



SAN JUAN COUNTY FIRE DISTRICT #3

REGULAR COMMISSIONERS MEETING

Location: 1011 Mullis Street, Friday Harbor, WA

Remote: Call in (509) 408-1653 **Conference ID:**

Call-in access is provided for convenience only. Meetings may be recorded.

AGENDA

Tuesday, November 11, 2025 @ 3:00 p.m.

Call to Order

Roll Call of Board Members and District Officer's Present

Citizen Comment/Correspondence

Consent Agenda

- Correction and Approval of Minutes
- Bills and Payroll

Unfinished Business

- Purchase Order #0394 –Pierce Enforcer Aerial Platform through Hughes Fire Equipment

New Business

- Briefing - Washington Fire Commissioner's Conference
- Letter - Confidence Foundation
- District Audit for Years 2022, 2023, 2024 - Invitation by SAO for an exit interview

Public Hearing –2026 Budget for SJC Fire Protection District 3 - Revenue Resources

- Resolution 25-06 – Establishing the Property Tax Levy for 2026 and Levy Certification

Public Hearing – 2026 Budget for SJC Fire Protection District 3 – Final draft

- Resolution 25-07 – Adopting the 2026 Budget [General Fund, Capital Fund, Reserve Fund]

Chief's Reports

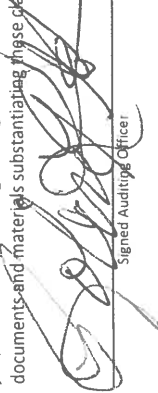
- Financials – Treasurer's Report
- Operations
 - Update – Hiring process
 - Update - Temporary Maintenance Facilities
- Administrative

Citizen Comment

Adjourn

Funds 6561 & 6567		Date	Fund	Amount
2025	Invoice Accounting Report Service and Materials	10/7/2025	6561	\$ 18,415.21
2025	Invoice Accounting Report Service and Materials	10/7/2025	6567	\$ 45,222.45
2025	Invoice Accounting Report Service and Materials	10/14/2025	6561	\$ 34,036.17
2025	Invoice Accounting Report Service and Materials	10/14/2025	6567	\$ 23,350.03
2025	Invoice Accounting Report Service and Materials	10/28/2025	6561	\$ 4,074.13
2025	Invoice Accounting Report Service and Materials	10/28/2025	6567	\$ 4,821.26
2025	Payroll Report	10/1/2025	6561	\$ 83,101.25
2024	Monthly Payroll (September)	10/20/2025	6561	\$ 33,391.98
	24 day Payroll (9/23/25 to 10/16/25)			
			Total	\$ 246,412.48

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the **San Juan Island Fire District #3**, and that I am authorized to authenticate and certify to said claim. The District has retained documents and materials substantiating these claims according to state law and will make them available to the public on request.


Signed Auditing Officer
Date 11/3/25

Board Authorization

I, the undersigned, do hereby certify that I concur with the review of the claims as just obligations against the **San Juan Island Fire District #3**, totaling **\$246,412.48**. Signed this 11th day of November, 2025.

Amy Taylor - District Board Secretary

Dwight Colley - Chair

Warren Appleton - Vice Chair

Alexa Rust

ACCOUNTS PAYABLE

Time: 08:47:37 Date: 10/06/2025
Page: 1

As Of: 10/07/2025

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
511	10/02/202510/07/202534		BROWNE'S HOME CENTER (INC)	68.83	Facilities supplies
	522 50 31 0001	Facility Supplies	001 000 522 Fund 6561 Gene	68.83	
512	09/23/202510/07/2025303		CAPITAL ONE TRADE CREDIT	84.73	Tools
	522 50 35 0001	Small Tools	001 000 522 Fund 6561 Gene	84.73	
513	09/27/202510/07/2025303		CAPITAL ONE TRADE CREDIT	65.18	Repl cooler for B31
	522 20 31 0005	Station Supplies	001 000 522 Fund 6561 Gene	65.18	
514	09/30/202510/07/2025303		CAPITAL ONE TRADE CREDIT	35.84	Station supplies
	522 20 31 0005	Station Supplies	001 000 522 Fund 6561 Gene	35.84	
515	10/01/202510/07/2025330		EIV CONSULTING, LLC	1,600.00	IT Admin Support
	522 10 41 0001	Professional Services-Gen	001 000 522 Fund 6561 Gene	1,600.00	
527	09/30/202510/07/202571		ERIC T. QUINN, P.S.	55.00	Services for 092025
	522 10 41 0002	Legal Services	001 000 522 Fund 6561 Gene	55.00	
518	10/02/202510/07/202573		EVENTIDE HEALTH PLLC	4,350.00	Firefighter physicals
	522 20 41 0001	Vaccinations/Med Exams	001 000 522 Fund 6561 Gene	4,350.00	
535	09/30/202510/07/202586		GENERAL FIRE APPARATUS	673.36	Fleet Parts; E33 Pump Packing
	522 60 31 0001	Supplies Fleet Parts	001 000 522 Fund 6561 Gene	673.36	
519	10/01/202510/07/2025120		JORDAN D POLLACK	5,120.00	Division Chief and Command Officer Services
	522 45 49 0001	Certifications (CPR, First A	001 000 522 Fund 6561 Gene	5,120.00	
532	09/24/202510/07/2025123		KING'S MARKET	119.66	Food for firefighters Egg Lake Fire
	522 20 31 0004	Fireline/Training Food	001 000 522 Fund 6561 Gene	119.66	
520	09/25/202510/07/2025124		KROESEN'S UNIFORM CO	326.57	Uniform KD
	522 20 31 0001	Uniforms	001 000 522 Fund 6561 Gene	326.57	
521	09/29/202510/07/2025124		KROESEN'S UNIFORM CO	89.39	Shirt and name tag DL
	522 20 31 0001	Uniforms	001 000 522 Fund 6561 Gene	89.39	
522	09/29/202510/07/2025124		KROESEN'S UNIFORM CO	111.17	Pants CB
	522 20 31 0001	Uniforms	001 000 522 Fund 6561 Gene	111.17	

