

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



MEETING MINUTES
December 12, 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 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 (JJ) Wilbur, Chief Wood Weiss, District Secretary Tracy Berg, Battalion Chief Jamie Jurdi, Captain Ted Taylor, Captain Gary Ladd, Captain Jesse Strinden and Firefighter Cole Mardesich. Bill Reynolds from the La Conner Weekly News was also present.
5. **Public Comment** – Bill Reynolds informed the board about events happening in the Town of La Conner. The WNPA (newspaper publisher association) is working behind the scenes to help find a buyer for the newspaper.
6. **Approval of Minutes – action** – District Secretary Berg presented the minutes from the November 14th, 2024 meeting. Commissioner Doyle 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:
 - Check Register Dated 12/3/2024 for \$117,232.50 (Check #'s 12170-12173, DD1868-DD1897 and EFTPS in the amount of \$83,181.20 for payroll) (Check #'s 12174-12192 in the amount of \$34,051.30 for accounts payable)
 - Check Register Dated 12/12/2024 for \$91,191.88 (Check #'s 12193-12207 accounts payable in the amount of \$74,413.20 and check # 12208 and EFPTS in the amount of \$16,778.68)
 - Transmittal \$150,000.00
 - Transmittal \$85,000.00
 - Financial Report November 30, 2024
 - Commissioner Doyle 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.
 - Secretary Berg presented changes to the employee handbook. Included in the changes was a sick leave buyout for the part time firefighters and a pay increase

for the part time/volunteer firefighters. Commissioner Shellhamer made a motion to approve all changes. Commissioner Wilbur seconded. Chairman Shellhamer called for any more discussion and then for a vote. The motion was unanimously approved.

- Commissioner Doyle made a motion to approve Resolution 2024-12-01, allowing commissioners to serve as volunteer firefighters. Commissioner Shellhamer seconded. Chairman Shellhamer called for any more discussion and then for a vote. The motion was unanimously approved.
- Commissioner Doyle made a motion to approve Resolution 2024-12-02, to increase our budget by \$50,000.00. Commissioner Shellhamer seconded. Motion passed unanimously.

8. **Chief Report – action –**

- **Statistical Report** – Chief Weiss gave his monthly statistical report.
- **Lid Lift** – There was a brief discussion about the 2025 election cycle. Chief Weiss stated the school is planning to be on the April ballot. If we want to be on the April ballot we would need to submit our resolution by February 21st.
- **Image Trends** – Chief Weiss has had a few meetings with Image Trends. It is expensive (\$15,000 - 30,000 approx. annually) but it looks like a great program.
- **Lexipol** – Chief Weiss, ACC Tanaka and Secretary Berg are still taking classes to learn the new program. Chief Weiss is hoping it will crank up in January.
- **Tender** – Chief Weiss has been working with Hughes Fire salesperson Darby Hepper to spec out a new stock tender. He is expecting to get a quote in the next few days. The tender will not be ready until August.
- **Banquet** – The date of the banquet is January 22nd at the casino.
- **Grants** – Chief Weiss has been working on the AFG grant that is out now and is due December 20th.

9. **La Conner Fire Department Donations** – Chief Weiss was just informed that the La Conner Fire Department has sent out a letter to Shelter Bay residents asking for funds to help them purchase a fire boat. This was done without his knowledge. He openly supports La Conner Fire purchasing a new fire boat but he has issues with the way the letter was worded. Chief Weiss is mostly concerned about our continued identity crisis. He is also concerned for Shelter Bay because they have insufficient water flow from an antiquated water system so they must depend on tenders to transport water when there are fires. Our tender is over 34 years old so we must purchase a new one (cost is approximately \$700,000). He will need help with this purchase. There was a brief discussion on the best way to inform Shelter Bay that District 13 is their fire district. (Ex: Signs). Captain Ladd stated in the past they did try to inform the residents of Shelter Bay by using the newsletter, board meetings, etc. He agrees that we need a different approach.

10. **Medical Officer/CARES report – no action** – Captain Strinden presented the monthly report statistics for transports and CARES as well as smoke detectors. We are almost out of smoke alarms so he is contacting the Red Cross to see if we can get more for free.

11. **Training Report – no action** – Captain Olbu was not able to attend the meeting so Chief Weiss gave an update on training for November and December. Last week they had a dispatcher from 911 come and do some training with the firefighters. They have also been doing officer training; standardizing training reports, incident reports,

accident review, etc. They have also been setting up a training program for new officers.

12. **Battalion Chief Report – no action** – BC Jurdi is waiting for the DNR wildland grants to open up. He is about to close out the last DNR grant. The battalion vehicle has been fixed and is back in service.
13. **Emergency Management Report – no action** – Captain Ladd gave a brief report; the EOC installation hasn't started yet because the upstairs room hasn't been cleaned out yet. He also stated that if an officer or commissioner has a ham radio license that they should have a radio in their vehicle. He doesn't see any additional expenditures through the end of the year. After the first of the year, they will get wire ran for upstairs and get someone to install the antenna on the roof. Captain Taylor spoke about Shelter Bay's Communiversity program. On January 14th at 6:30 they will be having a Communiversity program about Fire District 13.
14. **Adjourn** at 9:58 a.m.

Dated this 16th day of January, 2025.

Chairman/Commissioner, Bruce Shellhamer

District Secretary, Tracy Berg

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