



SAN JUAN COUNTY FIRE DISTRICT #3

REGULAR COMMISSIONERS MEETING

Location: 1011 Mullis Street, Friday Harbor, WA

Remote: Call in (509) 408-1653 **Conference ID:** 860 131 668#

Call-in access is provided for convenience only. Meetings are not recorded by audio or video – all information technology systems are used for live remote convenience only.

AGENDA

Tuesday, January 20, 2026 @ 3:00 p.m.

Call to Order

Roll Call of Board Members and District Officer's Present

Executive Session per RCW 42.30.110.(1)(i): With Attorney Present to discuss legal matters that could result in adverse legal or financial consequences to the district.

Citizen Comment/Correspondence

Consent Agenda

- Correction and Approval of Minutes
- Bills and Payroll

Unfinished Business

- State Auditor's Office Exit Conference

New Business

- Audit Results Letter to the Community
- 2026 Goals and Objectives – Executive Summary

Chief's Reports

- Financials
 - 13th Month Reported in February
 - Budget Adjustment in February
- Operations
 - Training Academy
 - Community Risk Reduction – Lt. English
- Administrative
 - Legal Counsel Rates
 - County Dispatch Fees
 - Election Fees
 - EAP added to insurance

Work Session

- Policy and Procedure Review
 - Electronic Public Meeting Records Policy
 - Benefits Policy
 - Paid Time Off Policy (Leave Accruals)

Citizen Comment

Adjourn



Executive Session Narrative

Introduction by Chair:

Good afternoon, everyone. The time is _____ p.m.

We will now move into executive session pursuant to RCW 42.30.110(1)(i) to discuss legal matters that could result in adverse legal or financial consequences to the district.

Executive session is estimated to last _____ minutes.

No action is anticipated.

Please note that this session is confidential, and any discussion or information shared here is not for public disclosure.

Everyone except [*list specific individuals*], are excused until we return to open session.

After the Session:

It is _____ p.m.

1) (Pick one:)

"The executive session is concluded."

"An additional _____ minutes is needed for executive session. We will return to open session at _____ pm."

2) (Pick one):

"No action was taken."

"Moved by _____, seconded by _____, to (state action/direction, e.g. - To direct staff to ..."



SUMMARY OF THE MINUTES SAN JUAN COUNTY FIRE DISTRICT 3

Tuesday, December 9, 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 Mike Coryell (Member).

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

Others: Interested public.

CITIZEN COMMENTS / CORRESPONDENCE

Correspondence acknowledged from Maureen See regarding a recent editorial by the Commission applauding Chief Monin and operations at the District.

AGENDA

No changes were requested to the Agenda.

Minutes

Moved by Coryell, seconded by Appleton, to approve the minutes of November 11, 2025 as published. Motion passed 3-0.

Bills and Payroll

Moved by Appleton, seconded by Coryell, to approve the payment of bills and payroll as published. Motion passed 3-0. Line items of interest were discussed.

UNFINISHED BUSINESS

None scheduled for discussion.

NEW BUSINESS

None scheduled for discussion.

STAFF REPORT(S)

Battalion Chief Hartzell reviewed the monthly treasurer's report, including general fund revenues, expenses, ending cash balances and anticipated revenues. Ms. Garcia noted that reporting was slightly off and will appear to have double investment revenue for December.

Battalion Chief Hartzell announced that the hiring process was completed and listed new employee positions and promotions.

43
44 Battalion Chief Hartzell reminded the Commission of upcoming meetings. The new regular meeting date is the
45 "third Tuesday of each month". The exit interview with the State regarding the current audit is scheduled for
46 December 19, 2025.

47
48 Health Care Insurance – Kati English

49 A request was made to extend health insurance coverage for a part-time employee. Battalion Chief Hartzell
50 explained that Kati English will assume the role of part-time Shift Lieutenant and Fire Prevention Specialist.
51 Providing coverage to part-time employees is not standard and approved by the Board. Providing this benefit will
52 serve as a meaningful acknowledgement of Ms. English's value to the organization and support retention.
53 Discussion followed regarding setting a precedent.

54
55 **Moved by Coryell, seconded by Appleton, to authorize the Fire Chief to extend health insurance coverage to Kati**
56 **English as part of her promotion and expanded responsibilities. Motion passed 3-0.**

57
58 **FUTURE AGENDA ITEMS & ANNOUNCEMENTS**

59 Secretary Taylor inquired if there were any items the Board would like to hold work sessions on in the new year
60 besides strategic planning and policy review. Commission Coryell mentioned development of the new logo.

61
62 **CITIZEN COMMENTS**

63 No citizen comments were given.

64
65 **ADJOURNMENT**

66 **Moved by Appleton, seconded by Coryell, to adjourn the meeting 3:20 p.m. Motion passed 3-0.**

Dwight Colley, Chair
SJC Fire District 3 Commission

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



TO: Commission
FROM: Robin Garcia
RE: Boat loan balance
DATE: 1/19/2026

The Commission asked for the current balance for the boat loan at the December meeting.

The current balance is \$326,713.98.

Funds 6561 & 6567		Date	Fund	Amount
2025	Invoice Accounting Report Service and Materials	12/2/2025	6561	\$ 39,239.79
2025	Invoice Accounting Report Service and Materials	12/2/2025	6567	\$ 9,118.93
2025	Invoice Accounting Report Service and Materials	12/9/2025	6561	\$ 10,412.94
2025	Invoice Accounting Report Service and Materials	12/16/2025	6561	\$ 12,711.05
2025	Invoice Accounting Report Service and Materials	12/29/2025	6561	\$ 10,186.67
2025	Invoice Accounting Report Service and Materials	12/29/2025	6567	\$ 5,000.00
2025	Payroll Report	12/1/2025	6561	\$ 78,985.37
2024	Monthly Payroll (November) Payroll Report	12/4/2025	6561	\$ 34,468.38
2024	24 day Payroll (11/10/25 to 12/3/25) Payroll Report	12/29/2025	6561	\$ 35,961.45
2024	24 day Payroll (12/4/25 to 12/27/25)			
Total				\$ 236,084.58

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the San Juan Island Fire District #3, and that I am authorized to authenticate and certify to said claim. The District has retained documents and materials substantiating these claims according to State law and will make them available to the public on request.


