



SUMMARY OF THE MINUTES SAN JUAN COUNTY FIRE DISTRICT 3

Tuesday, September 10, 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

Maureen See, Citizen Advisory Committee, urged the Commissioners in their individual capacity to advocate for the upcoming levy measure and participate in public education regarding District needs.

Chief Monin noted that the District received a postcard thanking the department.

AGENDA

No changes were requested the Agenda.

Minutes. Moved by Appleton, seconded by Rust, to approve the minutes of August 9, 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.

Commissioner Appleton asked if there were any collaboration opportunities with other local districts to pool resources for the Lexipol subscription and policy review to develop a uniform manual for all Districts.

Chief Monin noted that fuel is procured by contract with local suppliers.

UNFINISHED BUSINESS

Financial Services. The new subscription for financial services software is estimated to cost \$8,000 per year. District is meeting with San Juan County to confirm Springbrook will meet the needed criteria for accounts payable. The cost has been added to the preliminary budget. Lopez and Orcas Districts currently use the software.

Fire Marshal Services. District continues to meet with the Fire Marshal and other Districts to develop an interlocal agreement for fire marshal services. Chief Monin noted that the costs of the expiring agreement became less equitable over time for actual services received and there are efficiencies to explore.

42 Fire Boat Relocation. District met with the Port District to discuss a new location for the fire boat and solutions for
43 other issues. The Port District was responsive to concerns. Both agencies agreed to postpone discussions until after
44 peak tourist season. Discussion will resume in October/November.
45

46 Procurement Policy. Chief Monin presented the draft procurement policy increasing the Chief's authority to
47 purchase goods and services for up to \$10,000 without prior approval. Commissioner Colley suggested an increase
48 of up to \$25,000. Discussion followed regarding the realistic cost of goods and services and potential detriment to
49 safety and care of equipment if the procurement process is delayed for authorization to proceed at a regular
50 monthly meeting. A revised policy will be presented at the October meeting.
51

52 **Moved by Appleton, seconded by Rust, to approve the suggested revision to authorize the Chief to procure goods**
53 **and services up to the amount of \$25,000 per occurrence for a maximum of twice per month. Motion passed 3-0.**
54

55 **NEW BUSINESS**

56 No new business was presented.
57

58 **FUTURE AGENDA ITEMS & ANNOUNCEMENTS**

59 Commissioner Appleton asked how District's current tax rate compares to other fire taxing districts. Discussion
60 followed that it was difficult to regionally compare rates to revenues to needs of operating budgets. Tax rates for
61 all jurisdictions are available on the Department of Revenue website and respective county websites.
62

63 **TRAINING SESSION**

64 Eric Quinn, District Attorney, provided a brief training session for conducting executive sessions.
65

66 **EXECUTIVE SESSION**

67 Pursuant to RCW 42.30.110(1)(i) regarding potential litigation, the Commission announced that they would enter
68 executive session estimated to last 15 minutes. Participants: Fire Commission, District Attorney, Chief Monin, and
69 Secretary Taylor. Session began at 3:51 pm and ended at 4:05 pm. No action was taken.
70

71 **STAFF REPORT(S)**

72 Chief Monin reviewed the monthly financial report, including general fund revenues, expenses, ending cash
73 balances and anticipated revenues. Chief Monin noted that allowing the staffing shortage is helping with the year-
74 end balance.
75

76 Chief Monin reviewed the monthly operations report describing the WSRB review, mutual aid agreements, business
77 updates and general current events for the District.
78

79 **WORK SESSION**

80 The Commission held a work session for the 2025 Budget. Chief Monin presented the following information for the
81 preliminary budget.
82

- 83 • SJC Assessor's worksheet for projected ad valorem revenues. Consensus to request the total allowable
84 amount of property taxes, plus 1% plus any banked capacity.
- 85 • CPI-U Seattle/Bremerton is anticipated at 4%. The Commission will need to discuss cost of living increases
86 for staff. The current staff did not receive a complete adjustment in 2024 and medical benefits were
87 reduced. Further discussion will be needed if the levy fails in November.

- 88 • Revenues and expenditures were reviewed year to date. The District has used approximately 67% of its
89 approved budget.
90 • Budget requests have been issued. Only necessary requests will be considered.
91

92 **CITIZEN COMMENTS**

93 No citizen comments were given.
94

95 **ADJOURNMENT**

96 Moved by Appleton, seconded by Rust, to adjourn the meeting 4:38 p.m. Motion passed 3-0.
97
98



Dwight Colley, Chair
SJC Fire District 3 Commission



Respectfully submitted by:
Amy Taylor, Board Secretary
Date Approved: October 8, 2024