



SAN JUAN COUNTY FIRE DISTRICT #3

REGULAR COMMISSIONERS MEETING

Location: 1011 Mullis Street, Friday Harbor, WA

Remote: Call in (509) 408-1653 Conference ID: 860 131 668#

Call-in access is provided for convenience only. Meetings are not recorded by audio or video – all information technology systems are used for live remote convenience only.

AGENDA

Tuesday, January 20, 2026 @ 3:00 p.m.

Call to Order

Roll Call of Board Members and District Officer's Present

Executive Session per RCW 42.30.110.(1)(i): With Attorney Present to discuss legal matters that could result in adverse legal or financial consequences to the district.

Citizen Comment/Correspondence

Consent Agenda

- Correction and Approval of Minutes
- Bills and Payroll

Unfinished Business

- State Auditor's Office Exit Conference

New Business

- Audit Results Letter to the Community
- 2026 Goals and Objectives – Executive Summary

Chief's Reports

- Financials
 - 13th Month Reported in February
 - Budget Adjustment in February
- Operations
 - Training Academy
 - Community Risk Reduction – Lt. English
- Administrative
 - Legal Counsel Rates
 - County Dispatch Fees
 - Election Fees
 - EAP added to insurance

Work Session

- Policy and Procedure Review
 - Electronic Public Meeting Records Policy
 - Benefits Policy
 - Paid Time Off Policy (Leave Accruals)

Citizen Comment

Adjourn



Executive Session Narrative

Introduction by Chair:

Good afternoon, everyone. The time is _____ p.m.

We will now move into executive session pursuant to RCW 42.30.110(1)(i) to discuss legal matters that could result in adverse legal or financial consequences to the district.

Executive session is estimated to last _____ minutes.

No action is anticipated.

Please note that this session is confidential, and any discussion or information shared here is not for public disclosure.

Everyone except *[list specific individuals]*, are excused until we return to open session.

After the Session:

It is _____ p.m.

1) (Pick one):

"The executive session is concluded."

"An additional _____ minutes is needed for executive session. We will return to open session at _____ pm."

2) (Pick one):

"No action was taken."

"Moved by _____, seconded by _____, to (state action/direction, e.g. - To direct staff to ...")



SUMMARY OF THE MINUTES SAN JUAN COUNTY FIRE DISTRICT 3

**Tuesday, December 9, 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), Warren Appleton (Vice-Chair) and Mike Coryell (Member).

10 Staff: Battalion Chief Michael Hartzell, Executive Staff Robin Garcia and Board Secretary Amy Taylor. Chief Noel
11 Monin was excused.

13 Others: Interested public.

CITIZEN COMMENTS / CORRESPONDENCE

16 Correspondence acknowledged from Maureen See regarding a recent editorial by the Commission applauding Chief
17 Monin and operations at the District.

AGENDA

20 No changes were requested to the Agenda.

Minutes

23 Moved by Coryell, seconded by Appleton, to approve the minutes of November 11, 2025 as published. Motion
24 passed 3-0.

Bills and Payroll

27 Moved by Appleton, seconded by Coryell, to approve the payment of bills and payroll as published. Motion passed
28 3-0. Line items of interest were discussed.

UNFINISHED BUSINESS

31 None scheduled for discussion.

NEW BUSINESS

34 None scheduled for discussion.

STAFF REPORT(S)

37 Battalion Chief Hartzell reviewed the monthly treasurer's report, including general fund revenues, expenses, ending
38 cash balances and anticipated revenues. Ms. Garcia noted that reporting was slightly off and will appear to have
39 double investment revenue for December.

41 Battalion Chief Hartzell announced that the hiring process was completed and listed new employee positions and
42 promotions.

43
44 Battalion Chief Hartzell reminded the Commission of upcoming meetings. The new regular meeting date is the
45 "third Tuesday of each month". The exit interview with the State regarding the current audit is scheduled for
46 December 19, 2025.

47
48 Health Care Insurance – Kati English
49 A request was made to extend health insurance coverage for a part-time employee. Battalion Chief Hartzell
50 explained that Kati English will assume the role of part-time Shift Lieutenant and Fire Prevention Specialist.
51 Providing coverage to part-time employees is not standard and approved by the Board. Providing this benefit will
52 serve as a meaningful acknowledgement of Ms. English's value to the organization and support retention.
53 Discussion followed regarding setting a precedent.

54
55 **Moved by Coryell, seconded by Appleton, to authorize the Fire Chief to extend health insurance coverage to Kati
56 English as part of her promotion and expanded responsibilities. Motion passed 3-0.**

57
58 **FUTURE AGENDA ITEMS & ANNOUNCEMENTS**

59 Secretary Taylor inquired if there were any items the Board would like to hold work sessions on in the new year
60 besides strategic planning and policy review. Commission Coryell mentioned development of the new logo.

61
62 **CITIZEN COMMENTS**

63 No citizen comments were given.

64
65 **ADJOURNMENT**

66 **Moved by Appleton, seconded by Coryell, to adjourn the meeting 3:20 p.m. Motion passed 3-0.**

Dwight Colley, Chair
SJC Fire District 3 Commission

Respectfully submitted by:
Amy Taylor, Board Secretary
Date Approved: December 9, 2025



TO: Commission
FROM: Robin Garcia
RE: Boat loan balance
DATE: 1/19/2026

The Commission asked for the current balance for the boat loan at the December meeting.

The current balance is \$326,713.98.

Funds	6561 & 6567	Date	Fund	Amount
2025	Invoice Accounting Report Service and Materials	12/2/2025	6561	\$ 39,239.79
2025	Invoice Accounting Report Service and Materials	12/2/2025	6567	\$ 9,118.93
2025	Invoice Accounting Report Service and Materials	12/9/2025	6561	\$ 10,412.94
2025	Invoice Accounting Report Service and Materials	12/16/2025	6561	\$ 12,711.05
2025	Invoice Accounting Report Service and Materials	12/29/2025	6561	\$ 10,186.67
2025	Invoice Accounting Report Service and Materials	12/29/2025	6567	\$ 5,000.00
2025	Payroll Report Monthly Payroll (November)	12/1/2025	6561	\$ 78,985.37
2024	Payroll Report 24 day Payroll (11/10/25 to 12/3/25)	12/4/2025	6561	\$ 34,468.38
2024	Payroll Report 24 day Payroll (12/4/25 to 12/27/25)	12/29/2025	6561	\$ 35,961.45
Total				\$ 236,084.58

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the San Juan Island Fire District #3, and that I am authorized to authenticate and certify to said claim. The District has retained documents and materials substantiating these claims according to state law and will make them available to the public on request.



