



# 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#

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*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.*

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### **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
  - 13<sup>th</sup> 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).

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

Others: Interested public.

### CITIZEN COMMENTS / CORRESPONDENCE

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

### AGENDA

No changes were requested to the Agenda.

#### Minutes

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

#### Bills and Payroll

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

### UNFINISHED BUSINESS

None scheduled for discussion.

### NEW BUSINESS

None scheduled for discussion.

### STAFF REPORT(S)

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

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

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

Health Care Insurance – Kati English

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

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

**FUTURE AGENDA ITEMS & ANNOUNCEMENTS**

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

**CITIZEN COMMENTS**

No citizen comments were given.

**ADJOURNMENT**

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

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Dwight Colley, Chair  
SJC Fire District 3 Commission

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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

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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                                  | 12/1/2025  | 6561 | \$ 78,985.37  |
| 2024              | Monthly Payroll (November)                      |            |      |               |
|                   | Payroll Report                                  | 12/4/2025  | 6561 | \$ 34,468.38  |
|                   | 24 day Payroll (11/10/25 to 12/3/25)            |            |      |               |
| 2024              | Payroll Report                                  | 12/29/2025 | 6561 | \$ 35,961.45  |
|                   | 24 day Payroll (12/4/25 to 12/27/25)            |            |      |               |
| 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

I, the undersigned, do hereby certify that I concur with the review of the claims as just obligations against the **San Juan Island Fire District #3**, totaling **\$236,084.58**. Signed this 20th day of January, 2026.

