

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



**MEETING MINUTES**  
**April 10, 2025**

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 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, Commissioner Jeremy (JJ) Wilbur, Chief Wood Weiss, District Secretary Tracy Berg, Captain Ted Taylor, Captain Chris Olbu, and Andrew Lester.
5. **Public Comment** – N/A
6. **Approval of Minutes – action** – District Secretary Berg presented the minutes from the March 13, 2025 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.
  - Check Register Dated for 4/1/2025 in the amount of \$108,251.14 (Check #'s 12324-12328, DD1976-DD2000 and EFTPS for payroll in the amount of \$89,893.59) (Check #'s 12329-12352 for accounts payable in the amount of \$18,357.55)
  - Check Register Dated 4/10/2025 in the amount of \$13,985.18 (Includes check #'s 12353-12358 for accounts payable)
  - Transmittal for \$170,000.00.
  - Financial Report March 31, 2025
  - Chairman Doyle moved to approve the checks, check registers and the transmittal voucher as presented. Commissioner Wilbur seconded. Chairman Shellhamer called for any more discussion and then for a vote. The motion was unanimously approved.
8. **Old Business – no action -**
  - **Lid Lift Discussion** – Commissioner Shellhamer gave an update on the committee meetings. The committee agreed to have three community meetings in June, one at Station One, one at Station Two and one at Shelter Bay.
9. **Chief Report – no action –**

- **New Firefighters** – We have hired four new firefighters.
  - **Statistical Report** – Chief Weiss gave his monthly statistical report.
  - **ESO / Image Trends** – Chief Weiss got an estimate from Image Trends which starts at \$20,000. He reached out to ESO and they are coming in closer to \$8,000 for the first year and \$5,000 for future years. (ERS which is our current reporting software is no longer supported).
  - **Tender** – Chief Weiss okayed the Chevron for the back of the tender.
  - **Grants** – Chief Weiss wrote a letter to HF Sinclair about our needs. He is asking them for extrication equipment.
  - **Apparatus Repairs** – Engine 1322 is currently getting repairs done at Hughes Fire. Camano Island Fire was able to get 1319 completely serviced.
  - **CARES** – Chief Weiss presented the statistics provided by Captain Ferrell and Captain Strinden for CARES, transports, MIH visits and smoke alarms. He also spoke about peer support check ins.
  - **Training** – The live fire training went great. This month they are training on motor vehicle accidents.
10. **Emergency Management Report – no action** – Captain Taylor gave his monthly emergency management update (with Andrew Lester). They have a wildland table top exercise coming up on May 22<sup>nd</sup>. There was a brief discussion about the exercise.
11. **Adjourn** at 9:42 a.m.

Dated this 8<sup>th</sup> day of May, 2025.

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Chairman/Commissioner, Bruce Shellhamer

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District Secretary, Tracy Berg

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