

**SJC Fire Protection District 3
dba SJI Fire & Rescue**

1011 Mullis Street, Friday Harbor WA 98250
(360) 378—5334 Main • (360) 378—2591 Fax • www.sjfire.org

To Protect Life & Property



To: SJCFD3 Commissioners

From: Chief Noel Monin

RE: Purchase Order No. 394

Date: November 7, 2025

The purpose of this agenda item is to finalize approval for the purchase of the new ladder truck.

Administration seeks a motion for:

Moved by _____, seconded by _____ as follows:

To authorize Purchase Order No. 0394 in the amount of Two Million Two Hundred Seventy-One Thousand Five Hundred Eighty-Four and 87/100 Dollars (\$2,271,584.84) for the purchase of One (1) Enforcer 100' Ascendant Tower [DHE451] from Hughes Fire Equipment through consortium purchasing; to direct the Fire Chief to execute Sourcewell Contract No. 113021-OKC-1 for the purchase of said engine from Hughes Fire Equipment; to authorize the execution of all related materials; and authorize all necessary fund transfers to utilize early payment discounts offered and final payment due, up to the total amount due per Purchase Order No. 0394.



PURCHASE ORDER
Agency # 210473 (Sourcewell)
SAN JUAN COUNTY FIRE DISTRICT #3
1011 Mullis St. Friday Harbor WA 98250
Telephone: 360-378-5334 Fax 360-378-2591

Nº 0394

TO:

Hughes Fire Equipment, Inc
910 Shelley St.
Springfield, Oregon, 97477

DATE: 10/17/2025

Quantity	Description	Budget Code	Unit Price	Amount
1	One (1) Enforcer 100' Aerial Tower DIE 451	6567.00.594.27.64		\$ 2,271,584.84
	" Purchased utilizing Sourcewell Contract No. 113021-OKC-1 "			
	* " Due to global supply chain constraints, any delivery date contained herein is a good faith estimate as of the date of this order/contract, and merely an approximation based on current information. Delivery dates will be made available, and a final delivery date will be provided as soon as possible. "			

Ordered By

Abel Morin (Fire Chief)

Authorized By



October 17, 2025

San Juan Fire and Rescue, WA
One (1) Enforcer 100' Ascendant Tower DHE451
Build Location: Appleton, WI

Proposal Price	\$2,147,331.00	
Washington State sales tax @ 8.05%		172,860.15
Washington State motor vehicle tax @ 0.30%		6,441.99
Total Bid Price Including Sales Tax		\$2,326,633.14
Less chassis progress payment discount	(17,874.00)	
Less aerial device progress payment discount	(11,583.00)	
Less payment upon completion @ factory discount	(21,349.00)	
Subtotal including all pre-pay discounts	\$2,096,525.00	
Washington State sales tax @ 8.05%		168,770.26
Washington State motor vehicle tax @ 0.30%		6,289.58
Total Bid Price Including Pre-Pay Discounts & Sales Tax		\$2,271,584.84

Terms:

Price Expiration: The above pricing is valid until January 23, 2026.

Future Changes: Various state or federal regulatory agencies (e.g. NFPA, DOT, EPA) may require changes to the Specifications and in any such event any resulting cost increases incurred to comply will be added to the Purchase Price to be paid by the Customer and documented on a Change Order.

Component Price Volatility: Company shall not be responsible for any unforeseen price increase enacted by the suppliers of major components of the Product (including but not limited to engine, transmission, and fire pump) after the execution of contract or purchase order. Any price increase major components of the product will be passed through to the Customer and will be documented on a Change Order. Due to the uncertainty of the current Tariff situation, an adjustment to the above quoted price may be required prior to the listed expiration date.

Delivery: As currently configured, the unit qualifies for the Build My Pierce (BMP) program. The BMP program offers expedited delivery. As long as the unit stays within the BMP program, the expected delivery is 38 to 43 months. All changes to the apparatus will be communicated to the customer. If the changes made disqualify the unit for the BMP program, delivery will be extended and a price increase will be required. The current standard delivery time is 48 to 53 months.