 Signed Authorizing Officer

Board Authorization

I, the undersigned, do hereby certify that I concur with the review of the claims as just obligations against the San Juan Island Fire District #3, totaling \$236,084.58. Signed this 20th day of January, 2026.

 Amy Taylor - District Board Secretary

 Dwight Colley - Chair

 Warren Appleton - Vice Chair

 Alexa Rust

ACCOUNTS PAYABLE

San Juan Island Fire District #3

Time: 07:40:41 Date: 12/02/2025
Page: 1

As Of: 12/02/2025

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
623	10/31/2025	12/02/2025	BOUND TREE MEDICAL, LLC	226.80	Eye wash station
	522 20 31 0006	Supplies EMS	001 000 522 Fund 6561 Gene	226.80	
624	10/02/2025	12/02/2025	BROWNE'S HOME CENTER (INC)	115.76	Facility supplies
	522 50 31 0001	Facility Supplies	001 000 522 Fund 6561 Gene	115.76	
625	11/12/2025	12/02/2025	BROWNE'S HOME CENTER (INC)	162.96	Facility supplies
	522 50 31 0001	Facility Supplies	001 000 522 Fund 6561 Gene	162.96	
626	11/13/2025	12/02/2025	BROWNE'S HOME CENTER (INC)	15.69	Fire fighting supplies
	522 20 31 0003	Firefighter Supplies	001 000 522 Fund 6561 Gene	15.69	
627	11/18/2025	12/02/2025	BROWNE'S HOME CENTER (INC)	92.06	Facility supplies and fleet parts
	522 50 31 0001	Facility Supplies	001 000 522 Fund 6561 Gene	57.08	
	522 60 31 0001	Supplies Fleet Parts	001 000 522 Fund 6561 Gene	34.98	
628	11/11/2025	12/02/2025	CAPITAL ONE TRADE CREDIT	8.68	Fleet parts
	522 60 31 0001	Supplies Fleet Parts	001 000 522 Fund 6561 Gene	8.68	
629	11/17/2025	12/02/2025	CAPITAL ONE TRADE CREDIT	81.38	Station supplies
	522 20 31 0005	Station Supplies	001 000 522 Fund 6561 Gene	81.38	
642	11/14/2025	12/02/2025	COMMERCIAL FIRE PROTECTION, INC	1,234.96	Annual Dry Sprinkler Inspection and Test
	522 50 48 0005	Facility Maintenance	001 000 522 Fund 6561 Gene	1,234.96	
635	12/01/2025	12/02/2025	EIV CONSULTING, LLC	1,351.36	IT support
	522 10 41 0001	Professional Services-Gen	001 000 522 Fund 6561 Gene	1,351.36	
631	11/17/2025	12/02/2025	GRAINGER	27.69	Firefighting supplies
	522 20 31 0003	Firefighter Supplies	001 000 522 Fund 6561 Gene	27.69	
632	11/16/2025	12/02/2025	ISLAND PETROLEUM SERVICES	757.18	Fuel for boat
	522 20 32 0001	Fuel	001 000 522 Fund 6561 Gene	757.18	
636	12/01/2025	12/02/2025	ISLANDS' SOUNDER	70.00	Newspaper subscription
	522 10 49 0002	Subscriptions	001 000 522 Fund 6561 Gene	70.00	
633	12/01/2025	12/02/2025	JORDAN D POLLACK	4,880.00	Division Chief and command officer
	522 45 49 0001	Certifications (CPR, First A	001 000 522 Fund 6561 Gene	4,880.00	

ACCOUNTS PAYABLE

San Juan Island Fire District #3
 Time: 07:40:41 Date: 12/02/2025
 As Of: 12/02/2025 Page: 2

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
637	11/13/2025	12/02/2025	LIFE-ASSIST, INC	217.08	Nitrile Gloves
	522 20 31 0002	PPE/SCBA	001 000 522 Fund 6561 Gene	217.08	
638	11/11/2025	12/02/2025	LUGNUT AUTOMOTIVE	529.00	Stuart West Brush Truck
	522 60 31 0001	Supplies Fleet Parts	001 000 522 Fund 6561 Gene	529.00	
639	11/12/2025	12/02/2025	PETTY CASH - FIRE #3	275.00	Reimb Petty Cash
	522 50 31 0001	Facility Supplies	001 000 522 Fund 6561 Gene	275.00	
640	12/01/2025	12/02/2025	PORT OF FRIDAY HARBOR	105.02	Electricity for boat slip & shed
	522 50 47 0001	Electricity	001 000 522 Fund 6561 Gene	105.02	
641	11/29/2025	12/02/2025	ROCK ISLAND COMMUNICATIONS INC	58.00	LTE Fixed Wireless
	522 10 42 0004	IT Communications	001 000 522 Fund 6561 Gene	58.00	
643	11/29/2025	12/02/2025	ROCK ISLAND COMMUNICATIONS INC	1,201.49	Internet service and business support
	522 10 42 0004	IT Communications	001 000 522 Fund 6561 Gene	1,201.49	
630	11/24/2025	12/02/2025	SAN JUAN ISLAND FIREFIGHTERS	5,135.06	Annual Banquet share of cost
	522 20 49 0001	Miscellaneous Awards & I	001 000 522 Fund 6561 Gene	5,135.06	
644	11/19/2025	12/02/2025	SEA-WESTERN, INC	1,955.72	Calibration of SCBA Test Bench
	522 20 48 0003	SCBA Maintenance	001 000 522 Fund 6561 Gene	1,955.72	
645	11/01/2025	12/02/2025	STARR EXCAVATION	300.00	Station 35 port a potty
	522 50 48 0001	Mechanical Services	001 000 522 Fund 6561 Gene	300.00	
646	11/13/2025	12/02/2025	STATE AUDITOR'S OFFICE	3,686.15	3 year Accountability Audit
	522 10 41 0001	Professional Services-Gen	001 000 522 Fund 6561 Gene	3,686.15	
620	11/21/2025	12/02/2025	TIMECLOCK PLUS	-578.06	Proration Credit of Annual Subscription
	522 10 41 0001	Professional Services-Gen	001 000 522 Fund 6561 Gene	-578.06	
621	11/21/2025	12/02/2025	TIMECLOCK PLUS	832.01	Prorate for added annual subscriptions; from 50 people to 72
	522 10 41 0001	Professional Services-Gen	001 000 522 Fund 6561 Gene	832.01	
622	11/27/2025	12/02/2025	TIMECLOCK PLUS	7,592.13	Aladtec Professional Annual License 12302025 to 12292026
	522 10 41 0001	Professional Services-Gen	001 000 522 Fund 6561 Gene	832.01	

