



SUMMARY OF THE MINUTES SAN JUAN COUNTY FIRE DISTRICT 3

Tuesday, July 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 2:30 p.m.

ROLL CALL

Commissioners Present: Dwight Colley (Chair), Warren Appleton (Vice-Chair) and Alexa Rust (Member).

Staff: Chief Noel Monin 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, (Commissioner-Designate) Mike Coryell, Chief Monin and Secretary Taylor. The session began at 2:32 p.m. and ended at 2:40 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 15 minutes. Participants: Fire Commission, (Commissioner-Designate) Mike Coryell, Chief Monin and Secretary Taylor. The session began at 2:45 p.m. and ended at 3:00 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 June 10, 2025. Motion passed 3-0.**

Bills and Payroll. **Moved by Rust, seconded by Appleton, to approve the payment of bills and payroll as published. Motion passed 3-0.**

UNFINISHED BUSINESS

License Agreement – Stuart Island West. The District is waiting for approval by the School Board of the final draft license. The Board is considering one final amendment. The license will include \$100 per month fee plus annual COLA and the ability to make annual assessments for any unforeseen contingencies. Discussion followed regarding potential cost savings if the department and community were to self-build the structure. Chief Monin noted that the School Board approves all proposed capital improvements and reviewed current procurement laws prohibiting self-contracting for capital improvements valued over \$300,000. No action was taken.

NEW BUSINESS

Apparatus Committee (AC) Report – Replacement Ladder Truck.

The AC completed its assessment and submitted recommendations for replacement of the aging Ladder Truck 31. The AC has held nine meetings to date, including trips to test several aerial types and meetings with several representatives of manufacturer lines to discuss the pros and cons of each product.

Chief Monin read the report to the Commission. The report included several types, styles and capabilities of respective products. The report concluded that mid-mount aerials were by far the safest for civilians and firefighters, provide below grade rescue capability, have a lower height profile that works with District stations, and are 88 to 100 feet in extended length, thereby meeting height requirements for local structures. Also, the current fleet has sufficient capacity to forgo a fire pump and water tank. Discussion followed regarding the different chassis and mounting types.

Commission consensus to authorize staff to develop a request for proposals and specifications for a new NPNT (“no pump, no tank”) mid-mount platform ladder truck.

Community Report. Commissioner Appleton proposed issuing more press releases detailing accomplishments of the department. The Commission concurred.

Semi-Annual Battalion Chief Report.

Battalion Chief Hartzell presented the semi-annual report for operations. The report included statistics for response to incidents, equipment deployment, new programs and training.

STAFF REPORT(S)

Chief Monin reviewed the Treasurer’s Report, including 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. Highlights included the conditional employment of Kyle Dodd as station captain for the day shift crew.

Chief Monin reviewed monthly administrative reports including agreements, business updates and other executive matters. Highlights included requests for the 2026 District Budget.

WORK SESSION

The Commission reviewed the Policy & Procedure Manual Chapters 1-3. Minor revisions were requested.

FUTURE AGENDA ITEMS & ANNOUNCEMENTS

No future agenda items were discussed.

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85 **CITIZEN COMMENTS**

86 No citizen comments were given.

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88 **ADJOURNMENT**

89 Moved by Appleton, seconded by Rust, to adjourn the meeting at 4:18 p.m. Motion passed 3-0.

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Dwight Colley, Chair
SJC Fire District 3 Commission



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