ACCOUNTS PAYABLE

Time: 08:47:37 Date: 10/06/2025
Page: 2

As Of: 10/07/2025

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
524	05/01/2025	10/07/2025	MERRITT, SHANE	300.00	Boot reimbursement
	594 22 64 0004	Firefighter Equipment-Tur	001 000 594 Fund 6561 Gene	300.00	
523	09/30/2025	10/07/2025	McCONNELL, CRAIG	150.80	Fuel and supplies for Mobe
	522 20 31 0004	Fireline/Training Food	001 000 522 Fund 6561 Gene	34.47	
	522 20 32 0001	Fuel	001 000 522 Fund 6561 Gene	69.55	
	522 60 31 0001	Supplies Fleet Parts	001 000 522 Fund 6561 Gene	46.78	
525	09/14/2025	10/07/2025	NEWELL, IZAAC	48.99	Reimbursement for food for Officers Drill
	522 20 31 0004	Fireline/Training Food	001 000 522 Fund 6561 Gene	48.99	
526	09/23/2025	10/07/2025	ODP BUSINESS SOLUTIONS, LLC	78.40	Office supplies
	522 10 31 0001	Office Supplies	001 000 522 Fund 6561 Gene	78.40	
530	10/03/2025	10/07/2025	PORT OF FRIDAY HARBOR	371.68	Electricity and Boatyard Haul & Hang
	522 50 47 0001	Electricity	001 000 522 Fund 6561 Gene	14.68	
	522 60 48 0001	Professional Services - Rej	001 000 522 Fund 6561 Gene	357.00	
528	09/29/2025	10/07/2025	ROCK ISLAND COMMUNICATIONS INC	58.00	LTE Fixed Wireless Service
	522 10 42 0004	IT Communications	001 000 522 Fund 6561 Gene	58.00	
529	09/29/2025	10/07/2025	ROCK ISLAND COMMUNICATIONS INC	1,201.49	Internet and support for 102025
	522 10 42 0004	IT Communications	001 000 522 Fund 6561 Gene	1,201.49	
531	10/01/2025	10/07/2025	SAN JUAN COUNTY	143.22	3rd Quarter 2025 Auditors Fees
	522 10 41 0001	Professional Services-Gen	001 000 522 Fund 6561 Gene	143.22	
536	10/01/2025	10/07/2025	STARR EXCAVATION	300.00	Port a potty rental and service; S35
	522 50 48 0005	Facility Maintenance	001 000 522 Fund 6561 Gene	300.00	
537	06/01/2025	10/07/2025	STATE BOARD FOR VFF	140.00	BVFF for CA
	522 20 46 0002	BVFF	001 000 522 Fund 6561 Gene	140.00	
538	07/01/2025	10/07/2025	STATE BOARD FOR VFF	140.00	BVFF for LR
	522 20 46 0002	BVFF	001 000 522 Fund 6561 Gene	140.00	
533	08/29/2025	10/07/2025	WIZTRONICS, INC.	2,560.50	Kenwood batteries; antenna; beltclips
	522 20 48 0004	Radio & Pager Repair	001 000 522 Fund 6561 Gene	2,560.50	
534	10/01/2025	10/07/2025	XEROX CORPORATION	222.40	Charges for 082125 to 092125

ACCOUNTS PAYABLE

As Of: 10/07/2025

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
522 10 45 0001	Office Equipment Rental		001 000 522 Fund 6561 Gene	222.40	

Report Total: 18,415.21

Fund

001 Fund 6561 General

18,415.21

This report has been reviewed by:

WMS Fire Chief 10/6/25

REMARKS:

Signature & Title

Date

ACCOUNTS PAYABLE

San Juan Island Fire District #3

Time: 10:08:05 Date: 10/03/2025
Page: 1

As Of: 10/07/2025

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
516	10/01/2025	10/07/2025	SAVIBANK	3,478.65	112025 payment
	594 22 64 0070 Machinery and Equipmen		007 000 594 Fund 6567 Capit	3,478.65	
517	10/01/2025	10/07/2025	SAVIBANK	41,743.80	Principal Only Payment
	594 22 64 0070 Machinery and Equipmen		007 000 594 Fund 6567 Capit	41,743.80	

Report Total: 45,222.45

Fund

007 Fund 6567 Capital

45,222.45

This report has been reviewed by:

Ms Fire Chief

10/6/25

REMARKS:

Signature & Title

Date

ACCOUNTS PAYABLE

Time: 08:39:04 Date: 10/14/2025
Page: 1

As Of: 10/14/2025

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
561	10/04/2025	10/14/2025	BANK OF AMERICA (INC)	2,752.63	Facility supplies; microsoft audio and 365; Opalco; fleet parts; Costco renewal
	522 10 41 0004 Technology Services		001 000 522 Fund 6561 Gene	5.26	
	522 10 41 0004 Technology Services		001 000 522 Fund 6561 Gene	443.36	
	522 10 49 0001 Dues/Memberships		001 000 522 Fund 6561 Gene	130.00	
	522 50 31 0001 Facility Supplies		001 000 522 Fund 6561 Gene	239.92	
	522 50 47 0001 Electricity		001 000 522 Fund 6561 Gene	1,883.14	
	522 60 31 0001 Supplies Fleet Parts		001 000 522 Fund 6561 Gene	50.95	
562	10/04/2025	10/14/2025	BANK OF AMERICA (INC)	105.00	Training new instructor fees
	522 45 49 0001 Certifications (CPR, First A		001 000 522 Fund 6561 Gene	105.00	
563	10/04/2025	10/14/2025	BANK OF AMERICA (INC)	2,052.91	Testing for potential employees
	522 10 49 0003 Miscellaneous		001 000 522 Fund 6561 Gene	2,052.91	
564	10/04/2025	10/14/2025	BANK OF AMERICA (INC)	1,257.11	Office furn; fuel; Food for crew swap; station supplies
	522 20 31 0004 Fireline/Training Food		001 000 522 Fund 6561 Gene	13.83	
	522 20 31 0004 Fireline/Training Food		001 000 522 Fund 6561 Gene	104.45	
	522 20 31 0005 Station Supplies		001 000 522 Fund 6561 Gene	53.98	
	522 20 32 0001 Fuel		001 000 522 Fund 6561 Gene	89.74	
	522 20 32 0001 Fuel		001 000 522 Fund 6561 Gene	54.05	
	522 20 32 0001 Fuel		001 000 522 Fund 6561 Gene	-0.54	
	522 45 43 0001 Conference/Training Fees		001 000 522 Fund 6561 Gene	112.28	
	522 45 43 0001 Conference/Training Fees		001 000 522 Fund 6561 Gene	112.28	
	594 22 64 0002 Office Equipment		001 000 594 Fund 6561 Gene	325.92	
	594 22 64 0002 Office Equipment		001 000 594 Fund 6561 Gene	391.12	
566	10/04/2025	10/14/2025	BANK OF AMERICA (INC)	1,981.93	Facility supplies; FF supplies; Training travel; Fleet parts
	522 20 31 0003 Firefighter Supplies		001 000 522 Fund 6561 Gene	57.50	
	522 45 43 0001 Conference/Training Fees		001 000 522 Fund 6561 Gene	626.55	
	522 45 43 0001 Conference/Training Fees		001 000 522 Fund 6561 Gene	626.55	
	522 50 31 0001 Facility Supplies		001 000 522 Fund 6561 Gene	381.33	
	522 60 31 0001 Supplies Fleet Parts		001 000 522 Fund 6561 Gene	90.81	
	522 60 31 0001 Supplies Fleet Parts		001 000 522 Fund 6561 Gene	133.52	
	522 60 31 0001 Supplies Fleet Parts		001 000 522 Fund 6561 Gene	65.67	
539	09/18/2025	10/14/2025	BROWNE'S HOME CENTER (INC)	87.65	Station repairs
	522 20 48 0004 Radio & Pager Repair		001 000 522 Fund 6561 Gene	87.65	
540	10/02/2025	10/14/2025	BROWNE'S HOME CENTER (INC)	115.76	Facilities Supplies; paint for St 35

ACCOUNTS PAYABLE

As Of: 10/14/2025

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
	522 50 31 0001	Facility Supplies	001 000 522 Fund 6561 Gene	115.76	
541	10/09/2025	10/14/2025	BROWNE'S HOME CENTER (INC)	101.88	Facility Supplies; St 31 lighting in training room
	522 50 31 0001	Facility Supplies	001 000 522 Fund 6561 Gene	101.88	
542	10/10/2025	10/14/2025	CAPITAL ONE TRADE CREDIT	175.93	Station supplies
	522 20 31 0005	Station Supplies	001 000 522 Fund 6561 Gene	175.93	
543	10/13/2025	10/14/2025	CAPITAL ONE TRADE CREDIT	40.19	Small tools
	522 50 35 0001	Small Tools	001 000 522 Fund 6561 Gene	40.19	
565	10/06/2025	10/14/2025	CENTURYLINK / LUMEN	318.49	Phone Bill 092025
	522 10 42 0001	Telephone	001 000 522 Fund 6561 Gene	318.49	
556	10/02/2025	10/14/2025	DEPT. OF NATURAL RESOURCES	52.46	Batteries
	522 20 31 0005	Station Supplies	001 000 522 Fund 6561 Gene	52.46	
544	10/10/2025	10/14/2025	GRAINGER	143.89	Station supplies
	522 20 31 0005	Station Supplies	001 000 522 Fund 6561 Gene	143.89	
546	10/02/2025	10/14/2025	HARBOR PROPANE, LLC	119.49	Propane Station 36
	522 50 32 0001	Propane	001 000 522 Fund 6561 Gene	119.49	
545	10/10/2025	10/14/2025	HUGHES FIRE EQUIPMENT, INC	1,375.92	Fleet parts; T33 primer
	522 60 31 0001	Supplies Fleet Parts	001 000 522 Fund 6561 Gene	1,375.92	
547	09/30/2025	10/14/2025	ISLAND PETROLEUM SERVICES	4,033.56	Fuel 092025
	522 20 32 0001	Fuel	001 000 522 Fund 6561 Gene	4,033.56	
548	10/10/2025	10/14/2025	KING'S MARKET	45.61	Food for outer island community mtg
	522 10 49 0003	Miscellaneous	001 000 522 Fund 6561 Gene	45.61	
549	10/08/2025	10/14/2025	LES SCHWAB TIRE CENTERS	1,493.47	Fleet parts T36 tires
	522 60 31 0001	Supplies Fleet Parts	001 000 522 Fund 6561 Gene	1,493.47	
552	09/08/2025	10/14/2025	MEM ENTERPRISES LLC	32.25	Facility supplies water pipe
	522 50 31 0001	Facility Supplies	001 000 522 Fund 6561 Gene	32.25	
560	10/13/2025	10/14/2025	POST SAN JUAN	10.02	Postage

ACCOUNTS PAYABLE

Time: 08:39:04 Date: 10/14/2025
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As Of: 10/14/2025