Signed Auditing Officer

Board Authorization

Amy Taylor - District Board Secretary _____
Dwight Colley - Chair

Warren Appleton - Vice Chair _____

Alexa Rust _____

San Juan Island Fire District #3

ACCOUNTS PAYABLE

As Of: 12/02/2025
Time: 07:40:41 Date: 12/02/2025
Page: 1

Accts Pay #	Received Date Due	Vendor	Amount	Memo
623 10/31/202512/02/202533		BOUND TREE MEDICAL, LLC	226.80	Eye wash station
522 20 31 0006 Supplies EMS		001 000 522 Fund 6561 Gene	226.80	
624 10/02/202512/02/202534		BROWNE'S HOME CENTER (INC)	115.76	Facility supplies
522 50 31 0001 Facility Supplies		001 000 522 Fund 6561 Gene	115.76	
625 11/12/202512/02/202534		BROWNE'S HOME CENTER (INC)	162.96	Facility supplies
522 50 31 0001 Facility Supplies		001 000 522 Fund 6561 Gene	162.96	
626 11/13/202512/02/202534		BROWNE'S HOME CENTER (INC)	15.69	Fire fighting supplies
522 20 31 0003 Firefighter Supplies		001 000 522 Fund 6561 Gene	15.69	
627 11/18/202512/02/202534		BROWNE'S HOME CENTER (INC)	92.06	Facility supplies and fleet parts
522 50 31 0001 Facility Supplies		001 000 522 Fund 6561 Gene	57.08	
522 60 31 0001 Supplies Fleet Parts		001 000 522 Fund 6561 Gene	34.98	
628 11/11/202512/02/202533		CAPITAL ONE TRADE CREDIT	8.68	Fleet parts
522 60 31 0001 Supplies Fleet Parts		001 000 522 Fund 6561 Gene	8.68	
629 11/17/202512/02/202533		CAPITAL ONE TRADE CREDIT	81.38	Station supplies
522 20 31 0005 Station Supplies		001 000 522 Fund 6561 Gene	81.38	
642 11/14/202512/02/202545		COMMERCIAL FIRE PROTECTION, INC	1,234.96	Annual Dry Sprinkler Inspection and Test
522 50 48 0005 Facility Maintenance		001 000 522 Fund 6561 Gene	1,234.96	
635 12/01/202512/02/202530		EIV CONSULTING, LLC	1,351.36	IT support
522 10 41 0001 Professional Services-Gen		001 000 522 Fund 6561 Gene	1,351.36	
631 11/17/202512/02/202587		GRAINGER	27.69	Firefighting supplies
522 20 31 0003 Firefighter Supplies		001 000 522 Fund 6561 Gene	27.69	
632 11/16/202512/02/202511		ISLAND PETROLEUM SERVICES	757.18	Fuel for boat
522 20 32 0001 Fuel		001 000 522 Fund 6561 Gene	757.18	
636 12/01/202512/02/202511		ISLAND'S SOUNDER	70.00	Newspaper subscription
522 10 49 0002 Subscriptions		001 000 522 Fund 6561 Gene	70.00	
633 12/01/202512/02/2025120		JORDAN D POLLACK	4,880.00	Division Chief and command officer
522 45 49 0001 Certifications (CPR, First A		001 000 522 Fund 6561 Gene	4,880.00	

ACCOUNTS PAYABLE

San Juan Island Fire District #3

As Of: 12/02/2025

Time: 07:40:41 Date: 12/02/2025
Page: 2

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
637 11/13/202512/02/2025134			LIFE-ASSIST, INC	217.08	Nitrile Gloves
522 20 31 0002 PPE/SCBA			001 000 522 Fund 6561 Gene	217.08	
638 11/11/202512/02/2025138			LUGNUT AUTOMOTIVE	529.00	Stuart West Brush Truck
522 60 31 0001 Supplies Fleet Parts			001 000 522 Fund 6561 Gene	529.00	
639 11/12/202512/02/2025174			PETTY CASH - FIRE #3	275.00	Reimb Petty Cash
522 50 31 0001 Facility Supplies			001 000 522 Fund 6561 Gene	275.00	
640 12/01/202512/02/2025177			PORT OF FRIDAY HARBOR	105.02	Electricity for boat slip & shed
522 50 47 0001 Electricity			001 000 522 Fund 6561 Gene	105.02	
641 11/29/202512/02/2025188			ROCK ISLAND COMMUNICATIONS INC	58.00	LTE Fixed Wireless
522 10 42 0004 IT Communications			001 000 522 Fund 6561 Gene	58.00	
643 11/29/202512/02/2025188			ROCK ISLAND COMMUNICATIONS INC	1,201.49	Internet service and business support
522 10 42 0004 IT Communications			001 000 522 Fund 6561 Gene	1,201.49	
630 11/24/202512/02/2025214			SAN JUAN ISLAND FIREFIGHTERS	5,135.06	Annual Banquet share of cost
522 20 49 0001 Miscellaneous Awards & I			001 000 522 Fund 6561 Gene	5,135.06	
644 11/19/202512/02/2025221			SEA-WESTERN, INC	1,955.72	Calibration of SCBA Test Bench
522 20 48 0003 SCBA Maintenance			001 000 522 Fund 6561 Gene	1,955.72	
645 11/01/202512/02/2025239			STARR EXCAVATION	300.00	Station 35 port a Potty
522 50 48 0001 Mechanical Services			001 000 522 Fund 6561 Gene	300.00	
646 11/13/202512/02/2025240			STATE AUDITOR'S OFFICE	3,686.15	3 year Accountability Audit
522 10 41 0001 Professional Services-Gen			001 000 522 Fund 6561 Gene	3,686.15	
620 11/21/202512/02/2025251			TIMECLOCK PLUS	-578.06	Proration Credit of Annual Subscription
522 10 41 0001 Professional Services-Gen			001 000 522 Fund 6561 Gene	-578.06	
621 11/21/202512/02/2025251			TIMECLOCK PLUS	832.01	Prorate for added annual subscriptions; from 50 people to 72
522 10 41 0001 Professional Services-Gen			001 000 522 Fund 6561 Gene	832.01	
622 11/27/202512/02/2025251			TIMECLOCK PLUS	7,592.13	Aladtec Professional Annual License 12302025 to 12292026

