



SUMMARY OF THE MINUTES SAN JUAN COUNTY FIRE DISTRICT 3

Tuesday, August 13, 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) (remote access) and Alexa Rust (Member).

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

Others: SJI Fire & Rescue staff.

CITIZEN COMMENTS / CORRESPONDENCE

The Commission acknowledged a thank you card from resident Pete Reinhardt. Chief Monin noted that the card was in relation to recent volunteer work on station signs.

Chief Monin thanked resident Carol Anderson for bringing District a chocolate cake from a local bakery in appreciation of emergency services provided to her.

AGENDA

No changes were requested to the Agenda.

Minutes. Moved by Appleton, seconded by Rust, to approve the minutes of July 9, 2024 as written. Motion passed 3-0.

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

UNFINISHED BUSINESS

SJC Financial Services

Chief Monin reported that SJC has provided a letter listing which services the county intends to discontinue for junior taxing districts in the year 2025. The District will be required to purchase software and provide staffing to complete certain financial tasks. Chief Monin noted that staff is in communication with SJI EMS because the SJCPHD is already transitioning all services to in-house. Funds will be reserved in the 2025 Budget. No action requested.

Interlocal Agreement – Fire Marshal Services

No additional information available.

Lease Renewal – Friday Island Homeowner Association

No additional information available.

NEW BUSINESS

Fire Department Policies

Chief Monin presented a draft operations policy to determine the hierarchy for who has decision making authority (the Chief or Commission under certain circumstances). Chief Monin noted that there are several other policies under peer review by the District Policy Committee pursuant to the Lexipol Solutions subscription (standardized public safety and risk pool policies). Chief Monin recommended that the review process for policies be (1) the Policy

49 Committee provides peer review, (2) Chief reviews and makes recommendation to Commission, and (3)
50 Commission adopts, modifies or rejects. Chair Colley requested that a written policy for said work flow be presented
51 at the regular September 2024 meeting.
52

53 Lease Review – Fire Boat

54 Chief Monin requested permission to seek relocation of the fire boat. The boat is currently located near Port of
55 Friday Harbor C dock. The current location of the boat is heavily trafficked, exposed to public (less secure), has poor
56 storage capabilities and poses parking and other issues for volunteers attempting to respond to emergencies in a
57 time-efficient manner. If an emergency were to occur, logistics at the Port and/or downtown could delay or make
58 response impossible. Discussion followed regarding discretion, privacy and accessibility issues. **Consensus to seek**
59 **alternatives marinas with the Port of Friday Harbor, including relocation to Jensen Shipyard.**
60

61 **STAFF REPORT(S)**

62 Chief Monin reviewed the monthly financial report, including general fund revenues, expenses, ending cash
63 balances and anticipated revenues. The July ending balance is \$740,849.
64

65 Chief Monin reviewed the monthly operations report describing recent staffing changes.
66

67 Chief Monin reviewed monthly administrative reports including the upcoming audit by the Washington State
68 Ratings Bureau, grant awards, SJC Fair Booth, budget process, current public records request, training and other
69 executive matters.
70

71 **FUTURE AGENDA ITEMS & ANNOUNCEMENTS**

72 No future agenda items.
73

74 **CITIZEN COMMENTS**

75 No citizen comments were given.
76

77 **ADJOURNMENT**

78 Moved by Rust, seconded by Colley to adjourn the meeting 3:59 p.m. Motion passed 3-0.



Dwight Colley, Chair
SJC Fire District 3 Commission



Respectfully submitted by:
Amy Taylor, Board Secretary
Date Approved: September 10, 2024