



## SUMMARY OF THE MINUTES SAN JUAN COUNTY FIRE DISTRICT 3

Tuesday, November 14, 2023 – Fire Department Training Room

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3 CALL TO ORDER

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

5  
6 ROLL CALL

7 Commissioners Present: Frank Cardinale (Chair) – Remote Access, Dwight Colley (Co-Chair) and Jerry Henderson  
8 (Member).

9  
10 Staff: Interim Chief Noel Monin, Training Officer Karl Kuetzing, Executive Staff Robin Garcia and Board Secretary  
11 Amy Taylor.

12  
13 Others: SJI Fire & Rescue staff and members of the public.

14  
15 APPOINTMENT / OATH OF OFFICE

16 **Moved by Henderson, seconded by Cardinale, to appoint Amy Taylor to the position of Board Secretary. Motion  
17 passed 3-0.**

18  
19 Monin administered the Oath of Office for Ms. Taylor.

20  
21 ANNOUNCEMENTS

22 Co-Chair Colley welcomed those present and made the following announcements:

23  
24 The Commission affirmed the selection of Noel Monin as Interim Fire Chief until the selection process is complete  
25 and appointment of a new Fire Chief.

26  
27 The Commission was scheduled to hold an executive session at 3:30 p.m. to discuss potential litigation pursuant to  
28 RCW 42.30.110(1)(i).

29  
30 CITIZEN COMMENTS / CORRESPONDENCE

31 No citizen access was forthcoming.

32  
33 Co-Chair Colley presented a thank you card from the kids and SJI Library staff that attended the education/public  
34 outreach event at the Library for National Fire Prevention Week.

35  
36 CONSENT AGENDA

37 No changes were made to the Consent Agenda.

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39 **Moved by Cardinale, seconded by Henderson, to approve the minutes of October 10, 2023 and October 27, 2023.  
40 Motion passed 3-0.**

41  
42 **Moved by Henderson, seconded by Cardinale, to approve the payment of Payroll as published. Motion passed 3-0.**

43  
44 Co-chair Colley asked about the status of the insurance rate comparison requested by the Commission. Interim  
45 Chief Monin responded that staff continues to gather information and anticipates presenting in the near future.  
46 **Moved by Cardinale, seconded by Henderson, to approve the payment of Bills as published. Motion passed 3-0.**  
47

48 OLD BUSINESS

49 Interim Chief Monin reported that the Town approved the interlocal agreement for fire inspection services. The  
50 Town and District will establish a schedule and training beginning in January 2024.

51  
52 Department of Natural Resources (DNR) offers a grant program for surplus equipment. The program is intended to  
53 pass along equipment that may be useful to smaller rural communities. Interim Chief Monin reported that District  
54 3 has submitted a grant request to DNR for an engine.

55  
56 STAFF REPORTS

57 Interim Chief Monin reviewed the monthly financial report, including general fund revenues, expenses, ending cash  
58 balances and anticipated revenues from property taxes, permits, investments, interlocal agreements. Interim Chief  
59 Monin requested that the Commission schedule work sessions to amend the 2024 Budget in December and  
60 January. Interim Chief Monin noted that Reserve Fund transfer out to general fund in the amount of \$50,000 was  
61 never transferred back.

62  
63 EXECUTIVE SESSION

64 At 3:30 p.m., Co-chair Colley announced that the Commission would be holding an executive session regarding  
65 potential litigation in accordance with the provisions of RCW 42.30.110(1)(i); which was estimated to last 30  
66 minutes. Participants: Commissioners, District 3 Attorney, Eric Quinn, Interim Chief Monin and Board Secretary  
67 Taylor. The session ended at 4:00 p.m. for an actual session time of 30 minutes. No action was taken following  
68 executive session.

69  
70 STAFF REPORTS (CONTINUED)

71 The Henley arson trial for the April 2022 Spring Street Fire was ruled a mistrial. A new trial will be scheduled in  
72 2024.

73  
74 Risk management rates are under review.

75  
76 Staff is tracking statistics for current EMS and fire calls.

77  
78 District 3 is actively recruiting for Training Academy.

79  
80 PUBLIC HEARING

81 At 4:04 p.m., Co-chair Colley opened the public hearing regarding the 2024 Budget and Revenue Resources for  
82 District 3. Interim Chief Monin presented the draft budget to the Commission and public present. Highlights  
83 included:

- 84 • \$100,000 reserved for employee overtime if District isn't able to recruit enough volunteers to maintain  
85 minimum shift staffing.
- 86 • Overview of pay structures - Stipend for volunteers versus paid employee status.
- 87 • The proposed 2024 budget is balanced with an ending general fund balance of \$2,253.
- 88 • The adopted 2023 Budget leaves \$70,000 in the general fund ending balance.

89

90 Interim Chief Monin thanked Ms. Garcia for helping develop the budget and reiterated the need for additional work  
91 sessions to fine tune 2024 expenditures.

92  
93 At 4:16 p.m., Co-chair Colley opened the hearing for public comment.

94  
95 Commissioner-elect Appleton asked if there would be additional public hearings or published documents. Interim  
96 Chief Monin replied that documents would be made available.

97  
98 Necia Quast asked for clarification on the different types of funds.

99  
100 At 4:22 p.m., Co-chair Colley closed the public hearing after no other comments were received from the audience.

101  
102 NEW BUSINESS


103 Resolution 23-02. **Moved by Henderson, seconded by Cardinale, to adopt Resolution 23-02, approving the Fire**  
104 **District 3 budget for year 2024. Motion passed 3-0.**

105  
106 Ordinance 23-03. **Moved by Henderson, seconded by Cardinale, to adopt Ordinance 23-03, adopting the Fire**  
107 **District tax levy for year 2024. Motion passed 3-0.**

108  
109 The Commission discussed dates to hold a budget work session. **Consensus to hold a budget work session on**  
110 **Saturday, December 2, 2023 at 1:00 p.m. in the Fire Training Room.**

111  
112 ADJOURNMENT

113 Moved by Cardinale, seconded by Henderson, to adjourn the meeting at 4:30 p.m. Motion passed 3-0.

  
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Frank Cardinale, Chair

  
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Respectfully submitted by:  
Amy Taylor, Board Secretary  
Date Approved: December 12, 2023