ACCOUNTS PAYABLE

San Juan Island Fire District #3

As Of: 12/02/2025
Time: 07:40:41 Date: 12/02/2025
Page: 3

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
522 10 41 0001 Professional Services-Gen			001 000 522 Fund 6561 Gene	7,552.13	
647 11/05/202512/02/2025258			TRUSTED PLANS SERVICE CORP	7,964.51	Medical Insurance
522 10 20 0006 Administration Medical			001 000 522 Fund 6561 Gene	3,676.64	
522 20 0006 Medical Coverage, POC &			001 000 522 Fund 6561 Gene	4,287.87	
648 12/01/202512/02/2025272			WASHINGTON ALARM, INC	262.20	Alarm Monitoring
522 50 47 0004 Alarm Systems			001 000 522 Fund 6561 Gene	262.20	
649 11/11/202512/02/2025283			WIZTRONICS, INC.	376.45	Belt clips for radios
522 20 48 0004 Radio & Paper Repair			001 000 522 Fund 6561 Gene	376.45	
650 12/02/202512/02/2025285			XEROX CORPORATION	303.51	Usage for 102125 to 112125
522 10 45 0001 Office Equipment Rental			001 000 522 Fund 6561 Gene	303.51	

Report Total:

39,239.79

Fund

001 Fund 6561 General 39,239.79

This report has been reviewed by: John D. R. 12/2/25

Signature & Title

Date

REMARKS:

ACCOUNTS PAYABLE

San Juan Island Fire District #3

Time: 07:41:55 Date: 12/02/2025
As Of: 12/02/2025 Page: 1

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
634	11/22/202512/02/2025143		MEM ENTERPRISES LLC	9,118.93	Pick up of container; setting containers in place
			594 22 64 0070 Machinery and Equipment	007 000 594 Fund 6567 Capital	9,118.93
					Report Total:
					9,118.93
			Fund		
			007 Fund 6567 Capital	9,118.93	

This report has been reviewed by:


Mary Jo Hiltz

REMARKS:

Signature & Title

Date

San Juan Island Fire District #3

ACCOUNTS PAYABLETime: 12:59:59 Date: 12/08/2025
As Of: 12/09/2025
Page: 1

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
653 12/04/202512/09/202524			BANK OF AMERICA (INC)	218.93	First aid cards
522 45 49 0001 Certifications (CPR, First A			001 000 522 Fund 6561 Gene	218.93	
654 12/04/202512/09/202524			BANK OF AMERICA (INC)	26.75	Staff celebration
522 10 49 0003 Miscellaneous			001 000 522 Fund 6561 Gene	26.75	
655 12/04/202512/09/202524			BANK OF AMERICA (INC)	2,455.93	Microsoft 365; Opalco; MRSC membership
522 10 41 0004 Technology Services			001 000 522 Fund 6561 Gene	5.26	
522 10 41 0004 Fireline/Training Food			001 000 522 Fund 6561 Gene	443.36	
522 10 49 0002 Subscriptions			001 000 522 Fund 6561 Gene	225.00	
522 50 47 0001 Electricity			001 000 522 Fund 6561 Gene	1,782.31	
669 12/04/202512/09/202524			BANK OF AMERICA (INC)	726.24	Training food; fleet supplies; firefighter supplies; capital computer equip
522 20 31 0003 Firefighter Supplies			001 000 522 Fund 6561 Gene	-1.09	
522 20 31 0003 Firefighter Supplies			001 000 522 Fund 6561 Gene	338.49	
522 20 31 0004 Fireline/Training Food			001 000 522 Fund 6561 Gene	36.94	
522 20 31 0004 Fireline/Training Food			001 000 522 Fund 6561 Gene	45.45	
522 20 31 0004 Fireline/Training Food			001 000 522 Fund 6561 Gene	54.37	
522 20 31 0004 Fireline/Training Food			001 000 522 Fund 6561 Gene	40.53	
522 60 31 0001 Supplies Fleet Parts			001 000 522 Fund 6561 Gene	77.30	
594 22 64 0002 Office Equipment			001 000 594 Fund 6561 Gene	54.71	
594 22 64 0002 Office Equipment			001 000 594 Fund 6561 Gene	79.54	
670 12/04/202512/09/202524			BANK OF AMERICA (INC)	1,041.29	Office supplies; fleet supplies; facility supplies; firefighter supplies
522 10 31 0001 Office Supplies			001 000 522 Fund 6561 Gene	22.24	
522 10 31 0001 Office Supplies			001 000 522 Fund 6561 Gene	19.61	
522 10 31 0001 Office Supplies			001 000 522 Fund 6561 Gene	34.13	
522 20 31 0003 Firefighter Supplies			001 000 522 Fund 6561 Gene	328.93	
522 50 31 0001 Facility Supplies			001 000 522 Fund 6561 Gene	-0.85	
522 60 31 0001 Supplies Fleet Parts			001 000 522 Fund 6561 Gene	400.64	
522 60 31 0001 Supplies Fleet Parts			001 000 522 Fund 6561 Gene	125.86	
522 60 31 0001 Supplies Fleet Parts			001 000 522 Fund 6561 Gene	10.51	
522 60 31 0001 Supplies Fleet Parts			001 000 522 Fund 6561 Gene	100.22	
651 11/20/202512/09/202534			BROWNE'S HOME CENTER (INC)	68.96	Parts for computers and monitors
594 22 64 0002 Office Equipment			001 000 594 Fund 6561 Gene	68.96	
652 12/02/202512/09/202534			BROWNE'S HOME CENTER (INC)	94.48	Station supplies
522 20 31 0005 Station Supplies			001 000 522 Fund 6561 Gene	94.48	