Amy Taylor - District Board Secretary

Dwight Colley - Chair

Warren Appleton - Vice Chair

Alexa Rust

## ACCOUNTS PAYABLE

As Of: 12/02/2025

| Accts<br>Pay # | Received       | Date Due                     | Vendor                          | Amount   | Memo                                     |
|----------------|----------------|------------------------------|---------------------------------|----------|--|
| 623            | 10/31/2025     | 12/02/2025                   | BOUND TREE MEDICAL, LLC         | 226.80   | Eye wash station                         |
|                | 522 20 31 0006 | Supplies EMS                 | 001 000 522 Fund 6561 Gene      | 226.80   |  |
| 624            | 10/02/2025     | 12/02/2025                   | BROWNE'S HOME CENTER (INC)      | 115.76   | Facility supplies                        |
|                | 522 50 31 0001 | Facility Supplies            | 001 000 522 Fund 6561 Gene      | 115.76   |  |
| 625            | 11/12/2025     | 12/02/2025                   | BROWNE'S HOME CENTER (INC)      | 162.96   | Facility supplies                        |
|                | 522 50 31 0001 | Facility Supplies            | 001 000 522 Fund 6561 Gene      | 162.96   |  |
| 626            | 11/13/2025     | 12/02/2025                   | 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            | 11/18/2025     | 12/02/2025                   | 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            | 11/11/2025     | 12/02/2025                   | CAPITAL ONE TRADE CREDIT        | 8.68     | Fleet parts                              |
|                | 522 60 31 0001 | Supplies Fleet Parts         | 001 000 522 Fund 6561 Gene      | 8.68     |  |
| 629            | 11/17/2025     | 12/02/2025                   | CAPITAL ONE TRADE CREDIT        | 81.38    | Station supplies                         |
|                | 522 20 31 0005 | Station Supplies             | 001 000 522 Fund 6561 Gene      | 81.38    |  |
| 642            | 11/14/2025     | 12/02/2025                   | 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            | 12/01/2025     | 12/02/2025                   | 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            | 11/17/2025     | 12/02/2025                   | GRAINGER                        | 27.69    | Firefighting supplies                    |
|                | 522 20 31 0003 | Firefighter Supplies         | 001 000 522 Fund 6561 Gene      | 27.69    |  |
| 632            | 11/16/2025     | 12/02/2025                   | ISLAND PETROLEUM SERVICES       | 757.18   | Fuel for boat                            |
|                | 522 20 32 0001 | Fuel                         | 001 000 522 Fund 6561 Gene      | 757.18   |  |
| 636            | 12/01/2025     | 12/02/2025                   | ISLANDS' SOUNDER                | 70.00    | Newspaper subscription                   |
|                | 522 10 49 0002 | Subscriptions                | 001 000 522 Fund 6561 Gene      | 70.00    |  |
| 633            | 12/01/2025     | 12/02/2025                   | 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  
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| Accts Pay # | Received       | Date Due                  | Vendor                         | Amount   | Memo   |
|-------------|----------------|---------------------------|--------------------------------|----------|--|
| 637         | 11/13/2025     | 12/02/2025                | LIFE-ASSIST, INC               | 217.08   | Nitrile Gloves   |
|             | 522 20 31 0002 | PPE/SCBA                  | 001 000 522 Fund 6561 Gene     | 217.08   |  |
| 638         | 11/11/2025     | 12/02/2025                | LUGNUT AUTOMOTIVE              | 529.00   | Stuart West Brush Truck                                      |
|             | 522 60 31 0001 | Supplies Fleet Parts      | 001 000 522 Fund 6561 Gene     | 529.00   |  |
| 639         | 11/12/2025     | 12/02/2025                | PETTY CASH - FIRE #3           | 275.00   | Reimb Petty Cash   |
|             | 522 50 31 0001 | Facility Supplies         | 001 000 522 Fund 6561 Gene     | 275.00   |  |
| 640         | 12/01/2025     | 12/02/2025                | 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         | 11/29/2025     | 12/02/2025                | ROCK ISLAND COMMUNICATIONS INC | 58.00    | LTE Fixed Wireless   |
|             | 522 10 42 0004 | IT Communications         | 001 000 522 Fund 6561 Gene     | 58.00    |  |
| 643         | 11/29/2025     | 12/02/2025                | 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         | 11/24/2025     | 12/02/2025                | 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         | 11/19/2025     | 12/02/2025                | 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         | 11/01/2025     | 12/02/2025                | STARR EXCAVATION               | 300.00   | Station 35 port a potty                                      |
|             | 522 50 48 0001 | Mechanical Services       | 001 000 522 Fund 6561 Gene     | 300.00   |  |
| 646         | 11/13/2025     | 12/02/2025                | 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         | 11/21/2025     | 12/02/2025                | 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         | 11/21/2025     | 12/02/2025                | 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         | 11/27/2025     | 12/02/2025                | TIMECLOCK PLUS                 | 7,592.13 | Aladtec Professional Annual License 12302025 to 12292026     |

## ACCOUNTS PAYABLE

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

| Accts<br>Pay # | Received                  | Date Due          | Vendor                             | Amount          | Memo                              |
|----------------|---------------------------|-------------------|------------------------------------|-----------------|-----------------------------------|
| 522 10 41 0001 | Professional Services-Gen |                   | 001 000 522 Fund 6561 Gene         | 7,592.13        |                                   |
| <b>647</b>     | <b>11/05/2025</b>         | <b>12/02/2025</b> | <b>TRUSTEED PLANS SERVICE CORP</b> | <b>7,964.51</b> | <b>Medical Insurance</b>          |
| 522 10 20 0006 | Administration Medical    |                   | 001 000 522 Fund 6561 Gene         | 3,676.64        |                                   |
| 522 20 20 0006 | Medical Coverage, POC &   |                   | 001 000 522 Fund 6561 Gene         | 4,287.87        |                                   |
| <b>648</b>     | <b>12/01/2025</b>         | <b>12/02/2025</b> | <b>WASHINGTON ALARM, INC</b>       | <b>262.20</b>   | <b>Alarm Monitoring</b>           |
| 522 50 47 0004 | Alarm Systems             |                   | 001 000 522 Fund 6561 Gene         | 262.20          |                                   |
| <b>649</b>     | <b>11/11/2025</b>         | <b>12/02/2025</b> | <b>WIZTRONICS, INC.</b>            | <b>376.45</b>   | <b>Belt clips for radios</b>      |
| 522 20 48 0004 | Radio & Pager Repair      |                   | 001 000 522 Fund 6561 Gene         | 376.45          |                                   |
| <b>650</b>     | <b>12/02/2025</b>         | <b>12/02/2025</b> | <b>XEROX CORPORATION</b>           | <b>303.51</b>   | <b>Usage for 102125 to 112125</b> |
| 522 10 45 0001 | Office Equipment Rental   |                   | 001 000 522 Fund 6561 Gene         | 303.51          |                                   |

