

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



**SPECIAL MEETING MINUTES**  
**December 14, 2023**

1. **Call to order** – Chairman Shellhamer called the meeting to order at 3:00 p.m.
2. **Flag Salute** – Chairman Shellhamer lead those present in the Pledge of Allegiance.
3. **Consent Agenda – action** – Commissioner Shellhamer moved to approve the agenda as presented. Commissioner Doyle 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, Captain Andrew Ferrell, Captain Chris Olbu, Captain Ted Taylor, Captain Gary Ladd, Firefighter Connor Parkerson, Firefighter Braden Stanovich, Firefighter Jackson Grande, Firefighter Cole Mardesich, Captain Jesse Strinden and Trainee Firefighter Trevor Walden. Bill Reynolds from the La Conner Weekly News and Bill Reading from Shelter Bay were also present. Commissioner Wilbur had a conflict and could not attend the meeting.
5. **Public Comment** – N/A
6. **Approval of Minutes – action** – District Secretary Berg presented the minutes from the November 9<sup>th</sup>, 2023 meeting. Commissioner Shellhamer made a motion to approve the meeting minutes. Commissioner Doyle 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 12/01/2023 in the amount of \$111,769.70. This included payroll check #s 11709-11713, DD1509-DD1536 and EFTPS in the amount of \$77,342.71 and accounts payable check #s 11691-11708, 11714-11716 in the amount of \$34,426.99.
  - Checks and Check Register dated 12/14/2023 in the amount of \$12,376.25. This included accounts payable check #s 11717-11727.
  - Transmittal voucher dated 12/1/2023 in the amount of \$110,000.00
  - 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 previously sent out the financial report ending 11/30/2023.
  - Commissioner Shellhamer made a motion to issue payroll corrections to all volunteers and employees that may have worked overtime hours due to staff shortages because of Covid. (This motion stems from our DRS audit where they suggested we pay our highly active firefighters as employees instead of as volunteers. This means we need to pay employees by the hour instead of by shifts.) Commissioner Doyle seconded. Chairman Shellhamer called for any more discussion and then for a vote. The motion was unanimously approved.
8. **EOC Windstorm Exercise – no action** – Captain Ladd is working on an emergency operations exercise with the Emergency Operations Center. They are planning a very large windstorm exercise for the end of March. Brad Reading, chair of the Safety Committee of Shelter Bay, was at the meeting to share his wisdom and expertise with the board. He would like to help the department come up with an incident action plan for the windstorm exercise. Captain Ladd gave some specifics on the items he is working on for the exercise and how it affects District 13.
  9. **Joint Committee w/ Town of La Conner– no action** – La Conner Fire is still working on getting a state grant to help them purchase a boat.
  10. **Chief Report – no action** –
    - **Statistical Report** – Chief Weiss presented his statistical reports for the month.
    - **Meetings** – Next week is the Fire Tech meeting that he will be attending.
    - **Skagit Bay Search & Rescue** – The MOU has been drafted by the attorney. Chief Weiss is working with the insurance company to make sure they understand the need for District 13 to work with Skagit Bay Search & Rescue. He is hoping to have everything done by the next meeting.
    - **Banquet** – The banquet is set for January 24<sup>th</sup>. It will be held at the station.
    - **Sign** – Chief Weiss stated the cost of a sign is too great so we will not be pursuing one at this time.
    - **Tires for 1326** – The tender's tires are pretty much shot. Chief Weiss stated the tires will cost about \$6,000 but he would like to get it done by the end of the year.
    - **CARES 1327** – 1327 is getting a new light bar (the police stated that we could not use the light bar that is currently on it with the blue lights).
  11. **Medical Officer/CARES report – no action** – Captain Ferrell gave an update on transports. There were 34 transports in November which is one of the highest months they've seen. Captain Strinden and Firefighter C. Mardesich have been going full force since December 1st. They have gotten three people into treatment programs already this month. Chief Weiss stated that it has been helpful to have the extra staff on for the high intensity calls. They also worked hard on the schedule to make sure there is CARES coverage on almost every day in January.
  12. **Training Report – no action** – Captain Olbu gave his monthly update on training. They have been working on driver training and pump operations. He

has also been trying to capture more of the training hours.

13. **Battalion Chief Report – no action** – BC Jurdi was in a wildland class but was able to step in to let us know that he has the ambulance still up for auction and it should close on Tuesday.
14. **Emergency Management Report – no action** – Captain Taylor gave his monthly emergency management report. He has been working with Shelter Bay to create a continuity of governance.
15. **Pinning of New Firefighters – no action** – BC Jurdi gave Firefighter Jackson Grande and Firefighter/EMT Logan James their official firefighter oath.
16. **Adjourn** at 3:59 p.m.

Dated this 11<sup>th</sup> day of January, 2024.

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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.*