



SUMMARY OF THE MINUTES SAN JUAN COUNTY FIRE DISTRICT 3

Tuesday, May 13, 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 3:16 p.m. No time extension was announced. No action was taken. The Commission recessed until 3:30 p.m.

CITIZEN COMMENTS / CORRESPONDENCE

Chair Colley referred to a letter sent to the SJC Public Hospital District 1 Board. SJCPHD1 has been sent a meeting invitation.

AGENDA

No changes were requested to the Agenda.

Minutes. Moved by Appleton, seconded by Rust, to approve the minutes of April 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

Lease Agreement – Stuart Island West. The District met with SJI School District 149 (Owner) to discuss final details of the alternative site for operations. The District expects a final draft “license” or additional modifications in June. No discussion followed.

NEW BUSINESS

Board of Volunteer Fire Fighters (BVFF). The BVFF voted to approve pension documents. The Commission congratulated volunteer Ronal Stanger on his retirement. [Secretary’s Note: See separate BVFF Minutes approved May 13, 2025.]

STAFF REPORT(S)

Chief Monin reviewed the treasurer’s report, including general fund revenues, expenses, ending cash balances and anticipated revenues. Chief Monin noted that a budget amendment would be presented at the June meeting.

Chief Monin reviewed the monthly operations report describing staffing, policy review and general current events for the District. Draft policies reviewed included the “work/rest” pay schedule for career shift employees, volunteer incentive program and hiring of officers.

Chief Monin reviewed monthly administrative reports including agreements, business updates and other executive matters. Included were the hiring of station captains, Stuart Airpark remodel, outer island brigade for Jones Island, and grant applications submitted to the State.

Chief Monin noted that Prevention Officer Kati English is doing a fantastic job launching the public education and business inspection programs; Firefighter Erin Graham will attend WFFA; and Training Officer Karl Kuetzing is beginning a certified CPR/First Aid training center for the District.

FUTURE AGENDA ITEMS & ANNOUNCEMENTS

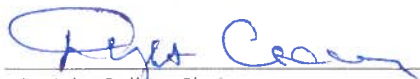
Commissioner Appleton commented on Strategic Planning.

CITIZEN COMMENTS

No citizen comments were given.

ADJOURNMENT

Moved by Appleton, seconded by Colley, to adjourn the meeting 4:20 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

Submitted by Amy Taylor
Signed by
Noel Monin