Report Total:

Fund

39,239.79

001 Fund 6561 General 39,239.79

This report has been reviewed by:

REMARKS:

Signature &amp; Title

Date



ACCOUNTS PAYABLE

As Of: 12/02/2025

| Accts Pay # | Received   | Date Due                | Vendor                      | Amount   | Memo  |
|-------------|------------|-------------------------|-----------------------------|----------|---|
| 634         | 11/22/2025 | 12/02/2025              | 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 Capit | 9,118.93 |   |

Report Total: 9,118.93

Fund

007 Fund 656 Capital 9,118.93

This report has been reviewed by:

*[Signature]* 12/2/25

REMARKS:

Signature & Title

Date

# ACCOUNTS PAYABLE

San Juan Island Fire District #3

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

| Accts<br>Pay # | Received          | Date Due                     | Vendor                            | Amount          | Memo   |
|----------------|-------------------|------------------------------|-----------------------------------|-----------------|--|
| <b>653</b>     | <b>12/04/2025</b> | <b>12/09/2025</b>            | <b>BANK OF AMERICA (INC)</b>      | <b>218.93</b>   | <b>First aid cards</b>   |
|                | 522 45 49 0001    | Certifications (CPR, First A | 001 000 522 Fund 6561 Gene        | 218.93          |  |
| <b>654</b>     | <b>12/04/2025</b> | <b>12/09/2025</b>            | <b>BANK OF AMERICA (INC)</b>      | <b>26.75</b>    | <b>Staff celebration</b>   |
|                | 522 10 49 0003    | Miscellaneous                | 001 000 522 Fund 6561 Gene        | 26.75           |  |
| <b>655</b>     | <b>12/04/2025</b> | <b>12/09/2025</b>            | <b>BANK OF AMERICA (INC)</b>      | <b>2,455.93</b> | <b>Microsoft 365; Opalco; MRSC membership</b>                                      |
|                | 522 10 41 0004    | Technology Services          | 001 000 522 Fund 6561 Gene        | 5.26            |  |
|                | 522 10 41 0004    | Technology Services          | 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        |  |
| <b>669</b>     | <b>12/04/2025</b> | <b>12/09/2025</b>            | <b>BANK OF AMERICA (INC)</b>      | <b>726.24</b>   | <b>Training food; fleet supplies; firefighter supplies; capital computer equip</b> |
|                | 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           |  |
| <b>670</b>     | <b>12/04/2025</b> | <b>12/09/2025</b>            | <b>BANK OF AMERICA (INC)</b>      | <b>1,041.29</b> | <b>Office supplies; fleet supplies; facility supplies; firefighter supplies</b>    |
|                | 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 50 31 0001    | Facility Supplies            | 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          |  |
| <b>651</b>     | <b>11/20/2025</b> | <b>12/09/2025</b>            | <b>BROWNE'S HOME CENTER (INC)</b> | <b>68.96</b>    | <b>Parts for computers and monitors</b>  |
|                | 594 22 64 0002    | Office Equipment             | 001 000 594 Fund 6561 Gene        | 68.96           |  |
| <b>652</b>     | <b>12/02/2025</b> | <b>12/09/2025</b>            | <b>BROWNE'S HOME CENTER (INC)</b> | <b>94.48</b>    | <b>Station supplies</b>  |
|                | 522 20 31 0005    | Station Supplies             | 001 000 522 Fund 6561 Gene        | 94.48           |  |