San Juan Island Fire District #3

ACCOUNTS PAYABLE

As Of: 12/09/2025

Time: 12:59:59 Date: 12/08/2025
Page: 2

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
657	11/20/202512/09/2025303		CAPITAL ONE TRADE CREDIT	14.71	HDMI cables
	594 22 64 0002 Office Equipment		001 000 594 Fund 6561 Gene	14.71	
656	11/01/202512/09/2025337		CDW GOVERNMENT	228.17	Prosupport Plus
	594 22 64 0002 Office Equipment		001 000 594 Fund 6561 Gene	228.17	
658	11/11/202512/09/2025332		DUNCAN, BENJAMIN	372.13	Training; ICS400
	522 45 43 0001 Conference/Training Fees		001 000 522 Fund 6561 Gene	372.13	
659	12/05/202512/09/202587		GRAINGER	95.95	Station supplies
	522 20 31 0005 Station Supplies		001 000 522 Fund 6561 Gene	95.95	
660	11/25/202512/09/202594		HARBOR PROpane, LLC	596.43	Propane station 31
	522 50 32 0001 Propane		001 000 522 Fund 6561 Gene	596.43	
661	11/30/202512/09/2025111		ISLAND PETROLEUM SERVICES	2,803.62	Fuel
	522 20 32 0001 Fuel		001 000 522 Fund 6561 Gene	2,803.62	
662	12/05/202512/09/2025123		KING'S MARKET	133.00	Chief's Appreciation Dinner
	522 20 49 0001 Miscellaneous Awards & I		001 000 522 Fund 6561 Gene	133.00	
663	12/02/202512/09/2025292		KUETZING, KARL	53.60	Travel; meeting
	522 45 43 0001 Conference/Training Fees		001 000 522 Fund 6561 Gene	53.60	
664	12/04/202512/09/2025174		PETTY CASH - FIRE #3	60.00	Driving Abstracts
	522 45 49 0001 Certifications (CPR, First A		001 000 522 Fund 6561 Gene	60.00	
665	11/30/202512/09/2025187		ROCHE HARBOR WATER SYSTEM INC	44.25	Station 35 water
	522 50 47 0002 Water		001 000 522 Fund 6561 Gene	44.25	
666	11/30/202512/09/2025217		SAN JUAN SANITATION, INC	543.94	Garbage and recycling
	522 50 47 0003 Garbage		001 000 522 Fund 6561 Gene	543.94	
667	12/01/202512/09/2025239		STARR EXCAVATION	300.00	Station 35 port a potty
	522 50 48 0001 Mechanical Services		001 000 522 Fund 6561 Gene	300.00	
668	11/06/202512/09/2025286		ZOLL MEDICAL CORPORATION	534.56	Pedi padz electrodes
	522 20 31 0006 Supplies EMS		001 000 522 Fund 6561 Gene	534.56	

ACCOUNTS PAYABLE

San Juan Island Fire District #3

Time: 12:59:59 Date: 12/08/2025
As Of: 12/09/2025 Page: 3

Accts	Pay #	Received	Date Due	Vendor	Amount	Memo
					Report Total: 10,412.94	

Fund

001 Fund 6561 General

REMARKS:
This report has been reviewed by: Stu Chast 12/8/25

Signature & Title

Date

ACCOUNTS PAYABLE

San Juan Island Fire District #3

As Of: 12/16/2025

Time: 14:20:40 Date: 12/15/2025
Page: 1

Accts	Pay #	Received	Date Due	Vendor	Amount	Memo
671	12/06/202512/16/202540			CENTURYLINK / LUMEN	318.32	Monthly Charges
		522 10 42 0001 Telephone		001 000 522 Fund 6561 Gene	318.32	
672	12/04/202512/16/202595			HARBOR RENTAL & SAW SHOP (INC)	14.11	Fleet parts
		522 60 31 0001 Supplies Fleet Parts		001 000 522 Fund 6561 Gene	14.11	
673	11/30/202512/16/2025114			ISLAND TOWING	651.90	Vehicles for training
		522 45 31 0001 Training Supplies		001 000 522 Fund 6561 Gene	651.90	
674	11/30/202512/16/2025114			ISLAND TOWING	651.90	Vehicles for training
		522 45 31 0001 Training Supplies		001 000 522 Fund 6561 Gene	651.90	
679	07/07/202512/16/2025165			ORCAS ISLAND FIRE DEPARTMENT	266.88	25 percent share of cost of battery for Pierce
		522 60 31 0001 Supplies Fleet Parts		001 000 522 Fund 6561 Gene	266.88	
675	12/08/202512/16/2025174			PETTY CASH - FIRE #3	150.00	DOL driving records
		522 45 49 0001 Certifications (CPR, First A		001 000 522 Fund 6561 Gene	150.00	
676	12/11/202512/16/2025174			PETTY CASH - FIRE #3	30.00	DOL driving records
		522 45 49 0001 Certifications (CPR, First A		001 000 522 Fund 6561 Gene	30.00	
677	11/15/202512/16/2025181			PRINTONYX LLC	1,045.93	Volunteer recruiting mailers
		522 10 42 0003 Publication Fees		001 000 522 Fund 6561 Gene	1,045.93	
678	12/10/202512/16/2025340			SECURE FIRE PROTECTION LLC	4,023.04	Fire Extinguisher repairs and maintenance
		522 50 48 0001 Mechanical Services		001 000 522 Fund 6561 Gene	4,023.04	
682	12/15/202512/16/2025296			SMITH, BRAD	68.43	Food for drill
		522 20 31 0004 Fireline/Training Food		001 000 522 Fund 6561 Gene	68.43	
681	12/09/202512/16/2025240			STATE AUDITOR'S OFFICE	4,173.00	3 year State Auditor
		522 10 41 0001 Professional Services Gen		001 000 522 Fund 6561 Gene	4,173.00	
680	12/09/202512/16/2025276			WEST MECHANICAL, INC.	1,317.54	Tune up & repair office furnace
		522 50 48 0005 Facility Maintenance		001 000 522 Fund 6561 Gene	1,317.54	
						Report Total: 12,711.05
						Fund

ACCOUNTS PAYABLE

San Juan Island Fire District #3

As Of: 12/16/2025

Time: 14:20:40 Date: 12/15/2025
Page: 2

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
				12,711.05	
001 Fund 6561 General					
This report has been reviewed by: <u>MW</u> <u>WWD</u> <u>12/15/25</u>					
REMARKS:		Signature & Title		Date	