ACCOUNTS PAYABLE

San Juan Island Fire District #3

Time: 07:40:41 Date: 12/02/2025
Page: 3

As Of: 12/02/2025

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
522 10 41 0001	Professional Services-Gen	001 000 522 Fund 6561 Gene		7,592.13	
647	11/05/2025	12/02/2025	TRUSTEED PLANS SERVICE CORP	7,964.51	Medical Insurance
522 10 20 0006	Administration Medical	001 000 522 Fund 6561 Gene		3,676.64	
522 20 20 0006	Medical Coverage, POC &	001 000 522 Fund 6561 Gene		4,287.87	
648	12/01/2025	12/02/2025	WASHINGTON ALARM, INC	262.20	Alarm Monitoring
522 50 47 0004	Alarm Systems	001 000 522 Fund 6561 Gene		262.20	
649	11/11/2025	12/02/2025	WIZTRONICS, INC.	376.45	Belt clips for radios
522 20 48 0004	Radio & Pager Repair	001 000 522 Fund 6561 Gene		376.45	
650	12/02/2025	12/02/2025	XEROX CORPORATION	303.51	Usage for 102125 to 112125
522 10 45 0001	Office Equipment Rental	001 000 522 Fund 6561 Gene		303.51	
Fund				39,239.79	
Report Total:				39,239.79	

This report has been reviewed by: *[Signature]* Date

REMARKS: _____ Signature & Title

ACCOUNTS PAYABLE

As Of: 12/02/2025

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
634	11/22/2025	12/02/2025	MEM ENTERPRISES LLC	9,118.93	Pick up of container; setting containers in place
594 22 64 0070	Machinery and Equipment		007 000 594 Fund 6567 Capit	9,118.93	

Report Total: 9,118.93

Fund

007 Fund 6567 Capital 9,118.93

This report has been reviewed by:

[Handwritten Signature]

REMARKS:

Signature & Title

Date

ACCOUNTS PAYABLE

San Juan Island Fire District #3

Time: 12:59:59 Date: 12/08/2025
Page: 1

As Of: 12/09/2025

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
653	12/04/2025	12/09/2025	BANK OF AMERICA (INC)	218.93	First aid cards
	522 45 49 0001	Certifications (CPR, First A	001 000 522 Fund 6561 Gene	218.93	
654	12/04/2025	12/09/2025	BANK OF AMERICA (INC)	26.75	Staff celebration
	522 10 49 0003	Miscellaneous	001 000 522 Fund 6561 Gene	26.75	
655	12/04/2025	12/09/2025	BANK OF AMERICA (INC)	2,455.93	Microsoft 365; Opalco; MRSC membership
	522 10 41 0004	Technology Services	001 000 522 Fund 6561 Gene	5.26	
	522 10 41 0004	Technology Services	001 000 522 Fund 6561 Gene	443.36	
	522 10 49 0002	Subscriptions	001 000 522 Fund 6561 Gene	225.00	
	522 50 47 0001	Electricity	001 000 522 Fund 6561 Gene	1,782.31	
669	12/04/2025	12/09/2025	BANK OF AMERICA (INC)	726.24	Training food; fleet supplies; firefighter supplies; capital computer equip
	522 20 31 0003	Firefighter Supplies	001 000 522 Fund 6561 Gene	-1.09	
	522 20 31 0003	Firefighter Supplies	001 000 522 Fund 6561 Gene	338.49	
	522 20 31 0004	Fireline/Training Food	001 000 522 Fund 6561 Gene	36.94	
	522 20 31 0004	Fireline/Training Food	001 000 522 Fund 6561 Gene	45.45	
	522 20 31 0004	Fireline/Training Food	001 000 522 Fund 6561 Gene	54.37	
	522 20 31 0004	Fireline/Training Food	001 000 522 Fund 6561 Gene	40.53	
	522 60 31 0001	Supplies Fleet Parts	001 000 522 Fund 6561 Gene	77.30	
	594 22 64 0002	Office Equipment	001 000 594 Fund 6561 Gene	54.71	
	594 22 64 0002	Office Equipment	001 000 594 Fund 6561 Gene	79.54	
670	12/04/2025	12/09/2025	BANK OF AMERICA (INC)	1,041.29	Office supplies; fleet supplies; facility supplies; firefighter supplies
	522 10 31 0001	Office Supplies	001 000 522 Fund 6561 Gene	22.24	
	522 10 31 0001	Office Supplies	001 000 522 Fund 6561 Gene	19.61	
	522 10 31 0001	Office Supplies	001 000 522 Fund 6561 Gene	34.13	
	522 20 31 0003	Firefighter Supplies	001 000 522 Fund 6561 Gene	328.93	
	522 50 31 0001	Facility Supplies	001 000 522 Fund 6561 Gene	-0.85	
	522 50 31 0001	Facility Supplies	001 000 522 Fund 6561 Gene	400.64	
	522 60 31 0001	Supplies Fleet Parts	001 000 522 Fund 6561 Gene	125.86	
	522 60 31 0001	Supplies Fleet Parts	001 000 522 Fund 6561 Gene	10.51	
	522 60 31 0001	Supplies Fleet Parts	001 000 522 Fund 6561 Gene	100.22	
651	11/20/2025	12/09/2025	BROWNE'S HOME CENTER (INC)	68.96	Parts for computers and monitors
	594 22 64 0002	Office Equipment	001 000 594 Fund 6561 Gene	68.96	
652	12/02/2025	12/09/2025	BROWNE'S HOME CENTER (INC)	94.48	Station supplies
	522 20 31 0005	Station Supplies	001 000 522 Fund 6561 Gene	94.48	