Payment Terms:

a. If pre-payment discount options are elected, the following terms will apply:

i. **Chassis Progress Payment Discount:** The chassis progress payment in the amount of **\$595,802.00** will be due **three (3)** months prior to the ready for pick up from the factory date. If elected, an invoice will be provided 30 days prior to the chassis payment due date. If payment is not made when due the discount total will be added back to the final invoice.

ii. **Aerial Device Progress Payment Discount:** The aerial device payment in the amount of **\$579,154.32** will be due **two (2)** months prior to the ready for pick up from the factory date. If elected, an invoice will be provided 30 days prior to the aerial device due date. If payment is not made when due the discount total will be added back to the final invoice.

iii. **Payment Upon Completion at Factory Discount:** If elected, final payment is due prior to apparatus leaving the factory for delivery. If payment is not processed upon receipt of invoice the discount total will be required in addition to the invoice amount.

b. **If pre-payment discount options are not elected standard payment terms will apply:** Final payment will be due 30 days after the apparatus leaves the factory for delivery. If payment is not made at that time a late fee will be applicable.

c. Payments made for apparatus using a credit card will be applicable to a credit card convenience fee.

Change Orders: Changes processed after order placement will be processed per the following structure; deductions will be based on the option price at time of order placement, additions will be based on current pricing levels at time of change request.

Consortium Purchase: The proposal is based on the apparatus being purchased through Sourcewell utilizing Contract No. 113021-OKC-1 valid until 2/10/2026. It is the purchaser's responsibility to determine if the use of consortiums meets their purchasing requirements.

✓ **Performance Bond:** A performance bond is included in the above price and will be provided after order placement. If customer elects to remove the performance bond **\$6,727.00** may be deducted from the purchase price. All purchase orders must include the following verbiage if a performance bond is elected, **"Due to global supply chain constraints, any delivery date contained herein is a good faith estimate as of the date of this order/contract, and merely an approximation based on current information. Delivery updates will be made available, and a final firm delivery date will be provided as soon as possible."**

Transportation: Transportation of the apparatus to be driven from the factory to the customers location is included in the above pricing. However, if permits are not obtainable, due to the weight of the apparatus, and the apparatus must be transported on a flat bed, additional Transportation charges will be the responsibility of the customer. We will provide pricing at that time if necessary. If customer elects to drive the apparatus from the factory, **\$11,000.00** may be deducted from the purchase price. if this option is elected payment in full and proof of insurance must be provided prior to leaving the factory and the customer is responsible for compliance with all state, local and federal DOT requirements including the driver possessing a valid CDL license.

* **Inspection Trips:** One (1) factory inspection trip for five (5) customer representatives and one (1) inspection trip for three (3) customer representatives is included in the above pricing. The inspection trip will be scheduled at a time mutually agreed upon between the manufacturer's representative and the customer, during the window provided by the manufacturer. Airfare, lodging and meals while at the factory are included. In the event the customer is unable to travel to the factory or the factory is unable to accept customers due to the restrictions caused by a national disaster or pandemic then the Dealership reserves the right to use forms of electronic media to accomplish the intention of the inspection trip. Every effort will be made to make the digital media as thorough as possible to satisfy the expectations of the customer. If the customer elects to forgo an inspection trip **\$2,400.00** per traveler (per trip) will be deducted from the final invoice.

Cancellation: Cancellation requests after order submission may be subject to cancellation fees.

Acceptance of Proposal:

- a. If the customer wishes to purchase the proposed apparatus Hughes Fire Equipment will provide the Customer its form of Purchase Agreement for the Customer's review and signature.
- b.** If the Customer desires to use its standard form of purchase order as the Purchase Agreement, the purchase order is subject to review for any required revisions prior to acceptance.
 - i. Purchase orders must be addressed to Hughes Fire Equipment, Inc., 910 Shelley Street, Springfield, Oregon 97477.
 - ii. Purchase order must reference **"One (1) Enforcer 100' Ascendant Tower DHE451 dated 10/17/2025."**
 - iii. Purchase order must include the following verbiage if a performance bond is elected, **"Due to global supply chain constraints, any delivery date contained herein is a good faith estimate as of the date of this order/contract, and merely an approximation based on current information. Delivery updates will be made available, and a final firm delivery date will be provided as soon as possible."**
 - iv. Purchased order should reference, **"Purchased utilizing Sourcewell Contract No. 113021-OKC-1."**
 - v. Purchase orders must be signed and dated by authorized personnel.

By signing below you agree to purchase the above apparatus.