ACCOUNTS PAYABLE

San Juan Island Fire District #3

Time: 10:45:35 Date: 12/23/2025
Page: 1

As Of: 12/29/2025

Accts	Accts Pay #	Received	Date Due	Vendor	Amount	Memo
683	10/20/202512/29/2025342			ANDERSON, CHASE	440.00	Photos
	522 20 49 0001 Miscellaneous Awards & I			001 000 522 Fund 6561 Gene	440.00	
684	12/15/202512/29/202534			BROWNE'S HOME CENTER (INC)	241.37	Training supplies; facilities; station supplies
	522 20 31 0004 Fireline/Training Food			001 000 522 Fund 6561 Gene	7.92	
	522 20 31 0005 Station Supplies			001 000 522 Fund 6561 Gene	159.70	
	522 45 31 0001 Training Supplies			001 000 522 Fund 6561 Gene	46.33	
	522 50 31 0001 Facility Supplies			001 000 522 Fund 6561 Gene	27.42	
685	12/17/202512/29/202534			BROWNE'S HOME CENTER (INC)	29.57	Fleet parts
	522 60 31 0001 Supplies Fleet Parts			001 000 522 Fund 6561 Gene	29.57	
686	12/15/202512/29/202534			BROWNE'S HOME CENTER (INC)	260.46	Facility supplies
	522 50 31 0001 Facility Supplies			001 000 522 Fund 6561 Gene	260.46	
687	12/22/202512/29/202534			BROWNE'S HOME CENTER (INC)	60.54	Facility supplies
	522 50 31 0001 Facility Supplies			001 000 522 Fund 6561 Gene	60.54	
688	12/19/202512/29/202530			CAPITAL ONE TRADE CREDIT	24.94	Facility supplies
	522 50 31 0001 Facility Supplies			001 000 522 Fund 6561 Gene	24.94	
689	12/16/202512/29/202587			GRAINGER	59.74	Station supplies
	522 20 31 0005 Station Supplies			001 000 522 Fund 6561 Gene	59.74	
690	12/11/202512/29/202594			HARBOR PROpane, LLC	178.35	Propane Station 3 4
	522 50 32 0001 Propane			001 000 522 Fund 6561 Gene	178.35	
691	12/11/202512/29/2025162			ODP BUSINESS SOLUTIONS, LLC	84.73	Office supplies
	522 10 31 0001 Office Supplies			001 000 522 Fund 6561 Gene	84.73	
692	12/22/202512/29/2025191			RWC INTERNATIONAL, LTD	176.72	Facility supplies
	522 50 31 0001 Facility Supplies			001 000 522 Fund 6561 Gene	176.72	
693	12/12/202512/29/2025221			SEA-WESTERN, INC	4,145.90	Firefighter equipment
	594 22 64 0004 Firefighter Equipment-Tui!			001 000 594 Fund 6561 Gene	4,145.90	
694	12/16/202512/29/2025265			WA FIRE COMMISSIONERS ASSN	4,198.00	Membership
	522 10 49 0001 Dues/Memberships			001 000 522 Fund 6561 Gene	4,198.00	
695	12/23/202512/29/2025272			WASHINGTON ALARM, INC	286.35	Monthly alarm service

ACCOUNTS PAYABLE

San Juan Island Fire District #3

Time: 10:45:35 Date: 12/23/2025
As Of: 12/29/2025 Page: 2

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
522 50 47 0004	Alarm Systems		001 000 522 Fund 6561 Gene	286.35	

Report Total:	10,186.67
Fund	10,186.67
001 Fund 6561 General	

This report has been reviewed by:

REMARKS:

Signature & Title _____

Date _____

ACCOUNTS PAYABLE

San Juan Island Fire District #3

Time: 10:45:58 Date: 12/23/2025

As Of: 12/29/2025 Page: 1

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
696 12/01/202512/29/2025230			SKAGIT COUNTY FIRE DISTRICT 11	5,000.00	2006 Ford F550 Brush Truck

594 22 64 0070 Machinery and Equipment	007 000 594 Fund 6567 Capital	5,000.00
	Report Total:	5,000.00
Fund		

007 Fund 6567 Capital
5,000.00

This report has been reviewed by:

REMARKS:

Signature & Title _____ Date _____

12/6/25

Account Number	Description	Current Payroll		Month-To-Date	
		Debits	Credits	Debits	Credits
Admin Deferred Comp	E 6561.00 522.10 20.0010	750.00	0.00	750.00	0.00
Admin Duty Pay	E 6562.00 522.20 10.0003	35.53	0.00	35.53	0.00
Admin FICA	E 6561.00 522.10 20.0001	545.69	0.00	545.69	0.00
Admin L&I	E 6561.00 522.10 20.0002	561.61	0.00	561.61	0.00
Admin Leoff	E 6561.00 522.10 20.0004	1,300.33	0.00	1,300.33	0.00
Admin PERS	E 6561.00 522.10 20.0003	490.49	0.00	490.49	0.00
Admin VEBA	E 6561.00 522.10 20.0020	1,200.00	0.00	1,200.00	0.00
Admin Wages	E 6561.00 522.10 10.0001	33,196.73	0.00	33,196.73	0.00
Cash Invoice	E 6561.00 522.10 41.0001	0.00	253.59	0.00	253.59
Cash Net			52,543.70	0.00	52,543.70
Cash Taxes		0.00	12,773.67	0.00	12,773.67
Commissioner Pay	E 6561.00 522.11 10.0001	483.00	0.00	483.00	0.00
Commissioners FICA	E 6561.00 522.11 20.0001	36.94	0.00	36.94	0.00
Deferred Comp Pay Admin		0.00	1,950.00	0.00	1,950.00
Deferred Comp Pay FF5		0.00	2,250.00	0.00	2,250.00
Deferred Comp Pay Volunteers		0.00	168.00	0.00	168.00
Firefighter Duty Pay	E 6561.00 522.20 10.0003	600.99	0.00	600.99	0.00
Firefighter OT Pay	E 6561.00 522.20 10.0002	904.21	0.00	904.21	0.00
Firefighter Pay	E 6561.00 522.20 10.0001	17,251.20	0.00	17,251.20	0.00
Firefighters Deferred Comp	E 6561.00 522.20 20.0010	500.00	0.00	500.00	0.00
Firefighters FICA	E 6561.00 522.20 20.0001	270.51	0.00	270.51	0.00
Firefighters L&I	E 6561.00 522.20 20.0002	655.76	0.00	655.76	0.00
Firefighters LEOFF	E 6561.00 522.20 20.0004	997.84	0.00	997.84	0.00
Invoice Exp	E 6561.00 522.20 20.0020	600.00	0.00	600.00	0.00
L&I Commissioners	E 6561.00 522.11 20.0002	0.69	0.00	0.69	0.00
LEOFF Payable	E 6561.00 522.20 20.0004	0.00	5,983.02	0.00	5,983.02
PERS Payable		0.00	963.39	0.00	963.39
PLRS Payable		158.28	0.00	158.28	0.00
PFML Admin	E 6561.00 522.10 20.0012	4.44	0.00	4.44	0.00
PFML Commissioner	E 6561.00 522.11 20.0012	325.23	0.00	325.23	0.00
PFML Premium Assessment	E 6561.00 522.20 20.0012	0.00	2,100.00	0.00	2,100.00
VEBA Payable		2,368.00	0.00	2,368.00	0.00
Volunteer Duty Officer Pay	E 6561.00 522.20 10.0003	14,225.06	0.00	14,225.06	0.00
Volunteer Pay	E 6561.00 522.20 10.0001	1,269.25	0.00	1,269.25	0.00
Volunteers FICA	E 6561.00 522.20 20.0001				
Grand Totals:		78,985.37	78,985.37	78,985.37	78,985.37