ACCOUNTS PAYABLE

As Of: 12/09/2025

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
657	11/20/2025	12/09/2025	CAPITAL ONE TRADE CREDIT	14.71	HDMI cables
	594 22 64 0002	Office Equipment	001 000 594 Fund 6561 Gene	14.71	
656	11/01/2025	12/09/2025	CDW GOVERNMENT	228.17	Prosupport Plus
	594 22 64 0002	Office Equipment	001 000 594 Fund 6561 Gene	228.17	
658	11/11/2025	12/09/2025	DUNCAN, BENJAMIN	372.13	Training; ICS400
	522 45 43 0001	Conference/Training Fees	001 000 522 Fund 6561 Gene	372.13	
659	12/05/2025	12/09/2025	GRAINGER	95.95	Station supplies
	522 20 31 0005	Station Supplies	001 000 522 Fund 6561 Gene	95.95	
660	11/25/2025	12/09/2025	HARBOR PROPANE, LLC	596.43	Propane station 31
	522 50 32 0001	Propane	001 000 522 Fund 6561 Gene	596.43	
661	11/30/2025	12/09/2025	ISLAND PETROLEUM SERVICES	2,803.62	Fuel
	522 20 32 0001	Fuel	001 000 522 Fund 6561 Gene	2,803.62	
662	12/05/2025	12/09/2025	KING'S MARKET	133.00	Chief's Appreciation Dinner
	522 20 49 0001	Miscellaneous Awards & I	001 000 522 Fund 6561 Gene	133.00	
663	12/02/2025	12/09/2025	KUETZING, KARL	53.60	Travel; meeting
	522 45 43 0001	Conference/Training Fees	001 000 522 Fund 6561 Gene	53.60	
664	12/04/2025	12/09/2025	PETTY CASH - FIRE #3	60.00	Driving Abstracts
	522 45 49 0001	Certifications (CPR, First A	001 000 522 Fund 6561 Gene	60.00	
665	11/30/2025	12/09/2025	ROCHE HARBOR WATER SYSTEM INC	44.25	Station 35 water
	522 50 47 0002	Water	001 000 522 Fund 6561 Gene	44.25	
666	11/30/2025	12/09/2025	SAN JUAN SANITATION, INC	543.94	Garbage and recycling
	522 50 47 0003	Garbage	001 000 522 Fund 6561 Gene	543.94	
667	12/01/2025	12/09/2025	STARR EXCAVATION	300.00	Station 35 port a potty
	522 50 48 0001	Mechanical Services	001 000 522 Fund 6561 Gene	300.00	
668	11/06/2025	12/09/2025	ZOLL MEDICAL CORPORATION	534.56	Pedi padz electrodes
	522 20 31 0006	Supplies EMS	001 000 522 Fund 6561 Gene	534.56	

ACCOUNTS PAYABLE

As Of: 12/09/2025

Accs Pay #	Received	Date Due	Vendor	Amount	Memo
				10,412.94	
			Fund		
			001 Fund 6561 General	10,412.94	
Report Total:				10,412.94	

This report has been reviewed by: *MS Chief* 12/8/25 Date

REMARKS: Signature & Title

ACCOUNTS PAYABLE

As Of: 12/16/2025

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
671	12/06/2025	12/16/2025	CENTURYLINK / LUMEN	318.32	Monthly Charges
522 10 42 0001	Telephone		001 000 522 Fund 6561 Gene	318.32	
672	12/04/2025	12/16/2025	HARBOR RENTAL & SAW SHOP (INC)	14.11	Fleet parts
522 60 31 0001	Fleet Parts		001 000 522 Fund 6561 Gene	14.11	
673	11/30/2025	12/16/2025	ISLAND TOWING	651.90	Vehicles for training
522 45 31 0001	Training Supplies		001 000 522 Fund 6561 Gene	651.90	
674	11/30/2025	12/16/2025	ISLAND TOWING	651.90	Vehicles for training
522 45 31 0001	Training Supplies		001 000 522 Fund 6561 Gene	651.90	
679	07/07/2025	12/16/2025	ORCAS ISLAND FIRE DEPARTMENT	266.88	25 percent share of cost of battery for Pierce
522 60 31 0001	Fleet Parts		001 000 522 Fund 6561 Gene	266.88	
675	12/08/2025	12/16/2025	PETTY CASH - FIRE #3	150.00	DOL driving records
522 45 49 0001	Certifications (CPR, First A		001 000 522 Fund 6561 Gene	150.00	
676	12/11/2025	12/16/2025	PETTY CASH - FIRE #3	30.00	DOL driving records
522 45 49 0001	Certifications (CPR, First A		001 000 522 Fund 6561 Gene	30.00	
677	11/15/2025	12/16/2025	PRINTONYX LLC	1,045.93	Volunteer recruiting mailers
522 10 42 0003	Publication Fees		001 000 522 Fund 6561 Gene	1,045.93	
678	12/10/2025	12/16/2025	SECURE FIRE PROTECTION LLC	4,023.04	Fire Extinguisher repairs and maintenance
522 50 48 0001	Mechanical Services		001 000 522 Fund 6561 Gene	4,023.04	
682	12/15/2025	12/16/2025	SMITH, BRAD	68.43	Food for drill
522 20 31 0004	Fireline/Training Food		001 000 522 Fund 6561 Gene	68.43	
681	12/09/2025	12/16/2025	STATE AUDITOR'S OFFICE	4,173.00	3 year State Auditor
522 10 41 0001	Professional Services-Gen		001 000 522 Fund 6561 Gene	4,173.00	
680	12/09/2025	12/16/2025	WEST MECHANICAL, INC.	1,317.54	Tune up & repair office furnace
522 50 48 0005	Facility Maintenance		001 000 522 Fund 6561 Gene	1,317.54	

