

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



MEETING MINUTES
January 16, 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 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, Chief Wood Weiss, District Secretary Tracy Berg, Captain Ted Taylor, Captain Jesse Strinden and Firefighter Cole Mardesich. Bill Reynolds from the La Conner Weekly was also present as well as community member Andrew Lester. Brock Ward was also in attendance.
5. **Public Comment** – N/A
6. **Chair / Vice Chair** – Commissioner Doyle made a motion to appoint Commissioner Shellhamer chairperson for 2025. Commissioner Shellhamer seconded. Commissioner Shellhamer called for any more discussion and then for a vote. Motion passed unanimously. Commissioner Shellhamer made a motion to appoint Commissioner Doyle vice chairperson. Commissioner Doyle seconded. Commissioner Shellhamer called for any more discussion and then for a vote. Motion passed unanimously.
7. **Approval of Minutes – action** – District Secretary Berg presented the minutes from the January 16, 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.
8. **Financial and Administrative Reports – action** – District Secretary Berg presented the following checks and check registers for approval by the Board:
 - Check Register Dated 12/31/2024 for \$21,170.83 (Check #'s 12214-12231 for accounts payable)
 - Check Register Dated for 1/5/2025 in the amount of \$106,232.02 (Check #'s 12209-12213, DD1898-DD1925 and EFTPS for payroll)
 - Check Register Dated 1/16/2025 for \$7,880.19 (Check #'s 12232-12246 for accounts payable)
 - Transmittal \$120,000.00
 - Financial Report December 31, 2024
 - 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.

- Resolution 2025-01-01, Protection from Prorating. Commissioner Doyle made a motion to approve the resolution. Commissioner Shellhamer seconded. Commissioner Shellhamer called for any more discussion and then for a vote. The motion was unanimously approved.
- Resolution 2025-01-02, 2025 Salaries and Benefits. Commissioner Doyle made a motion to approve the resolution. Commissioner Shellhamer seconded. Commissioner Shellhamer called for any more discussion and then for a vote. The motion was unanimously approved.

9. **Chief Report – action –**

- **Shelter Bay** – Chief Weiss thanked Captain Taylor for his class he presented to the Shelter Bay community. Chief Weiss stated that Captain Taylor did a great job!
- **Statistical Report** – Chief Weiss gave his monthly and yearly statistical report.
- **Lid Lift** – Chief Weiss would like to be on the November ballot. Both commissioners agreed.
- **Newsletter** – the next newsletter should be out by the end of the month.
- **Image Trends** – Chief Weiss thinks that Image Trends is going to be too expensive for our department so we will most likely go ahead with ESO.
- **Lexipol** – Chief Weiss, ACC Tanaka and Secretary Berg are still getting training with Lexipol.
- **Tender** – The tender is on order and it should be ready in August.
- **Banquet** – The date of the banquet is January 22nd at the casino.
- **Grants** – Chief Weiss submitted the grant for the exhaust capture system. He is waiting for the SAFER grant to open.
- **Anacortes MCI Trailer** – Anacortes asked if they could place their MCI trailer on the training grounds behind the fence. Everyone agreed that would be fine.
- **Know Box Keys** – Knox Boxes are placed in all tribal buildings. Chief Weiss thanked Captain Ladd for heading that up.

10. **Medical Officer/CARES report – no action** – Captain Strinden gave the monthly CARES and transport statistics. He also gave the yearly statistics for smoke alarms.

11. **ACC Report – no action** – ACC Tanaka has been working with personnel items, operations, and contracts. He will be focusing on getting the policies and procedures completed in the next couple of months.

12. **Training Report – no action** – Captain Olbu gave his monthly training report. He also did a comparison from previous years for training hours.

13. **Battalion Chief Report – no action** –

- BC created a new board to track vehicle issues/maintenance.
- He spoke about getting a crew and truck ready to go to the California fires.
- They did a wildland presentation at the La Conner Retirement Home a couple of weeks ago.

14. **Emergency Management Report – no action** – Captain Ladd let everyone know that his house officially sold and he will be leaving next week. He thanked everyone for his time at District 13. He also stated that he would like to see all the officers obtain a Ham Radio license. He invited Brock Ward to come to the meeting to let everyone know the process to obtain a Ham Radio license. The next class that the Anacortes

Ham Radio operators will be hosting starts the end of March. Captain Ladd also informed the board that the tribe has taken over the grant for the solar panels. The installation is supposed to be done in March. Captain Taylor thanked Andrew Lester for his help with his computer for the Shelter Bay presentation. Captain Taylor also spoke about the Red Cross helping the community become Firewise. He would also like to have a wildland drill in June.

15. **Adjourn** at 10:14 a.m.

Dated this 13th day of February, 2025.

Chairman/Commissioner, Bruce Shellhamer

District Secretary, Tracy Berg

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