

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



MEETING MINUTES
January 11, 2024

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 Wilbur 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 (Zoom), Commissioner JJ Wilbur, Chief Wood Weiss, Battalion Chief Jamie Jurdi, District Secretary Tracy Berg, Captain Andrew Ferrell, Captain Chris Olbu, Captain Ted Taylor, Captain Gary Ladd, Firefighter Cole Mardesich, Firefighter Andrew Grossenbacher (Zoom) and Captain Jesse Strinden. Bill Reynolds from the La Conner Weekly News was also present.
5. **Public Comment** – N/A
6. **Appoint Chair / Vice Chair – action** - Commissioner Wilbur nominated Commissioner Shellhamer to be the chair for 2024. Commissioner Shellhamer nominated Commissioner Doyle to be the vice chair for 2024. Commissioner Wilbur made a motion to approve. Commissioner Shellhamer seconded. Commissioner Shellhamer called for any more discussion and then for a vote. The motion passed unanimously.
7. **Approval of Minutes – action** – District Secretary Berg presented the minutes from the December 14th, 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.
8. **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 12/31/2023 in the amount of \$9,980.43. This included check #'s 11737-11750 for accounts payable.
 - Checks and Check Register dated 1/1/2024. This included payroll check #s 11728-11736, DD1537-09-DD1572 and EFTPS in the amount of \$97,330.91.
 - Checks and Check Register dated 1/11/2024 in the amount of \$23,643.13. This included accounts payable check #s 11751-11766.

- Transmittal voucher dated 1/1/2024 in the amount of \$140,000.00
 - 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 sent out the financial report ending 12/31/2023.
 - Resolution 2024-01-01 – Commissioner Shellhamer made a motion to protect our levy from prorationing for 2024. Commissioner Wilbur seconded. Commissioner Shellhamer called for any more discussion and then for a vote. The motion passed unanimously.
9. **Joint Committee w/ Town of La Conner– no action** – Chief Weiss reported there was nothing new to report.
10. **Chief Report – action** –
- **Statistical Report** – Chief Weiss presented his statistical reports for the month of December and for the year.
 - **Skagit Bay Search & Rescue** – The MOU is ready for signatures. Chief Weiss will forward to the commissioners to review and then send to Skagit Bay Search and Rescue for their signatures.
 - **Banquet** – The banquet is set for January 24th. It will be held at the casino this year. The cost will be approximately \$2,600. Chief Weiss asked if the Association could pay for the guests. Captain Ladd said he would take it to the Association to get approval. Commissioner Shellhamer made a motion to have the District pay up to 50% of the bill for the staff of Fire District 13 contingent on the Association picking up the balance to have it at the casino. Commissioner Wilbur seconded. Commissioner Shellhamer called for any more discussion and then for a vote. The motion passed unanimously.
 - **New EMT** – Firefighter Jackson Grande passed his EMT exam.
 - **Refinery** – HF Sinclair Refinery donated \$26,000 to the District to help purchase a power loader. The total cost of the power loader is \$31,798.00. Chief Weiss will also have to pay someone to install it which will be between \$1,500 and \$2,000. Commissioner Shellhamer made a motion to purchase the power loader with installation. Commissioner Wilbur seconded. Commissioner Shellhamer called for any more discussion and then for a vote. The motion passed unanimously.
 - **Conference Room Table and Chairs** – Captain Ferrell found a conference room table with a wood top, same length as our current table but is a smaller width along with conference room chairs from Uline for \$3,400. The previous wood table they were looking at was \$7,000 (just for the table). The Association has pledged to pay 50% of the purchase of the table and chairs. The table will be skinnier, have ports for the cords and look more professional. Commissioner Shellhamer made a motion to approve the purchase of the table and chairs contingent on Commissioner Doyle agreeing with the purchase. If he opposes, we would discuss again next month. Commissioner Wilbur seconded. Commissioner Shellhamer called for any more discussion and then for a vote. The motion passed unanimously.

11. **Medical Officer/CARES report – no action** – Captain Ferrell gave an update on transports with statistical reports for December and for all of 2023. He also presented various CARES graphs.
12. **Training Report – no action** – Captain Olbu gave his monthly update on training. He is planning a live fire training for February 10th. He is planning on having a live fire training every quarter this year.
13. **Battalion Chief Report – no action** – Battalion Chief Jurdi sold the old ambulance for \$9,300.00. He is still looking for a tender and ladder truck. Region 3 is going to be having some training at the college coming up next month and he has a few people signed up to attend.
14. **Emergency Management Report – no action** – Captain Taylor gave his monthly emergency management report.
15. **Adjourn** at 9:54 a.m.

Dated this 8th day of February, 2024.

Chairman/Commissioner
Skagit County Fire District 13

District Secretary, Tracy Berg

Unless otherwise indicated all attachments and notes are maintained by the District Secretary.