Report Total: 12,711.05

Fund

ACCOUNTS PAYABLE

As Of: 12/16/2025

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
			001 Fund 6561 General	12,711.05	

This report has been reviewed by:

[Handwritten Signature] 12/15/25

REMARKS:

Signature & Title

Date

ACCOUNTS PAYABLE

As Of: 12/29/2025

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
683	10/20/2025	12/29/2025	ANDERSON, CHASE	440.00	Photos
522 20 49 0001	Miscellaneous Awards & I		001 000 522 Fund 6561 Gene	440.00	
684	12/15/2025	12/29/2025	BROWNE'S HOME CENTER (INC)	241.37	Training supplies; facilities; station supplies
522 20 31 0004	Fireline/Training Food		001 000 522 Fund 6561 Gene	7.92	
522 20 31 0005	Station Supplies		001 000 522 Fund 6561 Gene	159.70	
522 45 31 0001	Training Supplies		001 000 522 Fund 6561 Gene	46.33	
522 50 31 0001	Facility Supplies		001 000 522 Fund 6561 Gene	27.42	
685	12/17/2025	12/29/2025	BROWNE'S HOME CENTER (INC)	29.57	Fleet parts
522 60 31 0001	Supplies Fleet Parts		001 000 522 Fund 6561 Gene	29.57	
686	12/15/2025	12/29/2025	BROWNE'S HOME CENTER (INC)	260.46	Facility supplies
522 50 31 0001	Facility Supplies		001 000 522 Fund 6561 Gene	260.46	
687	12/22/2025	12/29/2025	BROWNE'S HOME CENTER (INC)	60.54	Facility supplies
522 50 31 0001	Facility Supplies		001 000 522 Fund 6561 Gene	60.54	
688	12/19/2025	12/29/2025	CAPITAL ONE TRADE CREDIT	24.94	Facility supplies
522 50 31 0001	Facility Supplies		001 000 522 Fund 6561 Gene	24.94	
689	12/16/2025	12/29/2025	GRAINGER	59.74	Station supplies
522 20 31 0005	Station Supplies		001 000 522 Fund 6561 Gene	59.74	
690	12/11/2025	12/29/2025	HARBOR PROPANE, LLC	178.35	Propane Station 34
522 50 32 0001	Propane		001 000 522 Fund 6561 Gene	178.35	
691	12/11/2025	12/29/2025	ODP BUSINESS SOLUTIONS, LLC	84.73	Office supplies
522 10 31 0001	Office Supplies		001 000 522 Fund 6561 Gene	84.73	
692	12/22/2025	12/29/2025	RWC INTERNATIONAL, LTD	176.72	Facility supplies
522 50 31 0001	Facility Supplies		001 000 522 Fund 6561 Gene	176.72	
693	12/12/2025	12/29/2025	SEA-WESTERN, INC	4,145.90	Firefighter equipment
594 22 64 0004	Firefighter Equipment-Tur		001 000 594 Fund 6561 Gene	4,145.90	
694	12/16/2025	12/29/2025	WA FIRE COMMISSIONERS ASSN	4,198.00	Membership
522 10 49 0001	Dues/Memberships		001 000 522 Fund 6561 Gene	4,198.00	
695	12/23/2025	12/29/2025	WASHINGTON ALARM, INC	286.35	Monthly alarm service

ACCOUNTS PAYABLE

As Of: 12/29/2025

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
522 50 47 0004	Alarm Systems		001 000 522 Fund 6561 Gene	286.35	

Fund
 001 Fund 6561 General 10,186.67
 Report Total: 10,186.67

This report has been reviewed by:

REMARKS: _____ Signature & Title _____ Date _____

ACCOUNTS PAYABLE

San Juan Island Fire District #3

Time: 10:45:58 Date: 12/23/2025
Page: 1

As Of: 12/29/2025

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
696	12/01/2025	12/29/2025	SKAGIT COUNTY FIRE DISTRICT 11	5,000.00	2006 Ford F550 Brush Truck
	594 22 64	0070	Machinery and Equipmen	5,000.00	
			007 000 594 Fund 6567 Capit		
			Fund	5,000.00	
			007 Fund 6567 Capital	5,000.00	
			Report Total:	5,000.00	

This report has been reviewed by:

