



SUMMARY OF THE MINUTES SAN JUAN COUNTY FIRE DISTRICT 3

Tuesday, January 14, 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 3:00 p.m.

ROLL CALL

Commissioners Present: Dwight Colley (Chair) and Alexa Rust (Member) remote attendance. Warren Appleton (Vice-Chair) was absent.

Staff: Chief Noel Monin and Board Secretary Amy Taylor.

Others: Interested members of the public.

SELECTION OF OFFICES

Chair Colley postponed the appointment of Board Chair and Vice Chair until all members could be present.

CITIZEN COMMENTS / CORRESPONDENCE

Holiday and thank you cards were acknowledged.

AGENDA

No changes were requested to the Agenda.

Minutes. Moved by Colley, seconded by Rust, to approve the minutes of December 12, 2024. Motion passed 2-0 with Appleton absent.

Bills and Payroll. Moved by Rust, seconded by Colley, to approve the payment of bills and payroll as published. Motion passed 2-0 with Appleton absent. The Commission discussed line items of interest.

UNFINISHED BUSINESS

No unfinished business was scheduled.

NEW BUSINESS

Interlocal Agreement - Dispatching Services. Moved by Colley, seconded by Rust, to approve the interlocal agreement with San Juan County for dispatching services. Motion passed 2-0 with Appleton absent.

Professional Services Agreement – Outer Islands Fire Brigade.

Chief Monin reported that the services agreement with Jordan Pollack for “outer islands fire brigade” was renewed. Mr. Pollack was successful in developing the first stages of the program. The scope and fees for services have been expanded because of certain efficiencies during the first phase. No action was requested.

43 STAFF REPORT(S)

44 Chief Monin reviewed the monthly financial report, including general fund revenues, expenses, ending cash
45 balances, donations and anticipated revenues. Chief Monin noted that the reporting does not include the
46 "thirteenth month". The District remains on target for ending year cash balances.

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48 Chief Monin reviewed the monthly operations report describing staffing, training, volunteer recognition, mutual
49 aid agreements, business updates and general current events for the District.

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51 Highlights included:

- 52 • Michael Hartzell was promoted to Battalion Chief to reflect additional responsibilities and his services.
- 53 • Public Hospital District 1 was issued notice of termination of the interlocal agreement paramedic services.
- 54 • District 3 will continue to work with the Port District to secure a future training facility site.
- 55 • Emergency Management Assistance Compact issued requests to all agencies to respond to the Los Angeles
56 fires. District 3 is not in the financial position to participate.
- 57 • The Washington State Ratings Board issued a general Insurance Fire Rating 6 based on available
58 infrastructure. Individual properties are further assessed based on nearby apparatus and response times.
- 59 • The candidate filing period for election is coming up for the board seat occupied by Commissioner Rust.
60 (Commissioner Rust was appointed to an unexpired term.)
- 61 • District 3 executed a services agreement for a new VOIP phone system.
- 62 • The water filtration pilot study will proceed at Station 33. The HOA requested use of a portion of the
63 "classroom" area for approximately 6 months.
- 64 • District 3 offices are being reorganized to accommodate staff, especially moving executive functions away
65 from the lobby area into a secure and private setting.
- 66 • Station 35 continues to receive bids to repair the damage from winter storms. Other improvements will
67 need to be made to bring the facility up to current codes. Repairs should be covered by insurance.
- 68 • The Department of Emergency management has requested that District 3 sign a joint letter regarding
69 wildfire prevention.

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71 FUTURE AGENDA ITEMS & ANNOUNCEMENTS

72 No items were offered.

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74 CITIZEN COMMENTS

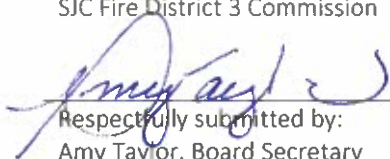
75 No citizen comments were given.

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77 ADJOURNMENT

78 Moved by Colley, seconded by Rust, to adjourn the meeting 3:30 p.m. Motion passed 2-0 with Appleton absent.

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Dwight Colley, Chair
SJC Fire District 3 Commission



Respectfully submitted by:
Amy Taylor, Board Secretary
Date Approved: February 11, 2025