



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

Tuesday, February 13, 2024 – Fire Department Training Room

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### CALL TO ORDER

Chair Colley called the Fire Commission meeting for SJC Fire District 3 to order at 3:04 p.m.

### ROLL CALL

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

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

Others: SJI Fire & Rescue staff.

### CITIZEN COMMENTS / CORRESPONDENCE

Maureen See, Citizen, suggested that the Commission look into remote attendance by Zoom so remote attendees could be better received. Chair Colley replied that (Interim) Chief Monin would look into online audio video attendance for future meetings.

### CONSENT AGENDA

No changes were requested for the Consent Agenda.

Minutes. No changes were requested. **Moved by Colley, seconded by Appleton, to approve the minutes of January 22, 2023 and January 9, 2024. Motion passed 3-0.**

Bills and Payroll. No discussion followed. The Commission requested that staff review current agreements for cost savings. **Moved by Appleton, seconded by Colley, to approve the payment of bills and payroll as published. Motion passed 3-0.**

### UNFINISHED BUSINESS

Professional Services Agreement. Chair Colley explained that the professional services agreement for the position of Fire Chief was forwarded to the Attorney with minimal changes returned. Discussion followed. Vice-Chair Appleton supported the agreement and explained the negotiation process, including change to job descriptions for efficiency. It was noted that savings are anticipated by essentially eliminating the assistant fire chief position. Commissioner Cardinale agreed.

**Moved by Appleton, seconded by Cardinale, to authorize the professional service agreement for the position of Fire Chief as presented on February 13, 2024 with Noel Monin. Motion passed 3-0.**

**Moved Colley, seconded by Appleton, to appoint Interim Chief Noel Monin to the position of District 3 Fire Chief. Motion passed 3-0.** Chief Monin thanked the Commission and praised the negotiation process.

43 Station Lease Agreement Updates. Chief Monin reviewed existing leases with the outer stations. Station #37 (Brown  
44 Island) currently leases a shared garage for \$6,900 per year for last 15 years totaling over \$100,000. The lease will  
45 be renegotiated considering the fact that the Station has an engine on Brown Island, which directly serves the  
46 community. The Brown Island Association President wasn't aware that District was paying rent to the Association.  
47 A new lease, hopefully rent free, will be presented as unfinished business. The District also requested a  
48 reimbursement of last years lease payment.

49  
50 Station #32 (Cape SJ) currently leases rent free with the obligation of paying the phone and alarm service. District  
51 will no longer be providing electricity as per the agreement. Additionally, District has agreed to move the Engine  
52 four times per year for pre-planned events instead of spontaneously at the Association's request.

53  
54 Station 36 lease is under review.

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56 Other agreements. Vice-Chair Appleton asked if there are any other agreements that have automatic renewals.  
57 Chief Monin responded that he was trying to identify all agreements.

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59 NEW BUSINESS

60 Interlocal Agreement - Reserve Engine. Chief Colley asked if the Commission had a chance to review the agreement.  
61 Commissioner Cardinale questioned the proposed fees and charges. Chief Monin explained that fees will be  
62 assessed only if there is damage to the Engine. Commissioner Cardinale suggested that District create some method  
63 to ensure damages get repaired while waiting for funds. Commissioner Cardinale asked if the District can establish  
64 a fund that would pay to repair any damages and charge back to the lessee. Chief Monin noted that the Attorney  
65 has reviewed the interlocal agreement and that it is covered under the insurance policy. The Engine is currently in  
66 use by the Orcas Fire District.

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68 **Moved by Appleton, seconded by Cardinale, to approve the Interlocal Agreement for lease of the reserve engine.**  
69 **Motion passed 3-0.**

70  
71 Strategic Planning Discussion. Chair Colley stated that a Strategic Plan is needed for the District. Chief Monin  
72 explained that he intends to develop future financial and operational plans. Strategic Planning for 5–10-year  
73 forecasting is a substantial project that will require direction and possibly cost allocation, depending on its  
74 complexity. Consultation professional services start at \$20,000 for a basic plan.

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76 Chair Colley requested that each Commissioner discuss with the Chief in anticipation of April strategic planning and  
77 budget workshops. Chief Monin explained that strategic planning should be tied to the proposed levy.

78  
79 Levy Lid Lift. Chief Monin noted that the Commission needs to set a strategic deadline to get on the ballot. Chief  
80 Colley suggested the November general ballot. Vice-Chair Appleton stated that he wants to get the WSRB insurance  
81 rating down to justify the request. Chief Monin stated that the current rating for the District is 6, however the rating  
82 goes to 9 the further that firefighters reside from unoccupied stations, which is why target volunteer firefighter  
83 recruitment is so important.

84  
85 Maureen See suggested appointing an advocacy a group for the proposed levy lid lift.

86  
87 Executive Session. Vice-Chair Appleton asked why an executive session was not scheduled. Chief Monin responded  
88 that feedback was not received from the fellow commissioners in time to accommodate a session. The District  
89 Attorney is also requesting a session.

90

91 STAFF REPORTS

92 Chief Monin reviewed the monthly financial report, including general fund revenues, expenses, ending cash  
93 balances and anticipated revenues.

94  
95 Budget Resolution Discussion. Chief Monin explained that District should make a budget correction/amendment to  
96 Beginning Cash Adjustment to accurately reflect beginning of year. An amendment will be presented in the future.

97  
98 Chief Monin reviewed the January 2024 written staff report describing staffing, training, volunteer recognition,  
99 mutual aid agreements, business updates and general current events for the District.

100  
101 Chief Monin reviewed monthly staff reports, including operations report, outer islands division, Station #33,  
102 stormwater repairs; and administrative report, including awards and banquet, chief's association and preparation  
103 for ratings assessment.

104  
105 Washington State Ratings Bureau. The WSRB is scheduled to make rating assessments September 10<sup>th</sup>. Chief Monin  
106 listed items that are reviewed which effect ratings.

107  
108 FUTURE AGENDA ITEMS & ANNOUNCEMENTS

109 Vice-Chair Appleton noted that a former commissioner had a stroke and requested that staff put together a card  
110 or some form of recognition.

111  
112 Chair Colley noted that he was not available to meet on March 12<sup>th</sup>. **Consensus to meet on March 19, 2024.**

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114 CITIZEN COMMENTS

115 No citizen comments were given.

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117 ADJOURNMENT

118 **Moved by Cardinale, seconded by Colley, to adjourn the meeting 4:00 p.m. Motion passed 3-0.**

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Dwight Colley, Chair  
SJC Fire District 3 Commission

  
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Respectfully submitted by:  
Amy Taylor, Board Secretary  
Date Approved: February 13, 2024