



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

Tuesday, April 8, 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 3:00 p.m.

### ROLL CALL

Commissioners Present: Dwight Colley (Chair), Warren Appleton (Vice-Chair) and Alexa Rust (Member).  
Commissioner Rust was excused from a portion of the meeting due to a dispatch call.

Staff: Chief Noel Monin and Board Secretary Amy Taylor. Executive Staff Robin Garcia was excused.

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 30 minutes. Participants: Fire Commission, District Attorney Quinn, and Chief Monin. The session began at 3:05 p.m. and ended at 3:35 pm. No time extension was needed. No action was taken.

### CITIZEN COMMENTS / CORRESPONDENCE

No comments or correspondence were received.

### AGENDA

No changes were requested to the Agenda.

Minutes. **Moved by Rust, seconded by Appleton, to approve the minutes of March 25, 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

Lease Agreement – Stuart Island Airpark Association (Stuart East). Chief Monin explained that the final draft lease agreement was received for the Station. The lease is a five-year term with automatic renewal. Rent is \$600 for the first 18 months and \$150 thereafter with the understanding that landlords will begin needed renovations immediately. Discussion followed regarding property insurance coverage. **Consensus to execute said lease agreement.**

Lease Agreement – Stuart Island West. An alternative site was identified for operations. District and Owner are discussing the “license” of the property rather than “leasing”. Chief Monin shared the Owner’s concerns regarding the long-term lease of the property. No discussion followed.

SJC Public Hospital District 1 (SJCPHD1). The Commission revisited the invitation to SJCPHD1 to a joint meeting to discuss public relations. Commissioner Appleton explained that the last encounter with SJCPHD1 was the contentious meeting between the boards several years ago. The purpose of the meeting would be to introduce the new boards, revisit their respective missions, and discuss mutual issues and concerns. **Consensus to extend the invitation for June or July 2025.**

#### **NEW BUSINESS**

No new business scheduled.

#### **STAFF REPORT(S)**

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

Chief Monin reviewed the monthly operations report describing staffing, training, volunteer recognition, mutual aid agreements, business updates and general current events for the District.

Chief Monin reviewed monthly administrative reports including interlocal agreements, policies, business updates and other executive matters.

Highlights included:

- Financial software – A new format for monthly reporting.
- Volunteer Standby Incentive Rollout – Draft information distributed for the proposed Volunteer Incentive Program. The goal is to have adequate standby volunteers signed up every shift.
- Work/Rest Pay Schedule – A new model was proposed for rest pay to alleviate the current amount of overtime.
- Apparatus Committee – John McDowel is chairing the Apparatus Committee. The current assignment is to vet new ladder trucks.
- Volunteers – Eight new recruits have graduated academy.
- Awards Ceremony – The Commission was invited to the 2025 Awards Ceremony on April 11, 2025.
- Community Wildfire Protection Plan – The public comment period is open for the Plan.
- 2025 Annual Conference – The Commission was encouraged to attend the annual conference at Tulalip.
- Performance Evaluation – Chief Monin is due for a performance evaluation in May 2025.

#### **FUTURE AGENDA ITEMS & ANNOUNCEMENTS**


No future agenda items were requested.

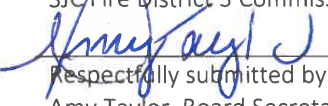
#### **CITIZEN COMMENTS**

No citizen comments were given.

#### **ADJOURNMENT**

**Moved by Appleton, seconded by Colley, to adjourn the meeting 4:45 p.m. Motion passed 3-0.**

  
Dwight Colley, Chair  
SJC Fire District 3 Commission

  
Respectfully submitted by:  
Amy Taylor, Board Secretary  
Date Approved: May 13, 2025