Customer Signature: 

Date: 10/17/25

PO # (if applicable): 0394

Proudly serving you, while you serve your communities since 1987

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To Protect Life & Property



October 22, 2025

The Confidence Foundation
Taylor Richards, ODCP
520 Pike Street, Suite 1415
Seattle, WA 98101

Dear Confidence Foundation Board Members,

On behalf of San Juan County Fire Protection District No. 3, we extend our heartfelt gratitude for the Foundation's generous donation.

This contribution will be directly applied to the purchase of construction materials, ensuring that the facility is built to a high standard of quality and durability. Your support plays a vital role in enhancing the overall integrity of the project, and when combined with other community donations, it will result in an appropriately scaled emergency services facility designed to serve the remote Stuart Island community for the next 100 years.

The project will significantly improve our ability to respond to emergencies in this uniquely challenging location, and your investment in public safety will have a lasting impact on the lives of residents and visitors alike.

Thank you again for your confidence in our mission and for helping us build a safer future.

With sincere appreciation,

Fire Chief Noel Monin

Fire Commissioner Dwight Colley

Fire Commissioner Warren Appleton

Fire Commissioner Mike Coryell

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To Protect Life & Property



To: Journal of the San Juans

From: Fire Chief Noel Monin, nmonin@sjfire.org

Date: September 16, 2025

Please post this notice in the legal section of Journal the weeks of September 22nd and October 6th, 2025. Please invoice our account or forward bill to address above. Contact me if you have any questions. Thanks, Noel Monin.

Public Hearing Notice(s)

The Board of Commissioners for SJC Fire Protection District 3 will be holding public hearings relating to its annual 2026 Budget on the following dates and times. Written and verbal testimony will be accepted from the public. Regular meetings are held at 1011 Mullis Street, Friday Harbor Washington. Meeting agendas are posted on www.sjfire.org.

Preliminary 2026 Budget for SJC Fire Protection District 3

October 14, 2025 at 3:00 p.m. or soon thereafter

Revenue Resources for the 2026 Budget for SJC Fire Protection District 3

November 11, 2025 at 3:00 p.m. or soon thereafter

Final 2026 Budget for SJC Fire Protection District 3

November 11, 2025 at 3:15 p.m. or soon thereafter

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To Protect Life & Property



Public Hearing – 2026 Revenue Resources

The purpose of this public hearing is for the Commission to take public testimony on the proposed revenue resources for the District's 2026 Budget.

The Commission is considering Resolution No. 25-06, which will authorize a levy amount of \$4,714,000. This is the highest lawful levy amount allowable by State Law and represents a 1% increase over last year.

Chief Monin, do you have any information to present? Thank you.

The hearing is now opened.

Is there anyone in the audience who would like to comment or questions on this matter?

Commissioners, do you have any comments for the record?

Hearing no other comments from the public or Commission, the public hearing is now closed.

I will accept a motion if you are ready to adopt the Resolution.

Suggested Motion:

To adopt Resolution 25-06, authorizing SJC Fire Protection District No. 3 to seek the annual highest lawful property tax levy amount for year 2026 in the amount of \$4,714,000.

Ordinance / Resolution No. 25-06
RCW 84.55.120

WHEREAS the Board of Commissioners of SJC Fire Protection has met and considered
(Governing body of the taxing district) District 3
(Name of the taxing district)
its budget for the calendar year 2026; and

WHEREAS the districts actual levy amount from the previous year was \$ 4,619,168.36; and
(Previous year's levy amount)

WHEREAS the population of this district is ☐ more than or ☒ less than 10,000; and now, therefore,
(Check one)

BE IT RESOLVED by the governing body of the taxing district that an increase in the regular property tax levy
is hereby authorized for the levy to be collected in the 2026 tax year.
(Year of collection)

The dollar amount of the increase over the actual levy amount from the previous year shall be \$ 46,191.68
which is a percentage increase of One (1) % from the previous year. This increase is exclusive of
(Percentage increase)

additional revenue resulting from new construction, improvements to property, newly constructed wind turbines,
solar, biomass, and geothermal facilities, any increase in the value of state assessed property, increment value, any
annexations that have occurred and refunds made.

Adopted this 11th day of November, 2025.