## ACCOUNTS PAYABLE

San Juan Island Fire District #3

As Of: 12/09/2025

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

| Accts Pay # | Received          | Date Due                     | Vendor                               | Amount          | Memo                               |
|-------------|-------------------|------------------------------|--------------------------------------|-----------------|------------------------------------|
| <b>657</b>  | <b>11/20/2025</b> | <b>12/09/2025</b>            | <b>CAPITAL ONE TRADE CREDIT</b>      | <b>14.71</b>    | <b>HDMI cables</b>                 |
|             | 594 22 64 0002    | Office Equipment             | 001 000 594 Fund 6561 Gene           | 14.71           |                                    |
| <b>656</b>  | <b>11/01/2025</b> | <b>12/09/2025</b>            | <b>CDW GOVERNMENT</b>                | <b>228.17</b>   | <b>Prosupport Plus</b>             |
|             | 594 22 64 0002    | Office Equipment             | 001 000 594 Fund 6561 Gene           | 228.17          |                                    |
| <b>658</b>  | <b>11/11/2025</b> | <b>12/09/2025</b>            | <b>DUNCAN, BENJAMIN</b>              | <b>372.13</b>   | <b>Training; ICS400</b>            |
|             | 522 45 43 0001    | Conference/Training Fees     | 001 000 522 Fund 6561 Gene           | 372.13          |                                    |
| <b>659</b>  | <b>12/05/2025</b> | <b>12/09/2025</b>            | <b>GRAINGER</b>                      | <b>95.95</b>    | <b>Station supplies</b>            |
|             | 522 20 31 0005    | Station Supplies             | 001 000 522 Fund 6561 Gene           | 95.95           |                                    |
| <b>660</b>  | <b>11/25/2025</b> | <b>12/09/2025</b>            | <b>HARBOR PROPANE, LLC</b>           | <b>596.43</b>   | <b>Propane station 31</b>          |
|             | 522 50 32 0001    | Propane                      | 001 000 522 Fund 6561 Gene           | 596.43          |                                    |
| <b>661</b>  | <b>11/30/2025</b> | <b>12/09/2025</b>            | <b>ISLAND PETROLEUM SERVICES</b>     | <b>2,803.62</b> | <b>Fuel</b>                        |
|             | 522 20 32 0001    | Fuel                         | 001 000 522 Fund 6561 Gene           | 2,803.62        |                                    |
| <b>662</b>  | <b>12/05/2025</b> | <b>12/09/2025</b>            | <b>KING'S MARKET</b>                 | <b>133.00</b>   | <b>Chief's Appreciation Dinner</b> |
|             | 522 20 49 0001    | Miscellaneous Awards & I     | 001 000 522 Fund 6561 Gene           | 133.00          |                                    |
| <b>663</b>  | <b>12/02/2025</b> | <b>12/09/2025</b>            | <b>KUETZING, KARL</b>                | <b>53.60</b>    | <b>Travel; meeting</b>             |
|             | 522 45 43 0001    | Conference/Training Fees     | 001 000 522 Fund 6561 Gene           | 53.60           |                                    |
| <b>664</b>  | <b>12/04/2025</b> | <b>12/09/2025</b>            | <b>PETTY CASH - FIRE #3</b>          | <b>60.00</b>    | <b>Driving Abstracts</b>           |
|             | 522 45 49 0001    | Certifications (CPR, First A | 001 000 522 Fund 6561 Gene           | 60.00           |                                    |
| <b>665</b>  | <b>11/30/2025</b> | <b>12/09/2025</b>            | <b>ROCHE HARBOR WATER SYSTEM INC</b> | <b>44.25</b>    | <b>Station 35 water</b>            |
|             | 522 50 47 0002    | Water                        | 001 000 522 Fund 6561 Gene           | 44.25           |                                    |
| <b>666</b>  | <b>11/30/2025</b> | <b>12/09/2025</b>            | <b>SAN JUAN SANITATION, INC</b>      | <b>543.94</b>   | <b>Garbage and recycling</b>       |
|             | 522 50 47 0003    | Garbage                      | 001 000 522 Fund 6561 Gene           | 543.94          |                                    |
| <b>667</b>  | <b>12/01/2025</b> | <b>12/09/2025</b>            | <b>STARR EXCAVATION</b>              | <b>300.00</b>   | <b>Station 35 port a potty</b>     |
|             | 522 50 48 0001    | Mechanical Services          | 001 000 522 Fund 6561 Gene           | 300.00          |                                    |
| <b>668</b>  | <b>11/06/2025</b> | <b>12/09/2025</b>            | <b>ZOLL MEDICAL CORPORATION</b>      | <b>534.56</b>   | <b>Pedi padz electrodes</b>        |
|             | 522 20 31 0006    | Supplies EMS                 | 001 000 522 Fund 6561 Gene           | 534.56          |                                    |