REMARKS: _____ Signature & Title _____ Date _____

12/16/25

Account Number	Account Description	Current Payroll		Month-To-Date	
		Debits	Credits	Debits	Credits
Admin Deferred Comp	E 6561.00.522.10.20.0010	750.00	0.00	750.00	0.00
Admin Duty Pay	E 6562.00.522.20.10.0003	35.53	0.00	35.53	0.00
Admin FICA	E 6561.00.522.10.20.0001	545.69	0.00	545.69	0.00
Admin L&I	E 6561.00.522.10.20.0002	561.61	0.00	561.61	0.00
Admin Leofl	E 6561.00.522.10.20.0004	1,300.33	0.00	1,300.33	0.00
Admin PERS	E 6561.00.522.10.20.0003	490.49	0.00	490.49	0.00
Admin VEBA	E 6561.00.522.10.20.0020	1,200.00	0.00	1,200.00	0.00
Admin Wages	E 6561.00.522.10.10.0001	33,196.73	0.00	33,196.73	0.00
Cash Invoice	E 6561.00.522.10.41.0001	0.00	253.59	0.00	253.59
Cash Net	Cash Net	0.00	52,543.70	0.00	52,543.70
Cash Taxes	Cash Taxes	0.00	12,773.67	0.00	12,773.67
Commissioner Pay	E 6561.00.522.11.10.0001	483.00	0.00	483.00	0.00
Commissioners FICA	E 6561.00.522.11.20.0001	36.94	0.00	36.94	0.00
Deferred Comp Pay Admin	Deferred Comp Pay Admin	0.00	1,950.00	0.00	1,950.00
Deferred Comp Pay FFS	Deferred Comp Pay FFS	0.00	2,250.00	0.00	2,250.00
Deferred Comp Pay Volunteers	Deferred Comp Pay Volunteers	0.00	168.00	0.00	168.00
Firefighter Duty Pay	E 6561.00.522.20.10.0003	600.99	0.00	600.99	0.00
Firefighter OT Pay	E 6561.00.522.20.10.0002	904.21	0.00	904.21	0.00
Firefighter Pay	E 6561.00.522.20.10.0001	17,251.20	0.00	17,251.20	0.00
Firefighters Deferred Comp	E 6561.00.522.20.20.0010	500.00	0.00	500.00	0.00
Firefighters FICA	E 6561.00.522.20.20.0001	270.51	0.00	270.51	0.00
Firefighters L&I	E 6561.00.522.20.20.0002	655.76	0.00	655.76	0.00
Firefighters LEOFF	E 6561.00.522.20.20.0004	997.84	0.00	997.84	0.00
Firefighters VEBA	E 6561.00.522.20.20.0020	600.00	0.00	600.00	0.00
Invoice Exp	E 6561.00.522.10.41.0001	253.59	0.00	253.59	0.00
L&I Commissioner's	E 6561.00.522.11.20.0002	0.69	0.00	0.69	0.00
LEOFF Payable	LEOFF Payable	0.00	5,983.02	0.00	5,983.02
PERS Payable	PERS Payable	0.00	963.39	0.00	963.39
PFML Admin	E 6561.00.522.10.20.0012	158.28	0.00	158.28	0.00
PFML Commissioner	E 6561.00.522.11.20.0012	4.44	0.00	4.44	0.00
PFML Premium Assessment	E 6561.00.522.20.20.0012	325.23	0.00	325.23	0.00
VEBA Payable	VEBA Payable	0.00	2,100.00	0.00	2,100.00
Volunteer Duty Officer Pay	E 6561.00.522.20.10.0003	2,368.00	0.00	2,368.00	0.00
Volunteer Pay	E 6561.00.522.20.10.0001	14,225.06	0.00	14,225.06	0.00
Volunteers FICA	E 6561.00.522.20.20.0001	1,269.25	0.00	1,269.25	0.00
Grand Totals:		78,985.37	78,985.37	78,985.37	78,985.37

12/4/25

Account Number	Account Description	Current Payroll		Month-To-Date	
		Debits	Credits	Debits	Credits
Admin Deferred Comp	E 6561.00.522.10.20.0010	0.00	0.00	750.00	0.00
Admin Duty Pay	E 6562.00.522.20.10.0003	0.00	0.00	35.53	0.00
Admin FICA	E 6561.00.522.10.20.0001	0.00	0.00	545.69	0.00
Admin L&I	E 6561.00.522.10.20.0002	0.00	0.00	561.61	0.00
Admin Leoff	E 6561.00.522.10.20.0004	0.00	0.00	1,300.33	0.00
Admin PERS	E 6561.00.522.10.20.0003	0.00	0.00	490.49	0.00
Admin VEBA	E 6561.00.522.10.20.0020	0.00	0.00	1,200.00	0.00
Admin Wages	E 6561.00.522.10.10.0001	0.00	0.00	33,196.73	0.00
Cash Invoice	E 6561.00.522.10.41.0001	0.00	99.43	0.00	353.02
Cash Net	Cash Net	0.00	21,218.83	0.00	73,762.53
Cash Taxes	Cash Taxes	0.00	8,673.38	0.00	21,599.13
Commissioner Pay	E 6561.00.522.11.10.0001	0.00	0.00	483.00	0.00
Commissioner's FICA	E 6561.00.522.11.20.0001	0.00	0.00	36.94	0.00
Deferred Comp Pay Admin	Deferred Comp Pay Admin	0.00	0.00	0.00	1,950.00
Deferred Comp Pay FF5	Deferred Comp Pay FF5	0.00	456.55	0.00	2,706.55
Deferred Comp Pay Volunteers	Deferred Comp Pay Volunteers	0.00	0.00	0.00	168.00
Firefighter Duty Pay	E 6561.00.522.20.10.0003	899.94	0.00	1,500.93	0.00
Firefighter OT Pay	E 6561.00.522.20.10.0002	1,407.76	0.00	2,311.97	0.00
Firefighter Pay	E 6561.00.522.20.10.0001	26,370.17	0.00	43,621.37	0.00
Firefighters Deferred Comp	E 6561.00.522.20.20.0010	0.00	0.00	500.00	0.00
Firefighters FICA	E 6561.00.522.20.20.0001	1,343.53	0.00	1,614.04	0.00
Firefighters L&I	E 6561.00.522.20.20.0002	1,864.78	0.00	2,520.54	0.00
Firefighters LEOff	E 6561.00.522.20.20.0004	520.26	0.00	1,518.10	0.00
Firefighters PERS	E 6561.00.522.20.20.0003	751.88	0.00	751.88	0.00
Firefighters VEBA	E 6561.00.522.20.20.0020	946.80	0.00	1,546.80	0.00
Invoice Exp	E 6561.00.522.10.41.0001	99.43	0.00	353.02	0.00
L&I Commissioners	E 6561.00.522.11.20.0002	0.00	0.00	0.69	0.00
LEOFF Payable	LEOFF Payable	0.00	1,354.44	0.00	7,337.46
PERS Payable	PERS Payable	0.00	1,561.15	0.00	2,524.54
PFML Admin	E 6561.00.522.10.20.0012	0.00	0.00	158.28	0.00
PFML Commissioner	E 6561.00.522.11.20.0012	0.00	0.00	4.44	0.00
PFML Premium Assessment	E 6561.00.522.20.20.0012	263.83	0.00	589.06	0.00
VEBA Payable	VEBA Payable	0.00	1,104.60	0.00	3,204.60
Volunteer Duty Officer Pay	E 6561.00.522.20.10.0003	0.00	0.00	2,368.00	0.00
Volunteer Pay	E 6561.00.522.20.10.0001	0.00	0.00	14,225.06	0.00
Volunteers FICA	E 6561.00.522.20.20.0001	0.00	0.00	1,269.25	0.00
Grand Totals:		34,468.38	34,468.38	113,453.75	113,605.83

