

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



MEETING MINUTES
November 14, 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, Chief Wood Weiss, District Secretary Tracy Berg, Assistant Chief Consult John Tanaka, Battalion Chief Jamie Jurdi, Captain Chris Olbu, Captain Ted Taylor, Captain Gary Ladd, Captain Andrew Ferrell, Captain Jesse Strinden, Firefighter Christopher Petershagen and Firefighter Cole Mardesich. Bill Reynolds from the La Conner Weekly News was also present.
5. **Public Comment** – Bill Reynolds informed the Board that the Town of La Conner is looking for a member to join their Emergency Management Commission.
6. **Meeting Attachments** – Commissioner Shellhamer appreciates getting the meeting attachments ahead of time so that he has time to review before the meeting. He would appreciate everyone sending in their items ahead of time so that Secretary Berg can include them with the email she sends out on the Tuesday before the meeting.
7. **Approval of Minutes – action** – District Secretary Berg presented the minutes from the October 10th, 2024 meeting. Commissioner Doyle made a motion to approve the meeting minutes. Commissioner Shellhamer 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 11/5/2024 for \$115,409.18 (Check #'s 12147-12150, DD1840-DD1867 and EFTPS in the amount of \$89,376.17 for payroll) (Check #'s 12122-12146, 12151-12513 in the amount of \$26,033.01 for accounts payable)
 - Check Register Dated 11/14/2024 for \$25,376.29 (Check #'s 12154-12169 for accounts payable)
 - Transmittal \$110,000
 - Financial Report October 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.

- After a brief discussion about the budget, Commissioner Shellhamer made a motion to approve the budget as presented. Commissioner Doyle 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 2024-11-01, selecting option 1 for the level of accounting services from the Skagit County Auditor. 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 2024-11-02, to increase our levy by 1%. Commissioner Shellhamer seconded. Chairman Shellhamer called for any more discussion and then for a vote. The motion was unanimously approved.
- Commissioner Shellhamer made a motion to approve the EMS interlocal agreement as presented. Commissioner Doyle seconded. Chairman Shellhamer called for any more discussion and then for a vote. The motion was unanimously approved.
- Commissioner Shellhamer made a motion to approve the employment agreement amendment #2 for Cole Mardesich. Commissioner Doyle seconded. Chairman Shellhamer called for any more discussion and then for a vote. The motion was unanimously approved.

9. **Chief Report – action –**

- **Pinning of Christopher Petershagen** – BC Jurdi pinned Firefighter Petershagen.
- **Statistical Report** – Chief Weiss gave his monthly and yearly statistical report.
- **County First Aid Agreement** – Chief Weiss signed the county first aid agreement extension.
- **Summit Shifters** – Chief Weiss presented graphs pertaining to the time savings by having the shifters at Station One. We are responding 6 minutes faster by having the shifters at Station One. He is planning on having staffing 7 days a week, 12 hours a day in 2025.
- **Lid Lift** – No new information at this time.
- **Image Trends** – Chief Weiss has a meeting with Image Trends this afternoon.
- **Lexipol** – ACC Tanaka has been working with Lexipol. He has been working with Lexipol to get familiar with the software and expects by January we will have quite a few policies ready for review.
- **Tender** – Chief Weiss showed the new tender that Big Lake Fire just purchased. It's a tender that can bring water to the fire but can also fight the fire. It also has a pump and roll function. Cost for a tender is around \$650,000 to \$700,000. The last two that became available were sold quickly. Chief Weiss asked permission to purchase a tender from Pierce if it becomes available. Commissioner Doyle made a motion to allow Chief Weiss to enter into a purchase agreement for a tender. Commissioner Shellhamer seconded. Chairman Shellhamer called for any more discussion and then for a vote. The motion was unanimously approved.

10. **Medical Officer/CARES report – no action** – Captain Ferrell gave his monthly CARES report and transport report. He also gave a report on smoke alarm installations. Currently they have installed 75 smoke alarms.

11. **Training Report – no action** – Captain Olbu gave his monthly update on training. The

crew attended a CARES drill hosted by ChemTrade at the end of October. Several firefighters participated in kayak rescue training with Skagit Bay Search and Rescue. They are also continuing to train with the EV blanket for car fires. Final OTEP for the year is next week.

12. **Battalion Chief Report – no action** – BC Jurdi is applying for a phase one DNR grant that just opened up. The battalion vehicle should be back in service next week. The AFG grant just opened up and he'd like to help out with that one. Chief Weiss said he will be putting in for the Safer grant which is also through FEMA.
13. **Emergency Management Report – no action** – Captain Ladd spoke about adding additional solar power to the station. The tribe has set aside \$50,000 towards this. He has been researching Starlink for emergency management situations. The kit is around \$700 up front and the monthly cost would be approximately \$250. Currently we pay over \$750 for internet and phone lines. We could switch our phone lines over to VoIP lines. Captain Ladd did hand out to the commissioners what his recommendations are. He would need to speak with our IT person to determine the correct connectivity. They are also working on setting up the EOC communication room. They need to install a new antenna and new cables. He would like to see someone younger take some responsibility for the ham radio, solar panel system and emergency radio communications. Captain Taylor gave his monthly DEM report. Commissioner Shellhamer stated that he thought it was a good idea to move forward with the recommendations from Captain Ladd.
14. **Adjourn** at 10:22 a.m.

Dated this 12th day of December, 2024.

Chairman/Commissioner, Bruce Shellhamer

District Secretary, Tracy Berg

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