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
522 10 42 0002	Postage		001 000 522 Fund 6561 Gene	10.02	
553	09/30/202510/14/2025187		ROCHE HARBOR WATER SYSTEM INC	44.47	Water for station 35
522 50 47 0002	Water		001 000 522 Fund 6561 Gene	44.47	
555	09/30/202510/14/2025217		SAN JUAN SANITATION, INC	605.94	Monthly service 092025
522 50 47 0003	Garbage		001 000 522 Fund 6561 Gene	605.94	
554	09/30/202510/14/2025235		SOUND PUBLISHING INC	407.50	Hiring Ad
522 10 42 0003	Publication Fees		001 000 522 Fund 6561 Gene	407.50	
557	10/06/202510/14/2025258		TRUSTEED PLANS SERVICE CORP	7,964.51	Medical Insurance
522 10 20 0006	Administration Medical		001 000 522 Fund 6561 Gene	3,676.64	
522 20 20 0006	Medical Coverage, POC &		001 000 522 Fund 6561 Gene	4,287.87	
558	10/02/202510/14/2025263		VFIS	8,361.00	Insurance 3 of 4
522 10 46 0001	General Liability Insurance		001 000 522 Fund 6561 Gene	8,361.00	
559	09/30/202510/14/2025273		WASHINGTON STATE FERRIES	356.60	Ferry travel
522 45 43 0001	Conference/Training Fees		001 000 522 Fund 6561 Gene	356.60	
Report Total:				34,036.17	

Fund

001 Fund 6561 General 34,036.17

This report has been reviewed by:

REMARKS:

Signature & Title

Date

ACCOUNTS PAYABLE

As Of: 10/14/2025

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
550	10/08/2025	10/14/2025	143 MEM ENTERPRISES LLC	19,794.46	St 31 temp logistics annex
	594 22 64 0070	Machinery and Equipmen	007 000 594 Fund 6567 Capit	19,794.46	
551	10/08/2025	10/14/2025	143 MEM ENTERPRISES LLC	3,555.57	St 31 temp logistics annex
	594 22 64 0070	Machinery and Equipmen	007 000 594 Fund 6567 Capit	3,555.57	
Fund				Report Total:	23,350.03
007 Fund 6567 Capital					23,350.03

This report has been reviewed by:

REMARKS:

Signature & Title

Date

ACCOUNTS PAYABLE

San Juan Island Fire District #3

Time: 08:24:59 Date: 10/28/2025
Page: 1

As Of: 10/28/2025

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
568	10/17/2025 10/28/2025 33		BOUND TREE MEDICAL, LLC	597.63	EMS Supplies
	522 20 31 0006	Supplies EMS	001 000 522 Fund 6561 Gene	597.63	
569	10/17/2025 10/28/2025 34		BROWNE'S HOME CENTER (INC)	6.56	Training Supplies
	522 45 31 0001	Training Supplies	001 000 522 Fund 6561 Gene	6.56	
570	10/20/2025 10/28/2025 34		BROWNE'S HOME CENTER (INC)	45.98	Facility supplies
	522 50 31 0001	Facility Supplies	001 000 522 Fund 6561 Gene	45.98	
571	09/05/2025 10/28/2025 52		DAILY DISPATCH	575.00	Employment advertisement
	522 10 42 0003	Publication Fees	001 000 522 Fund 6561 Gene	575.00	
572	10/16/2025 10/28/2025 65		DEPT. OF NATURAL RESOURCES	34.99	Station supplies
	522 20 31 0005	Station Supplies	001 000 522 Fund 6561 Gene	34.99	
574	10/24/2025 10/28/2025 123		KING'S MARKET	248.38	Training food
	522 20 31 0004	Fireline/Training Food	001 000 522 Fund 6561 Gene	248.38	
575	10/25/2025 10/28/2025 123		KING'S MARKET	68.29	Training food
	522 20 31 0004	Fireline/Training Food	001 000 522 Fund 6561 Gene	68.29	
576	10/25/2025 10/28/2025 123		KING'S MARKET	329.67	Training food
	522 20 31 0004	Fireline/Training Food	001 000 522 Fund 6561 Gene	329.67	
577	10/23/2025 10/28/2025 124		KROESEN'S UNIFORM CO	210.14	Shirt; pants; name tag with velcro for IN
	522 20 31 0001	Uniforms	001 000 522 Fund 6561 Gene	210.14	
578	10/15/2025 10/28/2025 138		LUGNUT AUTOMOTIVE	76.91	OPS31 fleet parts
	522 60 31 0001	Supplies Fleet Parts	001 000 522 Fund 6561 Gene	76.91	
579	10/18/2025 10/28/2025 335		McCONNELL, CRAIG	18.50	Travel picking up reserve engine
	522 45 43 0001	Conference/Training Fees-	001 000 522 Fund 6561 Gene	18.50	
580	10/17/2025 10/28/2025 336		NAPA AUTO PARTS	262.26	Fleet parts OPS31
	522 60 31 0001	Supplies Fleet Parts	001 000 522 Fund 6561 Gene	262.26	
581	10/16/2025 10/28/2025 336		NAPA AUTO PARTS	261.18	Fleet parts OPS31
	522 60 31 0001	Supplies Fleet Parts	001 000 522 Fund 6561 Gene	261.18	