1262960

Account Number	Account Description	Current Payroll		Month-To-Date	
		Debits	Credits	Debits	Credits
Admin Deferred Comp	E 6561.00.522.10.20.0010	0.00	0.00	750.00	0.00
Admin Duty Pay	E 6562.00.522.20.10.0003	0.00	0.00	35.53	0.00
Admin FICA	E 6561.00.522.10.20.0001	0.00	0.00	545.69	0.00
Admin L&I	E 6561.00.522.10.20.0002	0.00	0.00	561.61	0.00
Admin Leotif	E 6561.00.522.10.20.0004	0.00	0.00	1,300.33	0.00
Admin PERS	E 6561.00.522.10.20.0003	0.00	0.00	490.49	0.00
Admin VEBA	E 6561.00.522.10.20.0020	0.00	0.00	1,200.00	0.00
Admin Wages	E 6561.00.522.10.10.0001	0.00	0.00	33,196.73	0.00
Cash Invoice	E 6561.00.522.10.41.0001	0.00	99.43	0.00	452.45
Cash Net	Cash Net	0.00	22,106.41	0.00	95,868.94
Cash Taxes	Cash Taxes	0.00	9,253.13	0.00	30,852.26
Commissioner Pay	E 6561.00.522.11.10.0001	0.00	0.00	483.00	0.00
Commissioners FICA	E 6561.00.522.11.20.0001	0.00	0.00	36.94	0.00
Deferred Comp Pay Admin	Deferred Comp Pay Admin	0.00	0.00	0.00	1,950.00
Deferred Comp Pay FFS	Deferred Comp Pay FFS	0.00	389.53	0.00	3,096.08
Deferred Comp Pay Volunteers	Deferred Comp Pay Volunteers	0.00	0.00	0.00	168.00
Firefighter Duty Pay	E 6561.00.522.20.10.0003	987.51	0.00	2,488.44	0.00
Firefighter OT Pay	E 6561.00.522.20.10.0002	3,091.13	0.00	5,403.10	0.00
Firefighter Pay	E 6561.00.522.20.10.0001	25,981.56	0.00	69,602.93	0.00
Firefighters Deferred Comp	E 6561.00.522.20.20.0010	0.00	0.00	500.00	0.00
Firefighters FICA	E 6561.00.522.20.20.0001	1,339.12	0.00	2,953.16	0.00
Firefighters L&I	E 6561.00.522.20.20.0002	1,900.31	0.00	4,420.85	0.00
Firefighters LEOFF	E 6561.00.522.20.20.0004	487.93	0.00	2,006.03	0.00
Firefighters PERS	E 6561.00.522.20.20.0003	851.11	0.00	1,602.99	0.00
Firefighters VEBA	E 6561.00.522.20.20.0020	946.80	0.00	2,493.60	0.00
Invoice Exp	E 6561.00.522.10.41.0001	99.43	0.00	452.45	0.00
L&I Commissioners	E 6561.00.522.11.20.0002	0.00	0.00	0.69	0.00
LEOFF Payable	LEOFF Payable	0.00	1,270.27	0.00	8,607.73
PERS Payable	PERS Payable	0.00	1,738.08	0.00	4,262.62
PFML Admin	E 6561.00.522.10.20.0012	0.00	0.00	158.28	0.00
PFML Commissionet	E 6561.00.522.11.20.0012	0.00	0.00	4.44	0.00
PFML Premium Assessment	E 6561.00.522.20.20.0012	276.55	0.00	865.61	0.00
VEBA Payable	VEBA Payable	0.00	1,104.60	0.00	4,309.20
Volunteer Duty Officer Pay	E 6561.00.522.20.10.0003	0.00	0.00	2,368.00	0.00
Volunteer Pay	E 6561.00.522.20.10.0001	0.00	0.00	14,225.06	0.00
Volunteers FICA	E 6561.00.522.20.20.0001	0.00	0.00	1,269.25	0.00
Grand Totals:		35,961.45	35,961.45	149,415.20	149,567.28

Emergency? Call **911**



Positive Audit Results from Washington State Auditor's Office

Wednesday, December 31, 2025

Friday Harbor, WA – December 31, 2025 – San Juan County Fire Protection District No. 3 (San Juan Island Fire & Rescue) is pleased to announce the successful completion of its three-year accountability audit by the Washington State Auditor's Office (SAO), covering the period January 1, 2022 through December 31, 2024.

