



SUMMARY OF THE MINUTES SAN JUAN COUNTY FIRE DISTRICT 3

Tuesday, March 19, 2024 – Fire Department Training Room
Fire Station #31 at 1011 Mullis Street in Friday Harbor

CALL TO ORDER

Chair Colley called the Fire Commission meeting for SJC Fire District 3 to order at 3:00 p.m.

ROLL CALL

Commissioners Present: Dwight Colley (Chair), Warren Appleton (Vice-Chair) and Frank Cardinale.

Staff: Chief Noel Monin, Executive Staff Robin Garcia and Board Secretary Amy Taylor.

Others: SJI Fire & Rescue staff.

CITIZEN COMMENTS / CORRESPONDENCE

No citizen comments or correspondence were presented.

AGENDA

No changes were requested to the agenda.

Minutes. No changes were requested. **Moved by Colley, seconded by Appleton, to approve the minutes of February 13th, March 1st and March 12th, 2024. Motion passed 3-0.**

Bills and Payroll. Commissioners inquired about line items of interest. **Moved by Cardinale, seconded by Appleton, to approve the payment of bills and payroll as published. Motion passed 3-0.**

UNFINISHED BUSINESS

Strategic Planning for Levy Lid Lift. Chief Monin requested that the Commission schedule a workshop and direct staff on what to prepare. Discussion followed regarding dates and the goals of the workshop. **Consensus to hold a special meeting on Sunday, April 14, 2024 from 2-4 pm for a budget planning workshop in relation to the proposed 2024 levy lid lift.**

Budget Amendment. Chief Monin explained the importance of budget amendments and requested that the Commission amend the budget to reflect accurate beginning balances. **Consensus to amend the budget during the regular June meeting.**

Outer Station Updates. Chief Monin provided an update for ongoing discussion of leases for outer stations. The Brown Island Association has postponed discussions until their next association meeting in April/May.

NEW BUSINESS

SharePoint Site. Staff requests to abandon the current SharePoint Site (software) and migrate the Commission's work to Microsoft Teams with the rest of staff. **Consensus to eliminate Share Point.**

43 Service Contract. Chief Monin requested support to provide certain monthly operational and administrative duties
44 for the Outer Island Division. Chief Monin explained that he wanted help to set up and enlist brigades on outer
45 islands. Discussion followed regarding which islands. Contracted administrative services are estimated to cost
46 \$1,000 per month. **Consensus to pursue contract for operational and training services.**
47

48 Mutual Aid Agreements. Chief Monin presented a memorandum of understanding and interlocal agreements
49 between SJI EMS and SJI Fire & Rescue concerning land and marine emergency response and support. Chief Monin
50 reviewed the draft agreements. Discussion followed concerning deliverables and services between the agencies. Of
51 particular concern was the use of the District 3 fire rescue boat for out-of-district calls.
52

53 *The Commission paused discussion to hold an Executive Session at 4:00 pm. See Executive Session for details.
54

55 Discussion followed the executive session regarding concerns and reluctance to allow the only fire and rescue boat
56 out of its service area for mutual assistance to other districts. The Commission acknowledged the lack of reserve
57 vessels. The Commission supported the overall duties and functions presented. **Consensus to separate out of**
58 **district services between the agencies and negotiate a separate interlocal agreement for use of the fire boat out of**
59 **district.**
60

61 **Moved by Appleton, seconded by Cardinale, to approve the Memorandum of Understanding for Emergency**
62 **Response Commitments and Interlocal Agreement for EMS Response and Support as presented; and approve the**
63 **Interlocal Agreement for Marine Response and Support as revised to remove Section 3.2. Motion passed 3-0.**
64

65 Easter Event. The SJI Firefighters Association invited the Commission to staff a table at the annual Easter Event.
66

67 *EXECUTIVE SESSION

68 Pursuant to RCW 42.30.110(1)(i) regarding pending litigation, the Commission announced that they would enter
69 executive session estimated to last 15 minutes. Participants: Fire Commission, District Attorney and Chief Monin.
70 The session began at 4:00 pm and ended at 4:15 pm. No time extension was required.
71

72 **Moved by Cardinale, seconded by Colley, to execute a settlement agreement and general release of all claims with**
73 **Novin Collins in the amount of \$55,000. Motion passed 2-0 with Appleton abstaining.**
74

75 STAFF REPORTS

76 Chief Monin reviewed the monthly financial report, operations report and administrative reports. Discussion
77 followed regarding items of interest. No action was taken.
78

79 FUTURE AGENDA ITEMS & ANNOUNCEMENTS

80 No future agenda presented.
81

82 CITIZEN COMMENTS

83 No citizen comments were given.
84

85 ADJOURNMENT

86 **Moved by Colley, seconded by Appleton, to adjourn the meeting 4:35 p.m. Motion passed 3-0.**



Dwight Colley, Chair
SJC Fire District 3 Commission



Respectfully submitted by:
Amirulhaq Reed, Secretary