_____	<u>Dwight Collev</u> Chair
_____	<u>Warren Appleton</u> Vice Chair
_____	<u>Mike Corvell</u> Member

If additional signatures are necessary, please attach additional page.

This form or its equivalent must be submitted to your county assessor prior to their calculation of the property tax levies. A certified budget/levy request, separate from this form is to be filed with the County Legislative Authority no later than November 30th. As required by RCW 84.52.020, that filing certifies the total amount to be levied by the regular property tax levy. The Department of Revenue provides the "Levy Certification" form (REV 64 0100) for this purpose. The form can be found at: <http://dor.wa.gov/docs/forms/PropTx/Forms/LevyCertf.doc>.

To ask about the availability of this publication in an alternate format, please call 1-800-647-7706. Teletype (TTY) users may use the Washington Relay Service by calling 711. For tax assistance, call (360) 534-1400.

Levy Certification

Submit this document, or something similar, to the county legislative authority on or before **November 30** of the year preceding the year in which the levy amounts are to be collected.

Courtesy copy may be provided to the county assessor.

This form is not designed for the certification of levies under RCW 84.52.070

In accordance with RCW 84.52.020, I Amy Taylor (Name),
Board Secretary (Title), for SJC Fire Protection District No. 3 (District name),
do hereby certify to the San Juan County (Name of county) County legislative authority
that the Board of Commissioners (Commissioners, Council, Board, etc.) of said district requests
that the following levy amounts be collected in 2026 (Year of collection) as provided in the district's
budget, which was adopted following a public hearing held on 11/11/2025 (Date of public hearing).

Regular levies

Levy	General levy	Other levy* <u> </u>
Total certified levy request amount, which includes the amounts below.	<u>4,714,000.00</u>	
Administrative refund amount	<u>0.00</u>	
Non-voted bond debt amount		
Other* <u> </u>		

Excess levies

Levy	General (n/a for school districts)	Bond	Enrichment (school districts only)	Cap. project	Other levy* <u> </u>
Total certified levy request amount, which includes the amounts below.					
Administrative refund amount					
Other* <u> </u>					

*Examples of other levy types may include EMS, school district transportation, or construction levies. Examples of other amounts may include levy error correction or adjudicated refund amount. Please include a description when using the "other" options.

Signature: _____ Date: _____

To request this document in an alternate format, please complete the form dor.wa.gov/AccessibilityRequest or call 360-705-6705. Teletype (TTY) users please dial 711.

Resolution/Ordinance Procedures for Increasing Property Tax Revenue

JULY 2021

Taxing districts with a population of less than 10,000

- By adopting a resolution/ordinance, the district is allowed to increase its budget by up to one percent from the highest lawful levy since 1985.
- The resolution/ordinance must specifically state the increase (not the budget amount) in terms of both dollars and percentage.
- It may cover a period of up to two years, but it must specifically state for each year the dollar and percentage change from the previous year.
- Prior to the resolution's/ordinance's adoption, each taxing district must hold a public hearing to discuss the following year's current expense budget. The hearing must include discussion on the possibility of an increase in property tax revenues.
- The governing board of the taxing district must approve the resolution/ordinance by a majority vote of the board.
- Send a copy of the resolution to the County Assessor.

Taxing districts with a population of 10,000 or more

- By adopting a resolution/ordinance, the district is allowed to increase its budget by up to the Implicit Price Deflator (IPD) or one percent, whichever is lower, from the highest lawful levy since 1985. The resolution/ordinance must be approved by a majority of the governing board.
- In the case that the IPD is less than one percent, to raise the levy to one percent or to bank excess levy capacity, a second resolution/ordinance must be adopted.
- If the governing board has four members or less, the resolution/ordinance must be approved by two-thirds of the board. If the board has more than four members, a majority plus one vote is required.
- The first resolution/ordinance must specifically state the increase in terms of both dollars and percentage. The second must state the substantial need and the percentage increase.
- The first resolution may cover a period of up to two years, but it must specifically state for each year the dollar and percentage change from the previous year.
- Prior to the resolution's/ordinance's adoption, each taxing district must hold a public hearing to discuss the following year's current expense budget. The hearing must include discussion on the possibility of an increase in property tax revenues.
- Send a copy of both (if applicable) resolutions/ordinances to the County Assessor.