The audit concluded that, in all material respects, the District complied with applicable state laws, regulations, and its own policies in the areas examined, and maintained adequate controls to safeguard public resources. These results affirm the District's ongoing commitment to transparency, accountability, and responsible stewardship of public funds.

Key Audit Highlights:

- **Full Compliance:** The SAO found District operations complied with state requirements and internal policies in all material respects.
- **Public Trust:** Independent audits provide essential accountability and transparency, ensuring taxpayers can trust that public resources are managed responsibly.
- **Areas Reviewed:** Payroll, accounts payable, treasury activities, open public meetings, financial condition, and annual report submissions were examined as part of the audit.

While the audit identified certain payroll-related control improvements, these were communicated in a management letter and are already being addressed by the District. Recommendations include formalizing written payroll policies and strengthening documentation and monitoring processes.

Commitment to Continuous Improvement: Fire Chief Noel Monin stated, “We take our responsibility to safeguard public resources very seriously. The positive audit results reflect our dedication to accountability and transparency. We appreciate the Auditor’s recommendations and are implementing improvements to further strengthen our internal controls.”

Fire Commissioner Dwight Colley stated, “I am not surprised by these positive audit results. Through the consistent oversight provided during our regular Board meetings and the diligence of the District’s administrative staff—particularly our Finance Officer—we have maintained strong practices that ensure public resources are managed responsibly.”

The District serves approximately 9,400 residents across San Juan, Brown, Dinner, Henry, Pearl, Stuart, Johns, Speiden and O’Neil Islands, operating with a combination of nine full and part-time employees and over 40 volunteer firefighters and support members. Annual revenues averaged \$2 million during the audit period. Audit reports are publicly available on the Washington State Auditor’s website at <https://sao.wa.gov>.

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FOR IMMEDIATE RELEASE

San Juan County Fire Protection District No. 3 Receives Positive Audit Results from Washington State Auditor's Office

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Audit reports are publicly available on the Washington State Auditor's website at <https://sao.wa.gov>.

Media Contact:

Amy Taylor, Board Secretary
San Juan County Fire Protection District No. 3
Phone: (360) 378-5334
Website: www.sjfire.org



San Juan Island Fire & Rescue: Executive Summary

Agency Goals & Objectives – 2026

Prepared for the Board of Commissioners: Dwight Colley, Warren Appleton, and Mike Coryell

The 2026 Goals and Objectives establish a clear executive framework to guide the agency's operational priorities, staffing growth, and capital investments over the coming year. These objectives reflect the organization's continued transition toward a fully professional, resilient, and accountable public safety agency capable of meeting increasing service demands across core service areas and outer islands.

Primary emphasis for 2026 includes strengthening workforce performance expectations, formalizing training and credentialing pathways, advancing critical facilities and apparatus projects, and modernizing logistics, administrative, and information technology systems. Together, these initiatives are intended to improve operational readiness, employee effectiveness, fiscal stewardship, and long-term sustainability.

Key Strategic Priorities for 2026 include:

- Establishing consistent staffing expectations, workflows, and performance accountability in support of increased staffing levels.
- Implementing disciplined training schedules and professional credentialing standards, including IFSAC and NWCG certifications.
- Advancing priority capital projects such as station development, apparatus replacement, training infrastructure, and facility improvements.
- Strengthening logistics, fleet, and asset management through long-range maintenance planning and improved internal controls.
- Enhancing operational readiness through recruit academies, improved communications, mobilization procedures, inspections, and outer-island service delivery.
- Modernizing administrative systems, financial controls, records management, cybersecurity, public communications, and long-term capital planning.

The Executive Team recommends Board acknowledgment of these priorities as the operational roadmap for calendar year 2026. Progress will be monitored through regular reporting, alignment with adopted budgets, and ongoing coordination with the Board of Commissioners.

Respectfully submitted,

Chief Monin
Executive Assistant Garcia
Operations Chief Hartzell

Eric T. Quinn, P.S.
PROFESSIONAL SERVICE CORPORATION
ATTORNEY AT LAW
7403 Lakewood Dr. W., Suite #11
Lakewood, WA 98499
253-590-6628
ericquinn@firehouselawyer2.com

*Joseph F. Quinn,
Of Counsel*

By Email only

[Client Address]

Re: Rate increase effective January 1, 2026

Ladies and Gentlemen:

Please be advised that our hourly rates for legal services rendered to you will be increasing effective January 1, 2026. The hourly rate for Eric Quinn will increase to \$325.00 per hour. Joe Quinn, of counsel to the firm, is essentially retired. Since our last rate increase in 2021, there have been some inflationary increases in cost of the items that are included in our overhead, but we have also seen that our rates are too low compared with similar law firms.

As you may know, we also offer special discounted rates to "contract clients", i.e. those clients who prefer to pay a somewhat lower rate, but in return are willing to commit to a minimum dollar amount monthly. For 2026, those hourly rates will remain at \$250.00 for Eric's time and \$300.00 for Joe's time (if any), so as you can see a very significant discount is still available for those interested in such a contract due to a demonstrated need for legal advice nearly each and every month. We have many clients who have opted for the contract method, but we do not recommend a contract for those hourly clients who do not need advice almost every month.

Many attorneys charge extra for bridge tolls, mileage and photocopying costs. We do not; these costs are reflected in the hourly rate. As attorneys practicing in a narrow specialty area, municipal law, we believe our rates are reasonable. We will continue to try to contain costs while providing the highest quality and **responsive** legal services available in our field.

Very truly yours,



Eric T. Quinn

Hourly Clients
December 17, 2025
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