ACCOUNTS PAYABLE

San Juan Island Fire District #3

As Of: 10/28/2025

Time: 08:24:59 Date: 10/28/2025
Page: 2

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
582	10/17/2025	10/28/2025 336	NAPA AUTO PARTS	-261.18	Fleet parts OPS31
	522 60 31 0001	Supplies Fleet Parts	001 000 522 Fund 6561 Gene	-261.18	
583	10/27/2025	10/28/2025 159	NORTHWEST SAFETY CLEAN (INC)	165.46	Turnout repair and inspection
	522 20 48 0002	PPE Repair	001 000 522 Fund 6561 Gene	165.46	
584	10/08/2025	10/28/2025 162	ODP BUSINESS SOLUTIONS, LLC	66.23	Office supplies
	522 10 31 0001	Office Supplies	001 000 522 Fund 6561 Gene	66.23	
585	10/17/2025	10/28/2025 191	RWC INTERNATIONAL, LTD	17.32	Fleet part for UTV
	522 60 31 0001	Supplies Fleet Parts	001 000 522 Fund 6561 Gene	17.32	
586	10/20/2025	10/28/2025 221	SEA-WESTERN, INC	271.01	SCBA Maintenance; air filter for compressor
	522 20 48 0003	SCBA Maintenance	001 000 522 Fund 6561 Gene	271.01	
573	09/30/2025	10/28/2025 243	STATE OF WASHINGTON	817.60	Q3 2025
	522 20 20 0009	Unemployment	001 000 522 Fund 6561 Gene	817.60	
587	10/28/2025	10/28/2025 272	WASHINGTON ALARM, INC	262.20	Alarm service 112025
	522 50 47 0004	Alarm Systems	001 000 522 Fund 6561 Gene	262.20	

Report Total: 4,074.13

Fund

001 Fund 6561 General 4,074.13

This report has been reviewed by:

M. J. W. Chief

REMARKS: Signature & Title

Date

10/28/25

ACCOUNTS PAYABLE

San Juan Island Fire District #3

Time: 10:22:15 Date: 10/28/2025
Page: 1

As Of: 10/28/2025

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
567	10/10/2025	10/28/2025 24	BANK OF AMERICA (INC)	4,821.26	40 foot container
594	22 64	0070 Machinery and Equipment	007 000 594 Fund 6567 Capit	4,821.26	

Report Total: 4,821.26

Fund

007 Fund 6567 Capital 4,821.26

This report has been reviewed by:

[Signature]

REMARKS:

Signature & Title

Date

10/28/25

10/1/25

Account Number	Account Description	Current Payroll		Month-To-Date	
		Debits	Credits	Debits	Credits
Admin Deferred Comp	E 6561.00.522.10.20.0010	0.00	12.56	0.00	12.56
Admin Duty Pay	E 6562.00.522.20.10.0003	750.00	0.00	750.00	0.00
Admin FICA	E 6561.00.522.10.20.0001	206.72	0.00	206.72	0.00
Admin L&I	E 6561.00.522.10.20.0002	618.20	0.00	618.20	0.00
Admin Leoff	E 6561.00.522.10.20.0004	794.57	0.00	794.57	0.00
Admin OT Wages	E 6561.00.522.10.20.0002	1,402.06	0.00	1,402.06	0.00
Admin PERS	E 6561.00.522.10.20.0003	1,005.45	0.00	1,005.45	0.00
Admin VEBA	E 6561.00.522.10.20.0003	557.76	0.00	557.76	0.00
Admin Wages	E 6561.00.522.10.20.0020	1,200.00	0.00	1,200.00	0.00
Cash Invoice	E 6561.00.522.10.10.0001	35,138.23	0.00	35,138.23	0.00
Cash Net	E 6561.00.522.10.41.0001	0.00	268.63	0.00	268.63
Cash Taxes	Cash Taxes	0.00	54,733.62	0.00	54,733.62
Commissioner Pay	E 6561.00.522.11.10.0001	0.00	14,120.70	0.00	14,120.70
Commissioners FICA	E 6561.00.522.11.20.0001	483.00	0.00	483.00	0.00
Deferred Comp Pay Admin	Deferred Comp Pay Admin	36.95	0.00	36.95	0.00
Deferred Comp Pay FFS	Deferred Comp Pay FFS	0.00	1,950.00	0.00	1,950.00
Deferred Comp Pay Volunteers	Deferred Comp Pay Volunteers	0.00	2,250.00	0.00	2,250.00
Firefighter Duty Pay	Deferred Comp Pay Volunteers	0.00	60.00	0.00	60.00
Firefighter OT Pay	E 6561.00.522.20.10.0003	902.49	0.00	902.49	0.00
Firefighter Pay	E 6561.00.522.20.10.0002	178.01	0.00	178.01	0.00
Firefighters Deferred Comp	E 6561.00.522.20.10.0001	19,591.75	0.00	19,591.75	0.00
Firefighters FICA	E 6561.00.522.20.20.0010	500.00	0.00	500.00	0.00
Firefighters L&I	E 6561.00.522.20.20.0001	298.30	0.00	298.30	0.00
Firefighters LEOFF	E 6561.00.522.20.20.0002	750.69	0.00	750.69	0.00
Firefighters VEBA	E 6561.00.522.20.20.0004	1,099.76	0.00	1,099.76	0.00
Invoice Exp	E 6561.00.522.20.20.0020	600.00	0.00	600.00	0.00
L&I Commissioners	E 6561.00.522.10.41.0001	268.63	0.00	268.63	0.00
LEOFF Payable	E 6561.00.522.11.20.0002	0.69	0.00	0.69	0.00
PERS Payable	LEOFF Payable	0.00	6,513.20	0.00	6,513.20
PFML Admin	PERS Payable	24.67	1,095.54	24.67	1,095.54
PFML Commissioner	E 6561.00.522.10.20.0012	334.39	0.00	334.39	0.00
PFML Premium Assessment	E 6561.00.522.11.20.0012	4.44	0.00	4.44	0.00
VEBA Payable	E 6561.00.522.20.20.0012	327.34	0.00	327.34	0.00
Volunteer Duty Officer Pay	VEBA Payable	0.00	2,100.00	0.00	2,100.00
Volunteer Pay	E 6561.00.522.20.10.0003	1,319.50	0.00	1,319.50	0.00
Volunteers FICA	E 6561.00.522.20.10.0001	13,584.39	0.00	13,584.39	0.00
	E 6561.00.522.20.20.0001	1,126.26	0.00	1,126.26	0.00
Grand Totals:		83,104.25	83,104.25	83,104.25	83,104.25