General budget procedures

Requirements for Budget Certification

- Each taxing district is required to hold a public hearing on revenue sources for the district's following year's current expense budget prior to the time the taxing district levies the taxes or makes the request to have the taxes levied.
- Each governing board's chair, clerk, or secretary must file the certified budget or estimate with the clerk of the county's governing board on or before November 30th.

Other important information

- November 30th is the last day for the County Legislative Authority to certify to the County Assessor the amount of taxes levied for county purposes and the amount of taxes levied for each taxing district. If a district's budget has not been certified by this date, the district may lose its ability to increase its budget from the previous year (RCW 84.52.070).
- Any other taxing district authorized to levy directly must certify to the County Assessor the amount of taxes levied by November 30th (RCW 84.52.070).



Example resolution #1

Taxing district with a population less than 10,000

Amount levied in preceding year: \$200,000

Current budget certification: \$250,000

The following resolution/ordinance must be passed by a majority of the district's governing board:

Whereas, the Board of Commissioners of _____ Taxing District, after hearing and after duly considering all relevant evidence and testimony presented, determined that _____ Taxing District requires an increase in property tax revenue from the previous year, in addition to that resulting from the addition of new construction and improvements to property and any increase in the value of state-assessed property, in order to discharge the expected expenses and obligations of the district and in its best interest;

now therefore, be it Resolved, by the Board of Commissioners of _____ Taxing District that an increase in the regular property tax levy, in addition to the increase resulting from the addition of new construction and improvements to property and any increase in the value of state assessed property, is hereby authorized for the _____ levy in the amount of \$2,000 which is a percentage increase of 1 percent** from the previous year.*

***Note, the increase is stated, not the budget amount.**

****The percentage could be zero or greater than 1 percent if the district is using their banked levy capacity.**

Adoption of this type of resolution for a county with a population less than 10,000 will allow the taxing district to increase its levy by 1 percent, which is the maximum authorized since the passage of I-747.

If the resolution states 0 percent, the district will be allowed to bank the excess levying capacity. Without the resolution, the district cannot bank excess levying capacity.



Example resolution #2

Taxing district with a population greater than 10,000

Amount levied in preceding year: \$500,000

Implicit Price Deflator (IPD): .85 percent

Current budget certification: \$600,400

The following resolution/ordinances must be passed by a majority of the district's governing board to increase the levy by the IPD:

Whereas, the Board of Commissioners of _____ Taxing District, after hearing and after duly considering all relevant evidence and testimony presented, determined that _____ Taxing District requires an increase in property tax revenue from the previous year, in addition to that resulting from the addition of new construction and improvements to property and any increase in the value of state-assessed property, in order to discharge the expected expenses and obligations

*of the district and in its best interest; now therefore, be it Resolved, by the Board of Commissioners of _____ Taxing District that an increase in the regular property tax levy, in addition to the increase resulting from the addition of new construction and improvements to property and any increase in the value of state assessed property, is hereby authorized for the _____ levy in the amount of \$4,250 * which is a percentage increase of .85 percent from the previous year.*

***The increase is stated, not the budget amount.**

Because the IPD is less than 1 percent, a second resolution needs to be passed in order to bank the excess capacity or to levy the full 1 percent. Without a second resolution, the district may only increase its levy by the IPD, which is .85 percent in this example. If the IPD were 1 percent or greater, a second resolution would not be needed because the maximum increase is 1 percent. A resolution showing substantial need must be passed by a super-majority of the governing board:

Whereas, the Board of Commissioners of _____ Taxing District, has determined that, due to _____ (substantial need) the Board of commissioners finds that there is a need to increase the regular property tax limit factor above the rate of inflation. Now, therefore, be it resolved by the Board of Commissioners of _____ Taxing District that the limit factor for the tax year _____ shall be _____ percent.

Note, only the percentage is needed in the second resolution.



San Juan Fire #3

2026 Levy Information (preliminary)

Please provide 1) An Ordinance/Resolution and 2) a Levy Certification to the Assessor's Office before November 30.

The Ordinance/Resolution informs the public of the increase for the district's budget, stated as a percentage and dollar amount, including any banked capacity* to be used, but not including allowances for new construction, state assessed increases, and refunds. The Levy Certification states a maximum amount the district would collect, including new construction, state assessed increases, and refunds, if not restricted by other levy limits.

