



SUMMARY OF THE MINUTES SAN JUAN COUNTY FIRE DISTRICT 3

Tuesday, January 9, 2024 – Fire Department Training Room

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2
3 CALL TO ORDER

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

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6 ROLL CALL

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

8
9 Staff: Interim Chief Noel Monin, Executive Staff Robin Garcia and Board Secretary Amy Taylor.

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11 Others: SJI Fire & Rescue staff.

12
13 CITIZEN COMMENTS / CORRESPONDENCE

14 Holiday cards were received by the community thanking the District for its service.

15
16 Commissioner Appleton reported that he received correspondence that will be passed along to the Interim Chief.
17 The content was not reported as it contained HIPPA related issues.

18
19 Richard Grout commented that Executive Session has been abused in the past, and urged the new Commission to
20 be diligent in abiding by the rules.

21
22 SELECTION OF OFFICERS

23 **Moved by Cardinale seconded by Appleton, to appoint Commissioner Colley as Chair for year 2024. Motion passed**
24 **unanimously.**

25
26 **Moved by Cardinale, seconded by Colley, to appoint Commissioner Appleton as Vice-Chair for year 2024. Motion**
27 **passed unanimously.**

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29 Consensus for Commissioner Cardinale to Chair through the remainder of the meeting.

30
31 CONSENT AGENDA

32 No changes were requested for the Consent Agenda.

33
34 Minutes. No changes were requested. **Moved by Appleton, seconded by Colley, to approve the minutes of**
35 **December 12, 2023. Motion passed unanimously.**

36
37 Bills. Discussion followed regarding line items of interest, including lease payments for outer stations and related
38 operational expenses. The Commission requested that staff review current agreements for cost savings. **Moved by**
39 **Appleton, seconded by Colley, to approve the payment of bills as published. Motion passed unanimously.**

40

41 Payroll. Interim Chief Monin explained the payroll structure for "Duty Officer Pay". **Moved by Appleton, seconded**
42 **by Colley, to approve the payment of Payroll for November 1, 2023 thru November 30, 2023 as published. Motion**
43 **passed unanimously.**

44

45 EXECUTIVE SESSION

46 The Commission announced that they would enter two executive session, collectively lasting 40 minutes. A 15-
47 minute time extension was necessary.

48

49 The Commission entered executive session pursuant to RCW 42.30.110(1)(g) concerning evaluation of qualifications
50 for public employment. Session began at 3:19 p.m. and ended at 4:00 p.m. for an actual session time of 40 minutes.
51 Participants: Commissioners. Action was taken upon return to open session.

52

53 The Commission entered executive session pursuant to RCW 42.30.110(1)(f) concerning complaints brought against
54 a public officer. Session began at 4:00 p.m. and ended at 4:15 p.m. for an actual session time of 15 minutes.
55 Participants: Commissioners and Interim Chief Monin. No action was taken.

56

57 In open session, Appleton reported that ten viable applications were received for the Fire Chief position.
58 Commissioner Appleton reported that he was inclined to spend additional time on the contract negotiation process
59 to assure the needs of the community are met.

60

61 **Moved by Appleton, seconded by Colley, to hold a special meeting on Wednesday, January 17, 2024 at 1:00 p.m.**
62 **to discuss contract negotiations with Interim Chief Monin. Motion passed unanimously. [Secretary's Note: The**
63 **meeting was cancelled due to inclement weather.]**

64

65 STAFF REPORTS

66 Interim Chief Monin reviewed the monthly financial report, including general fund revenues, expenses, ending cash
67 balances and anticipated revenues.

68

69 Interim Chief Monin reviewed the December 2023 written staff report describing staffing, training, volunteer
70 recognition, mutual aid agreements, business updates and general current events for the District.

71

72 FUTURE AGENDA ITEMS & ANNOUNCEMENTS

73 Interim Chief Monin asked if the Commission would like any formal training for Open Public Meetings Act or any
74 other subject.

75

76 Commissioner Appleton requested that the District hold work sessions concerning the budget, with the current
77 election cycle in mind, if a levy measure is desired for the 2024 cycle. Interim Chief Monin suggested an ad-hoc
78 budget committee with one commissioner & staff to begin working on concerns. Discussion followed regarding
79 more local voting trends and the success of recent ballot measures.

80

81 ADJOURNMENT

82 Moved by Appleton, seconded by Cardinale, to adjourn the meeting 4:39 p.m. Motion passed unanimously.


Dwight Colley, Chair
SJC Fire District 3 Commission


Respectfully submitted by:
Amy Taylor Board Secretary