Pay Period: Monthly 11/01/25 - 11/30/25
Co. No 21040 San Juan County Fire District #3

GENERAL LEDGER SUMMARY REPORT

Check Date : 12/05/25
Page: E - 1
Payroll #: 139

12/4/25

Account Number	Description	Current Payroll		Month-To-Date	
		Debits	Credits	Debits	Credits
Admin Deferred Comp	E 6561.00 522.10 20.0010	0.00	0.00	750.00	0.00
Admin Duty Pay	E 6562.00 522.20 10.0003	0.00	0.00	35.53	0.00
Admin FICA	E 6561.00 522.10 20.0001	0.00	0.00	545.69	0.00
Admin L&I	E 6561.00 522.10 20.0002	0.00	0.00	561.61	0.00
Admin Leoff	E 6561.00 522.10 20.0004	0.00	0.00	1,300.33	0.00
Admin PERS	E 6561.00 522.10 20.0003	0.00	0.00	490.49	0.00
Admin VEBA	E 6561.00 522.10 20.0020	0.00	0.00	1,200.00	0.00
Admin Wages	E 6561.00 522.10 10.0001	0.00	0.00	33,196.73	0.00
Cash Invoice	E 6561.00 522.10 41.0001	0.00	99.43	0.00	353.02
Cash Net		0.00	21,218.83	0.00	73,762.53
Cash Taxes		0.00	8,673.38	0.00	21,599.13
Commissioner Pay	E 6561.00 522.11 10.0001	0.00	0.00	483.00	0.00
Commissioner's FICA	E 6561.00 522.11 20.0001	0.00	0.00	36.94	0.00
Deferred Comp Pay Admin	E 6561.00 522.20 10.0001	0.00	0.00	1,950.00	
Deferred Comp Pay FFS	E 6561.00 522.20 10.0001	0.00	456.55	0.00	2,706.55
Deferred Comp Pay volunteers	E 6561.00 522.20 10.0001	0.00	0.00	0.00	168.00
Firefighter Duty Pay	E 6561.00 522.20 10.0003	849.94	0.00	1,500.93	0.00
Firefighter OT Pay	E 6561.00 522.20 10.0002	1,407.76	0.00	2,311.97	0.00
Firefighter Pay	E 6561.00 522.20 10.0001	26,370.17	0.00	43,621.37	0.00
Firefighters Deferred Comp	E 6561.00 522.20 20.0010	0.00	0.00	500.00	0.00
Firefighters FICA	E 6561.00 522.20 20.0001	1,343.53	0.00	1,614.04	0.00
Firefighters L&I	E 6561.00 522.20 20.0002	1,864.78	0.00	2,520.54	0.00
Firefighters LEOFF	E 6561.00 522.20 20.0004	520.26	0.00	1,518.10	0.00
Firefighters PERS	E 6561.00 522.20 20.0003	751.86	0.00	751.88	0.00
Firefighters VEBA	E 6561.00 522.20 20.0020	946.80	0.00	1,546.80	0.00
Invoice Exp	E 6561.00 522.10 41.0001	99.43	0.00	353.02	0.00
L&I Commissione\$	E 6561.00 522.11 20.0002	0.00	0.00	0.69	0.00
LEOFF Payable	E 6561.00 522.20 20.0003	0.90	1,354.44	0.00	7,337.46
PERS Payable	E 6561.00 522.20 20.0004	0.00	1,561.15	0.00	2,524.54
PFML Admin	E 6561.00 522.10 20.0012	0.00	0.00	158.28	0.00
PFML Commissioner	E 6561.00 522.11 20.0012	0.00	0.00	4.44	0.00
PFML Premium Assessment	E 6561.00 522.20 20.0012	263.83	0.00	589.06	0.00
VEBA Payable	E 6561.00 522.20 10.0003	0.00	1,104.60	0.00	3,204.60
Volunteer Duty Officer Pay	E 6561.00 522.20 10.0001	0.00	0.00	2,368.00	0.00
Volunteer Pay	E 6561.00 522.20 20.0001	0.00	0.00	14,245.06	0.00
Volunteers FICA	E 6561.00 522.20 20.0001	0.00	0.00	1,269.25	0.00
Grand Totals:		34,468.38	34,468.38	113,453.75	113,605.83

