



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

**Special Meeting: Monday, January 22, 2024 – Fire Department Training Room**

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2  
3 CALL TO ORDER  
4 Chair Colley called the Fire Commission meeting for SJC Fire District 3 to order at 1:00 p.m.  
5  
6 ROLL CALL  
7 Commissioners Present: Dwight Colley (Chair), Warren Appleton (Vice-Chair).  
8 Commissioners Attending by Phone In: Frank Cardinale (Member).  
9  
10 Staff: Interim Chief Noel Monin.  
11  
12 Others: SJI Fire & Rescue staff, and citizens.  
13  
14 CITIZEN COMMENTS / CORRESPONDENCE  
15 No correspondence or citizens comments.  
16  
17 UNFINISHED BUSINESS  
18 **No Executive Session was held.**  
19  
20 Commissioners discussed in detail, line by line, the DRAFT Professional Services Agreement for the Position of Chief  
21 of the Fire District and negotiated a tentative agreement to include; authority, duties, conditions, provisions, pay,  
22 benefits, performance and salary review, term, termination clauses, hours worked and holidays, and paid time off,  
23 among other details of the contract between the Commission and the Interim Chief.  
24  
25 Consensus to direct the Interim Chief to finalize drafting the Professional Services Agreement for Fire Chief and  
26 submit for legal review and counsel to the District's Attorney, in preparation for signing at the next regular  
27 commissioners meeting.  
28  
29 FUTURE AGENDA ITEMS & ANNOUNCEMENTS  
30 None provided.  
31  
32 ADJOURNMENT  
33 Moved by Appleton, seconded by Cardinale, to adjourn the meeting at 3:15. Motion passed unanimously.

Dwight Colley, Chair  
SJC Fire District 3 Commission

Respectfully submitted by:  
Noel Monin, Interim Chief  
Date Approved: February 13, 2024