ACCOUNTS PAYABLE

As Of: 12/09/2025

| Accts<br>Pay #                                    | Received | Date Due | Vendor            | Amount    | Memo |
|---|----------|----------|-------------------|-----------|------|
| Fund  |          |          | Report Total:     | 10,412.94 |      |
| 001 Fund 6561 General                             |          |          | 10,412.94         |           |      |
| This report has been reviewed by: <i>MS chiet</i> |          |          | 12/8/25           |           |      |
| REMARKS:  |          |          | Signature & Title | Date      |      |

## ACCOUNTS PAYABLE

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

As Of: 12/16/2025

| Accts<br>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

As Of: 12/16/2025

| Accts<br>Pay # | Received | Date Due | Vendor | Amount | Memo |
|----------------|----------|----------|--------|--------|------|
|----------------|----------|----------|--------|--------|------|

001 Fund 6561 General 12,711.05

This report has been reviewed by:

*[Signature]*

12/15/25

REMARKS:

Signature & Title

Date

## ACCOUNTS PAYABLE

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

As Of: 12/29/2025

| Accts Pay # | Received       | Date Due                  | Vendor                          | Amount   | Memo  |
|-------------|----------------|---------------------------|---------------------------------|----------|---|
| 683         | 10/20/2025     | 12/29/2025                | 342 ANDERSON, CHASE             | 440.00   | Photos  |
|             | 522 20 49 0001 | Miscellaneous Awards & I  | 001 000 522 Fund 6561 Gene      | 440.00   |   |
| 684         | 12/15/2025     | 12/29/2025                | 334 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         | 12/17/2025     | 12/29/2025                | 334 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         | 12/15/2025     | 12/29/2025                | 334 BROWNE'S HOME CENTER (INC)  | 260.46   | Facility supplies                               |
|             | 522 50 31 0001 | Facility Supplies         | 001 000 522 Fund 6561 Gene      | 260.46   |   |
| 687         | 12/22/2025     | 12/29/2025                | 334 BROWNE'S HOME CENTER (INC)  | 60.54    | Facility supplies                               |
|             | 522 50 31 0001 | Facility Supplies         | 001 000 522 Fund 6561 Gene      | 60.54    |   |
| 688         | 12/19/2025     | 12/29/2025                | 303 CAPITAL ONE TRADE CREDIT    | 24.94    | Facility supplies                               |
|             | 522 50 31 0001 | Facility Supplies         | 001 000 522 Fund 6561 Gene      | 24.94    |   |
| 689         | 12/16/2025     | 12/29/2025                | 587 GRAINGER                    | 59.74    | Station supplies                                |
|             | 522 20 31 0005 | Station Supplies          | 001 000 522 Fund 6561 Gene      | 59.74    |   |
| 690         | 12/11/2025     | 12/29/2025                | 594 HARBOR PROPANE, LLC         | 178.35   | Propane Station 34                              |
|             | 522 50 32 0001 | Propane                   | 001 000 522 Fund 6561 Gene      | 178.35   |   |
| 691         | 12/11/2025     | 12/29/2025                | 162 ODP BUSINESS SOLUTIONS, LLC | 84.73    | Office supplies                                 |
|             | 522 10 31 0001 | Office Supplies           | 001 000 522 Fund 6561 Gene      | 84.73    |   |
| 692         | 12/22/2025     | 12/29/2025                | 191 RWC INTERNATIONAL, LTD      | 176.72   | Facility supplies                               |
|             | 522 50 31 0001 | Facility Supplies         | 001 000 522 Fund 6561 Gene      | 176.72   |   |
| 693         | 12/12/2025     | 12/29/2025                | 221 SEA-WESTERN, INC            | 4,145.90 | Firefighter equipment                           |
|             | 594 22 64 0004 | Firefighter Equipment-Tur | 001 000 594 Fund 6561 Gene      | 4,145.90 |   |
| 694         | 12/16/2025     | 12/29/2025                | 265 WA FIRE COMMISSIONERS ASSN  | 4,198.00 | Membership                                      |
|             | 522 10 49 0001 | Dues/Memberships          | 001 000 522 Fund 6561 Gene      | 4,198.00 |   |
| 695         | 12/23/2025     | 12/29/2025                | 272 WASHINGTON ALARM, INC       | 286.35   | Monthly alarm service                           |