Pay Period: Monthly 09/01/25 - 09/30/25

Check Date : 10/03/25

Co. No 21040 San Juan County Fire District #3

GENERAL LEDGER SUMMARY REPORT

Payroll #: 135

Page: E - 1

10/20/25

Account Number	Account Description	Current Payroll		Month-To-Date	
		Debits	Credits	Debits	Credits
Admin Deferred Comp	E 6561.00.522.10.20.0010	0.00	0.00	0.00	12.56
Admin Duty Pay	E 6562.00.522.20.10.0003	0.00	0.00	750.00	0.00
Admin FICA	E 6561.00.522.10.20.0001	0.00	0.00	206.72	0.00
Admin L&I	E 6561.00.522.10.20.0002	0.00	0.00	618.20	0.00
Admin Leoff	E 6561.00.522.10.20.0004	0.00	0.00	794.57	0.00
Admin OT Wages	E 6561.00.522.10.10.0002	0.00	0.00	1,402.06	0.00
Admin PERS	E 6561.00.522.10.20.0003	0.00	0.00	1,005.45	0.00
Admin VEBA	E 6561.00.522.10.20.0020	0.00	0.00	557.76	0.00
Admin Wages	E 6561.00.522.10.10.0001	0.00	0.00	1,200.00	0.00
Cash Invoice	E 6561.00.522.10.10.0001	0.00	0.00	35,138.23	0.00
Cash Net	E 6561.00.522.10.41.0001	0.00	99.43	0.00	368.06
Cash Taxes	Cash Taxes	0.00	20,772.01	0.00	75,505.63
Commissioner Pay	E 6561.00.522.11.10.0001	0.00	8,252.52	0.00	22,602.74
Commissioners FICA	E 6561.00.522.11.20.0001	0.00	0.00	483.00	0.00
Deferred Comp Pay Admin	Deferred Comp Pay Admin	0.00	0.00	36.95	0.00
Deferred Comp Pay FFS	Deferred Comp Pay FFS	0.00	0.00	0.00	1,950.00
Deferred Comp Pay Volunteers	Deferred Comp Pay Volunteers	0.00	388.97	0.00	2,638.97
Firefighter Duty Pay	E 6561.00.522.20.10.0003	410.61	0.00	0.00	60.00
Firefighter OT Pay	E 6561.00.522.20.10.0002	1,946.91	0.00	1,313.10	0.00
Firefighter Pay	E 6561.00.522.20.10.0001	25,505.41	0.00	2,124.92	0.00
Firefighters Deferred Comp	E 6561.00.522.20.20.0010	0.00	0.00	45,097.16	0.00
Firefighters FICA	E 6561.00.522.20.20.0001	1,199.19	0.00	500.00	0.00
Firefighters L&I	E 6561.00.522.20.20.0002	1,782.08	0.00	1,497.49	0.00
Firefighters LEOFF	E 6561.00.522.20.20.0004	410.36	0.00	2,532.77	0.00
Firefighters PERS	E 6561.00.522.20.20.0003	834.85	0.00	1,510.12	0.00
Firefighters VEBA	E 6561.00.522.20.20.0020	946.80	0.00	834.85	0.00
Invoice Exp	E 6561.00.522.10.41.0001	99.43	0.00	1,546.80	0.00
L&I Commissioners	E 6561.00.522.11.20.0002	0.00	0.00	368.06	0.00
LEOFF Payable	LEOFF Payable	0.00	0.00	0.69	0.00
PERS Payable	PERS Payable	0.00	1,068.32	0.00	7,581.52
PFML Admin	E 6561.00.522.10.20.0012	0.00	1,706.13	24.67	2,801.67
PFML Commissioner	E 6561.00.522.11.20.0012	0.00	0.00	334.39	0.00
PFML Premium Assessment	E 6561.00.522.10.20.0012	0.00	0.00	4.44	0.00
VEBA Payable	VEBA Payable	256.34	0.00	583.68	0.00
Volunteer Duty Officer Pay	E 6561.00.522.20.10.0003	0.00	1,104.60	0.00	3,204.60
Volunteer Pay	E 6561.00.522.20.10.0001	0.00	0.00	1,319.50	0.00
Volunteers FICA	E 6561.00.522.20.20.0001	0.00	0.00	13,584.39	0.00
Grand Totals:		33,391.98	33,391.98	116,496.23	116,725.75

Pay Period: Monthly 09/23/25 - 10/16/25

Check Date : 10/22/25

Co. No 21040 San Juan County Fire District #3

Payroll #: 136

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GENERAL LEDGER SUMMARY REPORT



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 Sourcwell 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	0567.00.594.22.64		\$ 2,271,584.84
	DHE 451	0567.00.594.22.64		
	" Purchased utilizing Sourcewell			
	Contract No. 113021-OKC-1 "			
	* One 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

Noel Morin (Fire Chief)

Authorized By

[Signature]



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:

Ⓐ 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: _____

PO # (if applicable): _____

Proudly serving you, while you serve your communities since 1987

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



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

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: 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



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 District 3 has met and considered
(Governing body of the taxing district) (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 Annleton</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* <input type="text"/>
Total certified levy request amount, which includes the amounts below.	4,714,000.00	<input type="text"/>
Administrative refund amount	0.00	<input type="text"/>
Non-voted bond debt amount	<input type="text"/>	<input type="text"/>
Other* <input type="text"/>	<input type="text"/>	<input type="text"/>

