



SUMMARY OF THE MINUTES SAN JUAN COUNTY FIRE DISTRICT 3

Tuesday, August 12, 2025 – Fire Department Training Room
Fire Station #31 at 1011 Mullis Street in Friday Harbor

CALL TO ORDER

Chair Colley called the Fire Commission meeting for SJC Fire District 3 to order at 2:30 p.m.

ROLL CALL

Commissioners Present: Dwight Colley (Chair), Warren Appleton (Vice-Chair) and Alexa Rust (Member).

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

Others: SJI Fire & Rescue staff.

EXECUTIVE SESSION

Pursuant to RCW 42.30.110(1)(i) regarding potential litigation, the Commission announced that they would enter an executive session estimated to last 45 minutes. Participants: Fire Commission, (Commissioner-Designate) Mike Coryell, Attorney Eric Quinn, Attorney Scott Gingras, Chief Monin and Secretary Taylor. The session began at 2:34 p.m. and ended at 3:25 p.m. A time extension was announced. No action was taken.

CITIZEN COMMENTS / CORRESPONDENCE

Chair Colley announced that SJC Public Hospital District 1 thanked the District for its invitation but does not have business for a joint meeting at this time.

Chief Monin listed the other recent correspondence received thanking the District for various services.

AGENDA

No changes were requested to the Agenda.

Minutes. **Moved by Appleton, seconded by Rust, to approve the minutes of July 8, 2025. Motion passed 3-0.**

Bills and Payroll. **Moved by Appleton, seconded by Rust, to approve the payment of bills and payroll as published. Motion passed 3-0.**

UNFINISHED BUSINESS

Salary Review – Fire Chief

Chair Colley explained that the Commission completed its annual evaluation for the Fire Chief. The result was that Chief Monin exceeded expectations. Chair Colley recommended a 15% salary increase retroactive to his 1-year anniversary. Discussion followed regarding a raise in salary versus receiving a merit increase in form of an annual bonus.

Moved by Rust, seconded by Colley, to approve a 15% salary increase retroactively to his 1-year anniversary. Motion passed 2-0 with Appleton abstained.

NEW BUSINESS

2026 District 3 Budget

Chief Monin requested that the Commission forward any requests for inclusion in the 2026 Budget by September 9th. A preliminary budget should be presented at the September meeting.

Cooperative Purchasing Agreement

Chief Monin explained that District plans to utilize cooperative purchasing methods rather than the public bidding process to procure the new ladder truck and other apparatus. Sourcewell Purchasing is a membership-based cooperative that serves local agencies in this matter. District will take steps to update its account. No action required.

Modular (Modal) Training Facility

Battalion Chief Hartzell explained that the current training facility has deteriorated from age, use and will soon be considered unsafe. The choices for training will soon be to purchase new training props or travel to other off-island facilities depending on the training exercise. A new facility that will enable comprehensive training can range between \$120K-\$250K depending on specifications. Training preferences lean toward a configuration of semi-mobile units (modal or shipping container style). Discussion followed regarding needs. **Consensus to develop and issue a Request for Proposals with Specifications for a modal training facility.**

Stuart West Station

Chief Monin reported that School District 149 has executed the land license. The next step will be to design a new station. A Request for Proposals for A&E services will be issued as soon as possible. No action required.

Resolution 25-03

Chief Monin presented Resolution 25-03 dissolving the Length of Service Award Program (LOSAP). Resolution 25-03 directs the Chief to pay out current fund balances to the employees still enrolled in the program and dissolve the fund. Remaining funds will be transferred into the operating budget. No discussion followed.

Moved by Colley, seconded by Appleton, to approve Resolution 25-03, dissolving the Length of Service Award Program. Motion passed 3-0.

STAFF REPORT(S)

Chief Monin reviewed general fund revenues, expenses, ending cash balances and anticipated revenues. The District transferred \$1,000,000 of reserves into Local Government Investment Pool. Other highlights included purchase of personal protective equipment through an L&I Grant and burn permit fees.

Chief Monin reviewed the monthly operations report describing staffing, policy review and general current events for the District. Highlights included purchase of new equipment and call for state mobilization.

Chief Monin reviewed monthly administrative reports including agreements, business updates and other executive matters. Highlights included the Land License Agreement for Stuart West, Marine Response Agreements, part-time Systems Administrator and retirement announcement for Tom Eades.

FUTURE AGENDA ITEMS & ANNOUNCEMENTS


No future agenda items were discussed.

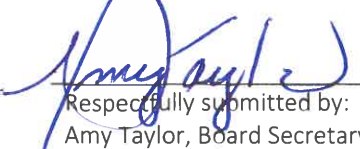
CITIZEN COMMENTS

No citizen comments were given.

ADJOURNMENT

Moved by Rust, seconded by Colley, to adjourn the meeting at 4:15 p.m. Motion passed 3-0.


Dwight Colley, Chair
SJC Fire District 3 Commission


Respectfully submitted by:
Amy Taylor, Board Secretary
Date Approved: September 9, 2025