ACCOUNTS PAYABLE

As Of: 12/29/2025

| Accts Pay #           | Received      | Date Due | Vendor                     | Amount        | Memo      |
|-----------------------|---------------|----------|----------------------------|---------------|-----------|
| 522 50 47 0004        | Alarm Systems |          | 001 000 522 Fund 6561 Gene | 286.35        |           |
| Fund                  |               |          |                            | Report Total: | 10,186.67 |
| 001 Fund 6561 General |               |          |                            |               | 10,186.67 |

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  
Page: 1

As Of: 12/29/2025

| Accts<br>Pay # | Received       | Date Due               | Vendor                             | Amount   | Memo                       |
|----------------|----------------|------------------------|------------------------------------|----------|----------------------------|
| 696            | 12/01/2025     | 12/29/2025             | 230 SKAGIT COUNTY FIRE DISTRICT 11 | 5,000.00 | 2006 Ford F550 Brush Truck |
|                | 594 22 64 0070 | Machinery and Equipmen | 007 000 594 Fund 6567 Capit        | 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

12/16/25

| Account Number               | Account 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 Leof                   | 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 6561.00.522.10.10.0001     | 0.00             | 253.59           | 0.00             | 253.59           |
| Cash Net                     | E 6561.00.522.10.41.0001     | 0.00             | 52,543.70        | 0.00             | 52,543.70        |
| Cash Taxes                   | 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      | Deferred Comp Pay Admin      | 0.00             | 1,950.00         | 0.00             | 1,950.00         |
| Deferred Comp Pay FFS        | Deferred Comp Pay FFS        | 0.00             | 2,250.00         | 0.00             | 2,250.00         |
| Deferred Comp Pay Volunteers | 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             |
| Firefighters VEBA            | E 6561.00.522.20.20.0020     | 600.00           | 0.00             | 600.00           | 0.00             |
| Invoice Exp                  | E 6561.00.522.10.41.0001     | 253.59           | 0.00             | 253.59           | 0.00             |
| L&I Commissioners            | E 6561.00.522.11.20.0002     | 0.69             | 0.00             | 0.69             | 0.00             |
| LEOFF Payable                | LEOFF Payable                | 0.00             | 5,983.02         | 0.00             | 5,983.02         |
| PERS Payable                 | PERS Payable                 | 0.00             | 963.39           | 0.00             | 963.39           |
| PFML Admin                   | E 6561.00.522.10.20.0012     | 158.28           | 0.00             | 158.28           | 0.00             |
| PFML Commissioner            | E 6561.00.522.11.20.0012     | 4.44             | 0.00             | 4.44             | 0.00             |
| PFML Premium Assessment      | E 6561.00.522.20.20.0012     | 325.23           | 0.00             | 325.23           | 0.00             |
| VEBA Payable                 | VEBA Payable                 | 0.00             | 2,100.00         | 0.00             | 2,100.00         |
| Volunteer Duty Officer Pay   | E 6561.00.522.20.10.0003     | 2,368.00         | 0.00             | 2,368.00         | 0.00             |
| Volunteer Pay                | E 6561.00.522.20.10.0001     | 14,225.06        | 0.00             | 14,225.06        | 0.00             |
| Volunteers FICA              | E 6561.00.522.20.20.0001     | 1,269.25         | 0.00             | 1,269.25         | 0.00             |
| <b>Grand Totals:</b>         |                              | <b>78,985.37</b> | <b>78,985.37</b> | <b>78,985.37</b> | <b>78,985.37</b> |