Pay Period: Monthly 11/10/25 - 12/03/25

Check Date: 12/08/25

Co. No 21040 San Juan County Fire District #3

GENERAL LEDGER SUMMARY REPORT

Payroll #: 1400

Page: E - 1

12/29/20

Account Number	Description	Current Payroll		Month-To-Date	
		Debits	Credits	Debits	Credits
Admin Deferred Comp	E 6561.00 522.10.20.0010	0.00	0.00	750.00	0.00
Admin Duty Pay	E 6562.00 522.20.10.0003	0.00	0.00	35.53	0.00
Admin FICA	E 6561.00 522.10.20.0001	0.00	0.00	545.69	0.00
Admin L&I	E 6561.00 522.10.20.0002	0.00	0.00	56.61	0.00
Admin Leon	E 6561.00 522.10.20.0004	0.00	0.00	1,300.33	0.00
Admin PERS	E 6561.00 522.10.20.0003	0.00	0.00	490.49	0.00
Admin VEBA	E 6561.00 522.10.20.0020	0.00	0.00	1,200.00	0.00
Admin Wages	E 6561.00 522.10.10.0001	0.00	0.00	33,196.73	0.00
Cash Invoice	E 6561.00 522.10.41.0001	0.00	0.00	452.45	0.00
Cash Net		0.00	0.00	95,868.94	0.00
Cash Taxes		0.00	0.00	30,852.26	0.00
Commissioner Pay	E 6561.00 522.11.10.0001	0.00	0.00	483.00	0.00
Commissioners FICA	E 6561.00 522.11.20.0001	0.00	0.00	36.94	0.00
Deferred Comp Pay Admin		0.00	0.00	0.00	1,950.00
Deferred Comp Pay FFS		0.00	0.00	0.00	3,096.08
Deferred Comp Pay Volunteers		0.00	0.00	0.00	168.00
Firefighter Duty Pay	E 6561.00 522.20.10.0003	987.51	0.00	2,488.44	0.00
Firefighter OT Pay	E 6561.00 522.20.10.0002	3,091.13	0.00	5,403.10	0.00
Firefighter Pay	E 6561.00 522.20.10.0001	25,981.56	0.00	69,602.93	0.00
Firefighters Deferred Comp	E 6561.00 522.20.20.0010	0.00	0.00	500.00	0.00
Firefighters FICA	E 6561.00 522.20.20.0001	1,339.12	0.00	2,953.16	0.00
Firefighters L&I	E 6561.00 522.20.20.0002	1,900.31	0.00	4,420.85	0.00
Firefighters LEOFF	E 6561.00 522.20.20.0004	487.93	0.00	2,006.03	0.00
Firefighters PERS	E 6561.00 522.20.20.0003	251.11	0.00	1,602.99	0.00
Firefighters VEBA	E 6561.00 522.20.20.0020	946.80	0.00	2,493.60	0.00
Invoice Exp	E 6561.00 522.10.41.0001	99.43	0.00	452.45	0.00
L&I Commissioners	E 6561.00 522.11.20.0002	0.00	0.00	0.69	0.00
LEOFF Payable		0.00	0.00	1,270.27	0.00
PERS Payable		0.00	0.00	1,738.08	0.00
PERS Payable		0.00	0.00	158.28	0.00
PFML Admin		0.00	0.00	4.44	0.00
PFML Commissione		0.00	0.00	865.61	0.00
PFML Premium Assessment	E 6561.00 522.20.0012	276.53	0.00	0.00	4,262.62
VEBA Payable	E 6561.00 522.11.20.0012	0.00	0.00	1,104.60	0.00
Volunteer Duty Officer Pay	E 6561.00 522.20.10.0003	0.00	0.00	2,368.00	0.00
Volunteer Pay	E 6561.00 522.20.10.0001	0.00	0.00	14,225.06	0.00
Volunteers FICA	E 6561.00 522.20.20.0001	0.00	0.00	1,269.25	0.00
Grand Totals:		35,961.45	35,961.45	149,415.20	149,567.28

Pay Period: Monthly	12/04/25 - 12/27/25	Check Date : 12/31/25
Co. No 21040 San Juan County Fire District #3	GENERAL LEDGER SUMMARY REPORT	Payroll #: 1411 Page: E - 1

Emergency? Call **911**



Positive Audit Results from Washington State Auditor's Office

Wednesday, December 31, 2025

Friday Harbor, WA – December 31, 2025 – San Juan County Fire Protection District No. 3 (San Juan Island Fire & Rescue) is pleased to announce the successful completion of its three-year accountability audit by the Washington State Auditor's Office (SAO), covering the period January 1, 2022 through December 31, 2024.

The audit concluded that, in all material respects, the District complied with applicable state laws, regulations, and its own policies in the areas examined, and maintained adequate controls to safeguard public resources. These results affirm the District's ongoing commitment to transparency, accountability, and responsible stewardship of public funds.

Key Audit Highlights:

- **Full Compliance:** The SAO found District operations complied with state requirements and internal policies in all material respects.
- **Public Trust:** Independent audits provide essential accountability and transparency, ensuring taxpayers can trust that public resources are managed responsibly.
- **Areas Reviewed:** Payroll, accounts payable, treasury activities, open public meetings, financial condition, and annual report submissions were examined as part of the audit.

While the audit identified certain payroll-related control improvements, these were communicated in a management letter and are already being addressed by the District. Recommendations include formalizing written payroll policies and strengthening documentation and monitoring processes.

Commitment to Continuous Improvement: Fire Chief Noel Monin stated, "We take our responsibility to safeguard public resources very seriously. The positive audit results reflect our dedication to accountability and transparency. We appreciate the Auditor's recommendations and are implementing improvements to further strengthen our internal controls."

Fire Commissioner Dwight Colley stated, "I am not surprised by these positive audit results. Through the consistent oversight provided during our regular Board meetings and the diligence of the District's administrative staff—particularly our Finance Officer—we have maintained strong practices that ensure public resources are managed responsibly."

The District serves approximately 9,400 residents across San Juan, Brown, Dinner, Henry, Pearl, Stuart, Johns, Speiden and O'Neil Islands, operating with a combination of nine full and part-time employees and over 40 volunteer firefighters and support members. Annual revenues averaged \$2 million during the audit period. Audit reports are publicly available on the Washington State Auditor's website at <https://sao.wa.gov>.