Excess levies

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

*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



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

BUDGET - 2026		2026	Percent of
Description		Preliminary	Budget
General Fund Beginning			
Fund Balance		\$ 1,000,000.00	17.27%
GF Resources			
311.10.00.0000	Property Tax Revenue HLL	\$ 4,714,000.00	81.43%
322.90.22.0003	Fire Marshal Burn Permit Agreement	\$ 6,000.00	0.10%
333.10.66.4000	Volunteer Fire Assistance (VFA) Grant - DNR	\$ -	0.00%
334.04.92.0000	Dept of Health Trauma Grant	\$ -	0.00%
337.00.00.0000	DNR PILT NAP/NRCA	\$ 100.00	0.00%
337.20.00.0000	Leasehold Tax - San Juan Fire 3	\$ 18,000.00	0.31%
337.40.00.0000	Timber Harvest Tax	\$ 300.00	0.01%
342.21.00.0001-11	Reimb for Inter Gov't Services	\$ 49,500.00	0.86%
362.50.16.0000	Facility Rental	\$ 150.00	0.00%
367.00.00.0001	Donations	\$ 100.00	0.00%
369.80.00.0000	Other Misc Revenues	\$ 100.00	0.00%
369.91.00.0093	OPALCO Capital Credits	\$ -	0.00%
369.91.00.0095	Refunds of Prior Year Expenditures	\$ -	0.00%
361.11.00.0000	Investment Interest - LGIP	\$ 500.00	0.01%
388.30.00.0000	Error Correction	\$ -	0.00%
Total Resources		\$ 5,788,750.00	100.00%
GF Expenditures - Personnel			
Services			
10	Staffing Positions - Career and Volunteer Payroll; Salaries, Fees, etc.	\$ 2,286,429.46	39.50%
20	Staffing - Benefits; Federal, State, Medical, Pension, Ret.	\$ 620,073.42	10.71%
10	Staffing - Overtime	\$ 78,410.47	1.35%
11.1	Commissioner Pay; Up to eighteen meetings	\$ 8,694.00	0.15%
11.2	Commissioner - Benefits; State and Federal	\$ 768.55	0.01%
Total Personnel Services		\$ 2,994,375.90	51.73%
GF Expenditures - Materials			
& Services			
31	Supplies	\$ 79,700.00	1.38%
32	Fuels	\$ 33,000.00	0.57%
35	Small Tools and Equipment	\$ 21,200.00	0.37%
41	Professional Services	\$ 215,310.00	3.72%
42	Communications	\$ 26,850.00	0.46%
43	Travel Expenses	\$ 40,500.00	0.70%
45	Equipment Rentals	\$ 15,960.00	0.28%
46	Insurance Premiums	\$ 63,500.00	1.10%
47	Utilities	\$ 40,400.00	0.70%
48	Repairs and Maintenance	\$ 130,050.00	2.25%
49	Miscellaneous	\$ 43,650.00	0.75%
Total Materials and Services		\$ 710,120.00	12.27%

GF Expenditures - Capital
Items

6561.00.594.22.64.0001	Office Furniture	\$	6,000.00	0.10%
6561.00.594.22.64.0002	Office Equipment	\$	1,000.00	0.02%
6561.00.594.22.64.0003	Computer ITT Software & Hardware	\$	12,000.00	0.21%
6561.00.594.22.64.0004	Firefighter Equipment Response & Services	\$	35,000.00	0.60%
6561.00.594.22.64.0005	Fire Hydrants	\$	8,000.00	0.14%
6561.00.594.22.64.0006	Electronics and Communications Equipment	\$	15,000.00	0.26%
6561.00.594.22.64.0007	Community Risk Reduction and Fire Prevention	\$	7,000.00	0.12%
6561.00.594.22.64.0008	Training Equipment	\$	30,000.00	0.52%
6561.00.594.22.64.0009	Capital Building Repairs	\$	135,000.00	2.33%
6561.00.594.22.64.0010	AED replacement + one for lobby	\$	9,000.00	0.16%
6561.00.594.22.64.0011	Wildland firefighting PPE, Supplies, and Equipment	\$	8,500.00	0.15%
6561.00.594.22.64.0012	Wildland firefighting boot replacement	\$	4,500.00	0.08%
6561.00.594.22.64.0013	Cordless scene and handheld lighting	\$	10,000.00	0.17%
6561.00.594.22.64.0014	PPV Fans, Electric phase 1 of 2	\$	18,000.00	0.31%
6561.00.594.22.64.0015	TIC Camera Replacements; First Due, Rescue, E35	\$	15,000.00	0.26%
6561.00.594.22.64.0016	KNOX Key Secure 5 Replacements (x5) and Spare Chain Shackles	\$	11,000.00	0.19%
6561.00.594.22.64.0017	Air Truck Upgrades	\$	25,000.00	0.43%
Total GF Capital Purchases		\$	350,000.00	6.05%

Capital Fund Expenditures -
Capital Projects

6567.00.594.22.64.0070	Fire Boat 31 Installments and SAR Upfit	\$	72,000.00	1.24%
6567.00.594.22.62.0000	Stuart West Station Build	\$	200,000.00	3.45%
6567.00.594.22.64.0020	Apparatus Purchase & Refurb Type VI	\$	55,000.00	0.95%
6567.00.594.22.64.0045	Fire Fighter Modal Training Prop	\$	250,000.00	4.32%
Total Capital Fund Projects		\$	577,000.00	9.97%

