and they decided they need to form a joint committee. He is willing to be a representative from District 13 and he would like for Chief Weiss to be on the committee as well.
 10. **Firefighter Swearing In – action** – Chief Weiss swore in Firefighter Andrew Ferrell as a Captain and Battalion Chief Jurdi swore in Firefighter Kenna Barnes and Firefighter Braden Stanovich.
 11. **Chief Report – action –**
 - **Statistical Report** – Chief Weiss presented his statistical reports for the month.
 - **Meetings** – Chief Weiss attended the EMS meeting pertaining to the EMS levy. They are trying to decide when they will be on the ballot.
 - **Skagit Bay Search & Rescue** – Chief Weiss is waiting on Skagit Bay Search and Rescue to get confirmation from the Sheriff's office to be able to utilize the boat.
 - **CARES** – We have an ad out to hire two positions. The internal ad will out for one more week and then it will be extended outside District 13.
 - **EMT Pay / No NREMT** – Chief Weiss would like to be able to pay trained firefighters that have passed the EMT class but not the NREMT, a more comparable rate than a training shift. Commissioner Shellhamer made a motion to pay a trained firefighter that has passed the EMT class but not the NREMT a 24-hour shift pay of \$220.00. Commissioner Doyle seconded. Chairman Shellhamer called for any more discussion and then for a vote. The motion was unanimously approved.
 - **Event Stipend** – Chief Weiss would like to include an event stipend as part of our stipends. The stipend would be equal to the training stipend. Commissioner Shellhamer made a motion to approve the event stipend. Commissioner Doyle seconded. Chairman Shellhamer called for any more discussion and then for a vote. The motion was unanimously approved.
 - **HR Consultant Update** – The HR consultant has been working with us. We are currently working on job descriptions with her help.
 - **EMS Levy** – See above.
 - **Banquet** – Chief Weiss is looking into having the banquet at the casino with the help of Commissioner Wilbur.
 - **Open House** – The open house is September 23rd. Administrative Assistant Weiss has been working on coordinating all the activities. We will be dedicating the new residence unit to past commissioner Larry Kibbee. There will be an ad in the newspaper. Chief Weiss is working on getting a sign to

put up at Shelter Bay.

12. **Medical Officer/CARES report – no action** – Captain Ferrell gave an update on transports. He also gave an update on his medical officer duties. He is currently taking a Certified Crisis Intervention Zoom class.

13. **Training Report – no action** – Captain Olbu was not at the meeting. Chief Weiss gave a brief update on current training events.

14. **Battalion Chief Report – no action –**

- 1329 is back in service but still waiting for a part. There is also an issue with the stair.
- 1311 is finally repaired.
- DNR grant is 90% done. BC Jurdi is still waiting on a couple of items.
- The air bottle refill station is having some issues so SeaWestern is coming to fix it.

15. **DEM Report – no action** – Captain Taylor was not at the meeting.

16. **Adjourn** at 8:38 a.m.

Dated this 5th day of October, 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.