

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



**MEETING MINUTES**  
**October 10, 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, Assistant Chief Consultant John Tanaka, Captain Chris Olbu, Captain Ted Taylor, Captain Andrew Ferrell, Captain Jesse Strinden and Firefighter Cole Mardesich. Bill Reynolds from the La Conner Weekly News was also present.
5. **Public Comment** – N/A
6. **Approval of Minutes – action** – District Secretary Berg presented the minutes from the September 12<sup>th</sup>, 2024 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.
7. **Financial and Administrative Reports – action** – District Secretary Berg presented the following checks and check registers for approval by the Board:
  - Check Register Dated 10/1/2024 for \$105,664.40 (Check #'s 12083-12085, DD1806-DD1837 and EFTPS in the amount of \$88,335.24 for payroll) (Check #'s 12082, 12086-12107 in the amount of \$17,329.16 for accounts payable)
  - Check Register Dated 10/10/2024 for \$31,459.93 (Check #'s 12108-12121 in the amount of \$29,306.92 for accounts payable and check #s DD1838-DD1839 and EFTPS in the amount of \$2,153.01 for payroll)
  - Transmittal \$200,000
  - Financial Report September 30, 2024
  - Commissioner Shellhamer moved to approve the checks and check registers as presented. Commissioner Doyle seconded. Chairman Shellhamer called for any more discussion and then for a vote. The motion was unanimously approved.
  - Contract Amendments – The contracts for the CARES employees needed clarification for hours worked that are considered overtime. Commissioner Doyle made a motion to approve the amendments as presented. Commissioner Wilbur

seconded. Chairman Shellhamer called for any more discussion and then for a vote. The motion was unanimously approved.

- **Budget** – Chief Weiss, Secretary Berg and ACC Tanaka are working on the budget.

8. **Chief Report – no action –**

- **Pinning of Cole Mardesich** – BC Jurdi pinned Firefighter Mardesich.
- **Statistical Report** – Chief Weiss gave his monthly statistical report.
- **Meetings** – Chief Weiss attended a wildfire preparedness meeting with the Red Cross. He also attended the Joint Law Fire meeting which was mainly about computers and what programs they are heading towards. The Fire Tech meeting was also about computer stuff.
- **Hose and Ladder Testing** – All hose and ladders are done being tested. There were about 10 sections of 2 ½” hose that failed. All large diameter hose passed.
- **Summit Shifters** – Chief Weiss spoke about the statistics for the Summit Park shifters. There was also a discussion about adding additional days. Commissioner Wilbur asked for a more detailed report.
- **Lid Lift** – The county has sent out the new numbers for 2025 and we are down to .59 cents.
- **EV Blanket** – Swinomish DEM was able to get an electric car blanket for the District. They are also working on getting kitchen fire blankets for us.
- **Newsletter** - Chief Weiss is still getting compliments about the newsletter.
- **Image Trends** – Captain Ferrell met with a sales rep from Image Trends to see what they have to offer for reporting software. They offer medical reporting, fire reporting, scheduling and medical billing. Our current reporting software, ERS, is going to be obsolete the end of 2025 but is merging with ESO which is what we use for our medical reporting. Chief Weiss and Captain Ferrell will keep looking at options before they make a decision on which route to take.
- **Care Drill** – The CARE drill is coming up on the 24<sup>th</sup> of October.
- **Compressor** – The compressor is up and running. Chief Weiss thanked McLean Road Fire and Anacortes Fire for allowing us to use their air refill machine while ours was down. The storage place next door to the station was kind enough to let us use their forklift to get the compressor in place.
- **Lexipol** – Chief Weiss, ACC Tanaka and Secretary Berg have been working with Lexipol to get started on creating new policies and procedures.

9. **Medical Officer/CARES report – no action** – Captain Ferrell gave his monthly report for medical transports. MIH visits are sitting at 9% of our calls. The CARES team has been helping out a lot with double calls. They have installed 58 smoke detectors in 17 homes since the program started. They have also installed two hearing impaired detectors (strobes and bed shakers). Two new people signed up with the Good Morning program because of the newsletter. They have 20 people that they call daily and a total of 35 people in the program. They have 4 active cases in the CARES program. Captain Ferrell also spoke about some of the obstacles that residents face to get services. He also said that the crew is now able to recommend a patient for the CARES program through an automated system. Captain Strinden is still working on the peer support program. Anacortes Fire inquired about our smoke alarm program and Camano Island Fire inquired about our CARES program.

10. **Training Report – no action** – Captain Olbu gave his monthly update on training. Last month's concentration was on rescues and RIT training. Three people have completed the water rescue training. This Saturday there is a multi-company operations training and next Saturday, Skagit Bay Search and Rescue will be training on rescuing kayakers.
11. **Battalion Chief Report – no action** – BC Jurdi gave his monthly report. A1329 is back in service. The pump has failed in E1311 and the cost to fix is significant. The hose reel is damaged on B1324 and the cost to fix is approx. \$1,700. Battalion 13 hit a deer a couple of days ago and will be going to the shop next Monday to get fixed. E1322 had an issue yesterday that needs to be fixed. BC Jurdi is looking at different types of engines to replace E1311. This year we were called to seven wildfire mobilizations but were only able to go to three. He spoke about the types of engines to be deployed for a wildland fire and the amount of money the District gets paid for the various types. Staffing is also an important part of the mobilization. Chief Weiss is thinking about replacing the engine with a tender because it could also serve as an engine if need be. This tender could also be used for the mobilizations.
12. **Emergency Management Report – no action** – Captain Taylor gave his monthly DEM report. He spoke about the hurricanes in Florida. He would like to have HAM radio capabilities built into the firefighters. The HAM radio courses are offered a couple of times a year. There was a discussion about the cost of HAM radios and also the range of the radios. The commissioners agreed to move forward with getting the HAM radio room upstairs completed. Next Thursday, Swinomish DEM is presenting a preparedness fair at the ball field. This Saturday, the Red Cross is having a training/orientation on a new wildfire preparedness program. They will evaluate your house for fire wise and make recommendations. This is a new program, and the test area is Shelter Bay. Shelter Bay has a lecture series once a month and Captain Taylor has scheduled the 12<sup>th</sup> of January to talk about Fire District 13.
13. **Assistant Chief Report** – ACC Tanaka said things are going well. He is working on operations and training as well as working on spreading out the workload. He is also working on communication within the department as well as contracts for the CARES employees.
14. **Good of the Order** – Chief Weiss thanked ACC Tanaka for all that he's doing for the department. Commissioner Shellhamer also thanked everyone for all the extra stuff everyone is doing.
15. **Adjourn** at 10:33 a.m.

Dated this 14<sup>th</sup> day of November, 2024.

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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.*