



SUMMARY OF THE MINUTES SAN JUAN COUNTY FIRE DISTRICT 3

Tuesday, June 10, 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 Staff Robin Garcia and Board Secretary Amy Taylor.

Others: SJI Fire & Rescue staff.

EXECUTIVE SESSION

Pursuant to RCW 42.30.110(1)(g) regarding performance of a public employee, the Commission announced that they would enter executive session estimated to last 15 minutes. Participants: Fire Commission. The session began at 2:32 p.m. and ended at 2:45 p.m. No time extension was announced. No action was taken.

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, Fire District Attorney Eric Quinn, Chief Monin, and Secretary Taylor. The session began at 2:45 p.m. and ended at 3:30 p.m. No time extension was announced. No action was taken.

CITIZEN COMMENTS / CORRESPONDENCE

No correspondence was received.

AGENDA

No changes were requested to the Agenda.

Minutes. **Moved by Appleton, seconded by Rust, to approve the minutes of May 13, 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 West. The District expects a final draft “license” or additional modifications in June. No discussion followed.

NEW BUSINESS

Resolution No. 25-01 approving a policy regarding recruitment bonuses and incentives for employees of the Fire District 3 was discussed. The policy establishes the Chief’s authority to negotiate salary and sets limits for incentives. **Moved by Appleton, seconded by Rust to adopt Resolution No. 25-01 as amended to increase the relocation incentive to \$25,000. Motion passed 3-0.**

Resolution No. 25-02 amending the 2025 Budget for SJC Fire District 3 was discussed. Chief Monin described the adjustments to the current budget. **Moved by Rust, seconded by Appleton, to adopt Resolution No. 25-02. Motion passed 3-0.**

STAFF REPORT(S)

Chief Monin reviewed the general fund revenues, expenses, ending cash balances and anticipated revenues.

Chief Monin reviewed the monthly operations report describing staffing, policy review and general current events for the District. Recognition was given to Jordan Pollach for the Outer Island Brigade Program and the Marine Response Team.

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

FUTURE AGENDA ITEMS & ANNOUNCEMENTS

No future agenda items were discussed.

CITIZEN COMMENTS

No citizen comments were given.

ADJOURNMENT

Moved by Appleton, seconded by Rust, to adjourn the meeting at 4:42 p.m. Motion passed 3-0.


Dwight Colley, Chair
SJC Fire District 3 Commission


Respectfully submitted by:
Amy Taylor, Board Secretary
Date Approved: June 10, 2025