GF Transfers -Expense

Adjustment for EFB				
6561.597.00.00.6567	Transfers Out to Capital Fund (6567)	\$	431,000.00	7.45%
6561.597.00.00.6562	Transfers Out to Reserve Fund (6562)	\$	500,000.00	8.64%
Fund Transfers to Capital and Reserve		\$	931,000.00	18.61%
Total Requirements		\$	4,985,495.90	86.12%

Ending Fund Balance Total Resources - Total Requirements for 2027 Beginning Fund \$ 803,254.10 13.88%

Total Budget Total Year-End Requirements \$ 5,788,750.00 100.00%

Balance Check = \$0 Total Budget minus Total Resources \$ - \$ -

Capital Fund - 6567		Description	2026 Preliminary
Resources			
		Beginning Capital Fund	\$ 146,000.00
		Interest	\$ -
		Transfers In from General Fund	\$ 431,000.00
		Transfers In from Reserve Fund	\$ -
		Total Resources	\$ 577,000.00
Expenditures			
		Transfers to General Fund	\$ -
		Capital Projects	\$ 577,000.00
		Total Expenditures	\$ 577,000.00
		Ending Fund Balance	\$ -
		Total Requirements	\$ 577,000.00

Reserve Fund - 6562		Description	2026 Preliminary
Summary/Overview			
Resources			
	Beginning Operating Reserves		
	Beginning Reserve Fund	\$	1,803,636.00
	Interest	\$	36,072.72
	Transfers In - General Fund	\$	500,000.00
	Total Resources	\$	2,339,708.72
Expenditures			
	Transfers Out - General Fund	\$	-
	Transfers Out - Capital Fund		
	Total Expenditures	\$	-
Expenditures Reserved for Future Expenditures			
	Operating	\$	-
	Capital	\$	-
	Investments - LGIP	\$	2,339,708.72
	Total for Future Expenditures	\$	2,339,708.72
	Total Requirements	\$	2,339,708.72

		2026 Preliminary
Resources	Description	
Revenues - General Fund		
6561.00.308.91.00.0000	Beginning Fund Balance	\$ 1,000,000.00
HHL 311.10.00.0000	Tax Revenue - Permanent Rate	\$ 4,690,055.00
322.90.22.0003	Fire Marshal Burn Permits	\$ 6,000.00
333.10.66.4000	Vol Fire Asstance Grant DNR	\$ -
334.04.92.0000	Dept of Health Trauma Grant	\$ -
337.00.00.0000	DNR PILT NAP/NRCA	\$ 100.00
337.20.00.0000	Leasehold Tax - San Juan Fire 3	\$ 18,000.00
337.40.00.0000	Timber Harvest Tax	\$ 300.00
342.21.00.0001	Reimb for Inter Gov't Services	\$ 15,000.00
342.21.00.0003	Fire Protect Svc - Town of fH Insp	\$ 20,000.00
342.21.00.0004	Fire Protect Svc - University of Wa	\$ 14,000.00
342.21.00.0007	Fire Protect Svc - State Parks	\$ 500.00
342.21.00.0008	Fire Protect Svc - EMS	\$ -
342.21.00.0009	Fire Protect Svc - Sheriff	\$ -
342.21.00.0010	Fire Protect Svc - Coroner	\$ -
342.21.00.0011	Fire Protect Svc - Fire Boat	\$ -
362.50.16.0000	Facility Rental	\$ 150.00
367.00.00.0001	Donations	\$ 100.00
369.80.00.0000	Other Misc Revenues	\$ 100.00
369.91.00.0093	OPALCO Capital Credits	\$ -
369.91.00.0095	Refunds of Prior Year Expenditures	\$ -
361.11.00.0000	Investment Interest - LGIP	\$ 500.00
395.20.00.0000	Insurance Premium	\$ -
Total Resources		\$ 5,764,805.00
Reserve Fund		
6562.00.308.51.00.0002	Beginning Reserve Fund	\$ 1,803,636.00
6562.00.361.11.00.0000	Investment Interest - LGIP	\$ 36,072.72
6562.00.397.00.00.6561	Transfers In - General	\$ 500,000.00
Total Resources		\$ 2,339,708.72
Capital Fund		
6567.00.308.51.00.0007	Beginning Capital Fund	\$ 146,000.00
6567.00.342.21.00.0070	Reimbursement for Intragovernmental Services	\$ 12,000.00
6567.00.397.00.00.0007	Transfers In - General	\$ 431,000.00
6567.00.397.00.00.6562	Transfers In - Reserve	\$ -
Total Resources		\$ 589,000.00

prev year (2025)	\$	4,619,168.36
1% Incr	\$	46,191.68
Banked	\$	-

Ttl Resol.	\$	4,665,360.04
New Con.	\$	24,694.97
Ttl Cert HLL (2026)	\$	4,690,055.01
Commissioner Approved HLL	\$	4,714,000.00

**Board of Volunteer Fire Fighters
Local Trustees for Fire Protection District 3
MEETING MINUTES**

DATE: November 11, 2025 at 4:15 p.m.
Commission Chair- Dwight Colley
Commission Member – Warren Appleton
MEMBERS PRESENT: Commission Member/Volunteer – Mike Coryell
Chief – Noel Monin
Board Secretary – Amy Taylor
ROLL CALL: Colley opened the meeting at 4:15 p.m.
ACTION: **Moved by Taylor, seconded by Colley, to certify the eligibility of volunteer Thomas Eades for retirement pension under RCW 41.24 & submit all related documentation to the State Board for Volunteer Firefighters & Reserve Officers. Motion passed 5-0.**
ADJOURNMENT: Hearing no other business, the meeting adjourned at 4:16 p.m.

Dwight Colley, Chair of Local Board

Amy Taylor, Secretary of Local Board
Date Approved: November 11, 2025

*Amy will edit
as needed.
Quick motion
"BVFF" meeting
after we adjourn.*