



SUMMARY OF THE MINUTES SAN JUAN COUNTY FIRE DISTRICT 3

Tuesday, December 12, 2023 – Fire Department Training Room

CALL TO ORDER

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

ROLL CALL

Commissioners Present: Frank Cardinale (Chair) and Warren Appleton (Member). Dwight Colley (Co-Chair) was absent. *[Note: Commissioner Appleton submitted Oath of Office prior to the meeting.]*

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

Others: SJI Fire & Rescue staff.

CITIZEN COMMENTS / CORRESPONDENCE

No citizen comments or correspondence were presented.

CONSENT AGENDA

No changes were requested for the Consent Agenda.

Moved by Appleton, seconded by Cardinale, to approve the Minutes of November 14, 2023. Motion passed 2-0 with Colley absent.

Moved by Appleton, seconded by Cardinale, to approve the payment of Bills as published. Motion passed 2-0 with Colley absent.

Moved by Appleton, seconded by Cardinale, to approve the payment of Payroll as published. Motion passed 2-0 with Colley absent.

OLD BUSINESS

Budget Work Session - Interim Chief Monin explained that staff and the Commission held a budget work session on December 2, 2023 to adjust amounts for certain line items in the adopted 2024 budget. Adjustments highlights include:

- General Fund - Redistributing some funds for personnel for an ending fund balance of \$304,023.
- Reserve Fund – Shifting funds for Fire Boat expenditures to the Capital Fund for an ending fund balance of \$169,264.
- LOSAP Fund – The reserves for future expenditures are virtually dormant with an ending fund balance of \$40,400. Interim Chief Monin explained that the program was designed for paydown then closure. Some participants opted for payout while others left funds in reserves to accrue interest. Discussion followed regarding whether to take steps to cash out participants and close the LOSAP fund permanently.

Moved by Appleton, seconded by Cardinale, to adopt the budget amendments as presented. Motion passed 2-0 with Colley absent.

43 STAFF REPORTS

44 Interim Chief Monin reviewed the monthly financial report, including general fund revenues, expenses, ending cash
45 balances and anticipated revenues. The Commissioners requested that LOSAP funds be removed from the new
46 report format and tracked as a separate item.

47
48 Interim Chief Monin reviewed the November 2023 written staff report describing call statistics, business updates
49 and general current events for the District.

50
51 ANNOUNCEMENTS

52 Chair Cardinale announced that the Commission would hold two executive sessions pursuant to RCW
53 42.30.110(1)(g) to review the performance of an employee; then to review qualifications of applicants for public
54 employment. The executive sessions were estimated to last a total of 30 minutes. No action was anticipated.

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56 EXECUTIVE SESSION

57 The Commission entered executive session pursuant to RCW 42.30.110(1)(g) concerning the performance of an
58 employee. Session began at 3:45 p.m. and ended at 4:05 p.m. for an actual session time of 20 minutes. No time
59 extension was necessary. Participants: Commissioners and Interim Chief Monin. Action was taken upon return to
60 open session.

61
62 The Commission entered executive session pursuant to RCW 42.30.110(1)(g) concerning review of applications for
63 public employment. Session began at 4:06 p.m. and ended at 4:15 p.m. No time extension was necessary.
64 Participants: Commissioners. No action was taken.

65
66 In open session, Chair Cardinale explained that Interim Chief Monin was in agreement to postpone the extension
67 of the agreement for Interim Fire Chief until Commissioner Colley could participate in discussion. Interim Chief
68 Monin commented that he was happy to oblige.

69
70 **Moved by Appleton, seconded by Cardinale, to extend negotiation of the agreement for the Interim Fire Chief**
71 **position until the regular meeting in January 2024. Motion passed 2-0 with Colley absent.**

72
73 NEW BUSINESS


74 Formal review of applications for the Fire Chief position was postponed until January 2024 to allow the participation
75 of Commissioner Colley in any discussion.

76
77 ADJOURNMENT

78 Moved by Appleton, seconded by Cardinale, to adjourn the meeting 4:17 p.m. Motion passed 2-0 with Colley
79 absent.



Frank Cardinale, Chair
SJC Fire District 3 Commission



Respectfully submitted by:
Amy Taylor, Board Secretary
Date Approved: January 9, 2023