

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



MEETING MINUTES
November 9, 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 Wilbur 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, Chief Wood Weiss, Battalion Chief Jamie Jurdi, District Secretary Tracy Berg, Administrative Assistant Chris Weiss, Captain Andrew Ferrell, Captain Chris Olbu, and Captain Ted Taylor. 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 October 5th, 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 11/01/2023 in the amount of \$122,795.62. This included payroll check #s 11644-11647, DD1480-DD1508 and EFTPS in the amount of \$81,602.54 and accounts payable check #s 11648-11681 in the amount of \$41,193.08.
 - Checks and Check Register dated 11/09/2023 in the amount of \$38,762.50. This included accounts payable check #s 11682-11690.
 - Transmittal voucher dated 11/1/2023 in the amount of \$150,000.00
 - 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 sent out the financial report ending 10/31/2023.

- Resolution 2023-11-01 – Commissioner Shellhamer made a motion to approve the level of accounting services resolution. Commissioner Wilbur seconded. Chairman Shellhamer called for any more discussion and then for a vote. The motion was unanimously approved.
 - Resolution 2023-11-02 – Commissioner Shellhamer made a motion to approve the resolution to increase our levy by 1%. Commissioner Wilbur seconded. Commissioner Shellhamer called for any more discussion and then for a vote. The motion was unanimously approved.
 - Chief Weiss and Secretary Berg presented the budget for 2024. There was a brief discussion about budget shortfalls and then Commissioner Shellhamer made a motion to approve the presented budget. Commissioner Doyle seconded. Commissioner Shellhamer called for any more discussion and then for a vote. The motion was unanimously approved.
8. **Joint Committee w/ Town of La Conner– no action** – Chief Weiss attended the last meeting with the Town of La Conner and let them know we would not be joining in with them to purchase a boat. They did ask him for a letter of support to purchase one on their own. They are hoping to get some help purchasing the boat through a state grant.
9. **Chief Report – action –**
- **Statistical Report** – Chief Weiss presented his statistical reports for the month. Commissioner Shellhamer asked about how many calls are back-to-back calls. Captain Ferrell said he could get him those numbers.
 - **Meetings** – Chief Weiss attended the chief's meeting and found out that there is a new lithium battery holding area (battery farm) being put in in Fire District 2 (and also Sedro-Woolley). The chiefs are trying to find out more details. Chief Weiss also attended the commissioner conference in Marysville last month.
 - **Skagit Bay Search & Rescue** – Chief Weiss is having the lawyer create a MOU for Skagit Bay Search and Rescue and Fire District 13.
 - **CARES** – Chief Weiss, BC Jurdi and Captain Ferrell interviewed 6 people for the 2 open CARES positions. They decided to hire Captain Strinden and Firefighter C. Mardesich for the positions. Their official start date will be December 1st.
 - **Banquet** – Chief Weiss has moved the banquet date to January 24th.
 - **Gear Manager** – Chief Wiess would like to offer a stipend to Lieutenant Harris for taking care of all the gear/clothing. Commissioner Shellhamer made a motion to pay Lieutenant Harris \$200 a month starting December 1st for the gear manager position. Commissioner Wilbur seconded. Chairman Shellhamer called for any more discussion and then for a vote. The motion was unanimously approved.
 - **IT** – Our IT people have been working on the MDT's and the GPS. We are also still having Wi-Fi issues that they are working on.
 - **Sign** – Administrative Assistant Weiss looked into getting a new digital sign for Station 2. She got a quote from two different companies and the cost was over \$30,000. The permit is not included.
 - **Mattresses** - Administrative Assistant Weiss got quotes for three XL twin

mattresses. The cheapest quote was Mattress Depot for \$1,500.

- **New Residence** – There are still a few issues with the new residence and Chief Weiss will get a hold of Coach Corral to get everything fixed.
 - **Special Thanks** – Chief Weiss thanked BC Jurdi, Captain Ferrell and several others that came together to help a gentleman that was being helped by his wife who just became paralyzed. They were able to get Helping Hands to donate materials so that they could put in a ramp for these people.
10. **Medical Officer/CARES report – no action** – Captain Ferrell gave an update on transports. He also gave an update on MIH calls. He is planning on visiting some other CARES programs with Captain Strinden and Firefighter C. Mardesich.
 11. **Training Report – no action** – Captain Olbu gave his monthly update on training.
 12. **Battalion Chief Report – no action –**
 - BC Jurdi has the old ambulance on eBay. The government deals auction was not hitting the minimum. BC Jurdi is hoping to get a better offer through eBay.
 - The Skagit Valley College fire program students came and toured the training center.
 - There are two new trainees that started this month.
 13. **Emergency Management Report – no action** – Captain Taylor gave his monthly emergency management report.
 14. **Good of the Order** – Commissioner Shellhamer thanked all the veterans for their service.
 15. **Adjourn** at 10:05 a.m.

Dated this 14th day of December, 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.