



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

Tuesday, October 8, 2024 – 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).

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

Others: SJI Fire, Rescue staff & interested members of the public.

### CITIZEN COMMENTS / CORRESPONDENCE

No citizen comment or correspondence received.

### AGENDA

Appleton requested discussion of a press release to provide information on the upcoming ballot measure. Moved by Colley, seconded by Rust, to approve the content of the press release supporting the levy request. Motion passed 3-0.

Minutes. Moved by Appleton, seconded by Colley, to approve the minutes of September 8, 2024. 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. Discussion followed for line items of interest.

### PUBLIC HEARING

At 3:20 p.m., Chair Colley opened the public hearing concerning the 2025 District 3 Budget. Chief Monin presented a map of the current service area, 2024 Ad Valorem Tax Statement and 2025 revenue estimates provided by the SJC Assessor, and preliminary 2025 District 3 Budget. Discussion followed regarding whether to request any of the banked capacity available. Consensus to request the highest lawful levy available. Discussion followed regarding line items of interest for the preliminary budget.

Moved by Appleton, seconded by Rust, to prepare a resolution and certification requesting the highest lawful levy available in year 2025, including new construction, in the amount of \$2,001,000; provided that the additional funds (banked capacity) be invested for capital reserves. Motion passed 3-0.

Chair Colley opened the hearing to public comment. Hearing none, the hearing was closed at 5:00 p.m.

41 UNFINISHED BUSINESS

42 Resolution No. 24-04. Chief Monin presented a petty cash policy. No discussion followed. Moved by Appleton,  
43 seconded by Colley, to adopt Resolution No. 24-04, approving a petty cash, advanced travel BARS and SJC Treasurer  
44 policy. Motion passed 3-0.

45  
46 Junior Taxing Districts – Financial Services. Chief Monin provided an update for the licensing of financial services  
47 software with Springbrook Express (Bellingham, WA). No action requested.

48  
49 Interlocal Services – Fire Marshal Service. Chief Monin presented a draft agreement extending the current  
50 agreement for administration of burn permits until July 2025. Chief Monin explained that the parties are requesting  
51 additional time to negotiate new terms for services. No discussion followed. Moved by Appleton, seconded by  
52 Colley, to approve the amendment to the interlocal agreement for administration of the burn permit program.  
53 Motion passed 3-0.

54  
55 NEW BUSINESS

56 Chief Monin reported on general current events for the District:

- 57 • Station #33. The well at this location is being sampled.
- 58 • Washington State Ratings Board. The District completed its annual audit and entered its 60-day review  
59 period.
- 60 • Incident Response. The District responded to two fires since September.

61  
62 STAFF REPORT(S)

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

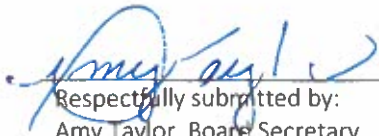
65  
66 CITIZEN COMMENTS

67 No citizen comments were given.

68  
69 ADJOURNMENT

70 Moved by Appleton, seconded by Rust, to adjourn the meeting 5:18 p.m. Motion passed 3-0.

  
Dwight Colley, Chair  
SJC Fire District 3 Commission

  
Respectfully submitted by:  
Amy Taylor, Board Secretary  
Date Approved: November 12, 2024