« Next [All](#) [Prev](#) »

ABOUT

[Who We Are](#)

[Join Us](#)

[Emergency Personnel](#)

[Key Information](#)

[Incidents](#)

[Governance](#)

[2024 Levy Renewal](#)

[Disclaimer](#)

[Member Login](#)

NEWS

[News & Advisories](#)

[Media Releases](#)

[RSS Feed](#)

SERVICES

[24/7 Emergency Services](#)

[Burn Permits](#)

[Firewise](#)

[KnockBox](#)

[Smoke & CO Alarms](#)

CONTACT

[Contact Form](#)

[Facebook](#)

[Instagram](#)

RESOURCES

FOR IMMEDIATE RELEASE

San Juan County Fire Protection District No. 3 Receives Positive Audit Results from Washington State Auditor's Office

Friday Harbor, WA – December 31, 2025 – San Juan County Fire Protection District No. 3 (San Juan Island Fire & Rescue) is pleased to announce the successful completion of its three-year accountability audit by the Washington State Auditor's Office (SAO), covering the period January 1, 2022 through December 31, 2024.

The audit concluded that, in all material respects, the District complied with applicable state laws, regulations, and its own policies in the areas examined, and maintained adequate controls to safeguard public resources. These results affirm the District's ongoing commitment to transparency, accountability, and responsible stewardship of public funds.

Key Audit Highlights:

- Full Compliance: The SAO found District operations complied with state requirements and internal policies in all material respects.
- Public Trust: Independent audits provide essential accountability and transparency, ensuring taxpayers can trust that public resources are managed responsibly.
- Areas Reviewed: Payroll, accounts payable, treasury activities, open public meetings, financial condition, and annual report submissions were examined as part of the audit.

While the audit identified certain payroll-related control improvements, these were communicated in a management letter and are already being addressed by the District. Recommendations include formalizing written payroll policies and strengthening documentation and monitoring processes.

Commitment to Continuous Improvement:

Fire Chief Noel Monin stated, "We take our responsibility to safeguard public resources very seriously. The positive audit results reflect our dedication to accountability and transparency. We appreciate the Auditor's recommendations and are implementing improvements to further strengthen our internal controls."

Fire Commissioner Dwight Colley stated, "I am not surprised by these positive audit results. Through the consistent oversight provided during our regular Board meetings and the diligence of the District's administrative staff—particularly our Finance Officer—we have maintained strong practices that ensure public resources are managed responsibly."

The District serves approximately 9,400 residents across San Juan, Brown, Dinner, Henry, Pearl, Stuart, Johns, Speiden and O'Neil Islands, operating with a combination of nine full and part-time employees and over 40 volunteer firefighters and support members. Annual revenues averaged \$2 million during the audit period.

Audit reports are publicly available on the Washington State Auditor's website at <https://sao.wa.gov>.

Media Contact:

Amy Taylor, Board Secretary
San Juan County Fire Protection District No. 3
Phone: (360) 378-5334
Website: www.sjifire.org



San Juan Island Fire & Rescue: Executive Summary

Agency Goals & Objectives – 2026

Prepared for the Board of Commissioners: Dwight Colley, Warren Appleton, and Mike Coryell

The 2026 Goals and Objectives establish a clear executive framework to guide the agency's operational priorities, staffing growth, and capital investments over the coming year. These objectives reflect the organization's continued transition toward a fully professional, resilient, and accountable public safety agency capable of meeting increasing service demands across core service areas and outer islands.

Primary emphasis for 2026 includes strengthening workforce performance expectations, formalizing training and credentialing pathways, advancing critical facilities and apparatus projects, and modernizing logistics, administrative, and information technology systems. Together, these initiatives are intended to improve operational readiness, employee effectiveness, fiscal stewardship, and long-term sustainability.

Key Strategic Priorities for 2026 include:

- Establishing consistent staffing expectations, workflows, and performance accountability in support of increased staffing levels.
- Implementing disciplined training schedules and professional credentialing standards, including IFSAC and NWCG certifications.
- Advancing priority capital projects such as station development, apparatus replacement, training infrastructure, and facility improvements.
- Strengthening logistics, fleet, and asset management through long-range maintenance planning and improved internal controls.
- Enhancing operational readiness through recruit academies, improved communications, mobilization procedures, inspections, and outer-island service delivery.
- Modernizing administrative systems, financial controls, records management, cybersecurity, public communications, and long-term capital planning.

The Executive Team recommends Board acknowledgment of these priorities as the operational roadmap for calendar year 2026. Progress will be monitored through regular reporting, alignment with adopted budgets, and ongoing coordination with the Board of Commissioners.

Respectfully submitted,

Chief Monin

Executive Assistant Garcia

Operations Chief Hartzell

Eric T. Quinn, P.S.
PROFESSIONAL SERVICE CORPORATION
ATTORNEY AT LAW
7403 Lakewood Dr. W., Suite #11
Lakewood, WA 98499
253-590-6628
ericquinn@firehousetlawyer2.com

*Joseph F. Quinn,
Of Counsel*

By Email only

[Client Address]

Re: Rate increase effective January 1, 2026

Ladies and Gentlemen:

Please be advised that our hourly rates for legal services rendered to you will be increasing effective January 1, 2026. The hourly rate for Eric Quinn will increase to \$325.00 per hour. Joe Quinn, of counsel to the firm, is essentially retired. Since our last rate increase in 2021, there have been some inflationary increases in cost of the items that are included in our overhead, but we have also seen that our rates are too low compared with similar law firms.

As you may know, we also offer special discounted rates to "contract clients", i.e. those clients who prefer to pay a somewhat lower rate, but in return are willing to commit to a minimum dollar amount monthly. For 2026, those hourly rates will remain at \$250.00 for Eric's time and \$300.00 for Joe's time (if any), so as you can see a very significant discount is still available for those interested in such a contract due to a demonstrated need for legal advice nearly each and every month. We have many clients who have opted for the contract method, but we do not recommend a contract for those hourly clients who do not need advice almost every month.

Many attorneys charge extra for bridge tolls, mileage and photocopying costs. We do not; these costs are reflected in the hourly rate. As attorneys practicing in a narrow specialty area, municipal law, we believe our rates are reasonable. We will continue to try to contain costs while providing the highest quality and responsive legal services available in our field.

Very truly yours,



Eric T. Quinn

Hourly Clients

December 17, 2025

Page 2