*Banked capacity is the difference between the highest lawful levy allowed for the district and the actual amount levied in the previous year. If the district wants to use banked capacity, the resolution must authorize a large enough increase to include the amount of banked capacity to be used.

Forms are available from the Assessor's Office or the Department of Revenue.

1. Ordinance/Resolution

Include the **previous year's levy amount**

Indicate the population of the district (taxing districts with less than 10,000 are allowed a 1% increase)

Include the **dollar and percentage increase** from the previous year as authorized by the district

Assessor's records show the following information and sample amounts for : **San Juan Fire #3**

\$4,619,168.36 **Previous year's levy amount** (Actual levy amount for 2025)

\$0.00 Banked capacity available for the district

\$46,191.68 1% increase over last year's highest lawful amount can be added

\$46,191.68 **Dollar amount of increase allowed over the previous year** (not including new construction), which is a

1.0000 **Percentage increase over last year's actual levy**

The district can authorize any amount of increase. The final levy amount will be limited to the lowest of several limits, one of which is the amount authorized on this form plus new construction, state assessed increases, and refunds. If the district wants to levy the maximum, the dollar amount and percentage increase should be conservatively high. If the district wants to levy less than the maximum, reduce the dollar amount and percentage increase accordingly.

Additional amounts may be collected for new construction, state assessed increases, and refunds, as stated on the form. These amounts are not shown on the Ordinance/Resolution form.

2. Levy Certification

The Levy Certification includes the additional amounts for new construction, state assessed increases, and refunds. If the district wants the maximum amount possible, the certified amount should be conservatively high because final new construction and state assessed increases are not known until after the Certification is due.

Enter the **Regular levy**** under the General levy heading, include any refund amounts authorized by the district

Enter any **Administrative refund** amount authorized by the district in the Excess levy section under the General heading

The refund amount should be included in the regular levy amount AND listed separately; confirm refunds with the Treasurer

Sample certified amounts for:

San Juan Fire #3

\$4,714,000 **Regular, General levy**

\$0.00 **Administrative refund**

These amounts are to be determined by the Board. The levy amount shown is a SAMPLE amount based on estimated new construction and state assessed amounts **rounded up** to the next thousand dollars.

**Schools, solid waste disposal districts, bond levies, and refunds are entered as Excess levies

The Assessor's Office will calculate the final Highest Lawful Levy in late December; the preliminary HLL is calculated below:

\$4,619,168.36 Highest lawful levy for 2025

\$46,191.68 1% increase allowed

\$24,694.97 NC increase allowed based on **\$35,278,530** ← This is a preliminary estimate for new construction preliminary NC x 0.7000000000 (2025 levy rate)/1,000

\$4,690,055.01 Preliminary Highest lawful levy for 2026 (without refunds)

\$0.00 Refund amount per Treasurer

New construction may increase or decrease depending on final adjustments to market value

State assessed is unknown and may be \$0

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To Protect Life & Property



Public Hearing – 2026 Budget

The purpose of this public hearing is for the Commission to take public testimony on the proposed 2026 Budget.

The proposed budget has been made available on the District's website.

Chief Monin, do you have any information to present? Thank you.

The hearing is now opened.

Is there anyone in the audience who would like to comment or has questions on this matter?

Commissioners, do you have any comments for the record?

Hearing no other comments from the public or Commission, the public hearing is now closed.

I will accept a motion if you are ready to adopt the 2026 Budget.

Suggested Motion:

To adopt Resolution 25-07, adopting the 2026 Budget for SJC Fire Protection District No. 3.

RESOLUTION NO. 25-07

A RESOLUTION adopting the 2026 Budget for SJC Fire Protection District 3.

WHEREAS, the Board of Commissioners of SJC Fire Protection District 3 held a public hearing on November 11, 2025 to discuss the proposed budget for the fiscal year beginning January 1, 2026 and ending December 31, 2026; and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Fire Commissioners of San Juan County Fire Protection District No. 3 that certain beginning balances, revenue estimates, expenditure estimates, and ending cash balances in the 2026 Budget are hereby adopted as attached hereto in Exhibit A.

ADOPTED this 11th day of November 2025.

Dwight Colley, Chair

Warren Appleton, Vice-Chair

Mike Coryell, Member

ATTESTED BY:

Amy Taylor, Board Secretary