Pay Period: Monthly 11/01/25 - 11/30/25

Check Date: 12/05/25

Co. No 21040 San Juan County Fire District #3

Payroll #: 139

# GENERAL LEDGER SUMMARY REPORT

Page: E - 1

12/4/25

| Account Number               | Account 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 Leofl                  | 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                     | Cash Net                     | 0.00             | 21,218.83        | 0.00              | 73,762.53         |
| Cash Taxes                   | 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      | Deferred Comp Pay Admin      | 0.00             | 0.00             | 0.00              | 1,950.00          |
| Deferred Comp Pay FFS        | Deferred Comp Pay FFS        | 0.00             | 456.55           | 0.00              | 2,706.55          |
| Deferred Comp Pay Volunteers | Deferred Comp Pay Volunteers | 0.00             | 0.00             | 0.00              | 168.00            |
| Firefighter Duty Pay         | E 6561.00.522.20.10.0003     | 899.94           | 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     | 751.88           | 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 Commissioner's           | E 6561.00.522.11.20.0002     | 0.00             | 0.00             | 0.69              | 0.00              |
| LEOFF Payable                | LEOFF Payable                | 0.00             | 1,354.44         | 0.00              | 7,337.46          |
| PLR's Payable                | PERS Payable                 | 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                 | VEBA Payable                 | 0.00             | 1,104.60         | 0.00              | 3,204.60          |
| 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              |
| <b>Grand Totals:</b>         |                              | <b>34,468.38</b> | <b>34,468.38</b> | <b>113,453.75</b> | <b>113,605.83</b> |

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 #: 140

Page: E - 1

12/29/25

| Account Number               | Account 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 Leoil                  | 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              | 452.45            |
| Cash Net                     | Cash Net                     | 0.00             | 22,106.41        | 0.00              | 95,868.94         |
| Cash Taxes                   | E 6561.00.522.11.10.0001     | 0.00             | 9,253.13         | 0.00              | 30,852.26         |
| 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      | Deferred Comp Pay Admin      | 0.00             | 0.00             | 0.00              | 1,950.00          |
| Deferred Comp Pay FFS        | Deferred Comp Pay FFS        | 0.00             | 389.53           | 0.00              | 3,096.08          |
| Deferred Comp Pay Volunteers | 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     | 851.11           | 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                | LEOFF Payable                | 0.00             | 1,270.27         | 0.00              | 8,607.73          |
| PERS Payable                 | PERS Payable                 | 0.00             | 1,738.08         | 0.00              | 4,262.62          |
| 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     | 276.55           | 0.00             | 865.61            | 0.00              |
| VEBA Payable                 | VEBA Payable                 | 0.00             | 1,104.60         | 0.00              | 4,309.20          |
| 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              |
| <b>Grand Totals:</b>         |                              | <b>35,961.45</b> | <b>35,961.45</b> | <b>149,415.20</b> | <b>149,567.28</b> |

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>.

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RESOURCES

# FOR IMMEDIATE RELEASE

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

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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](http://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.  
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*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

