



SUMMARY OF THE MINUTES SAN JUAN COUNTY FIRE DISTRICT 3

Tuesday, September 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 Alexa Rust (Member).

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

Others: Commissioner-elect Mike Coryell & interested members of public.

CITIZEN COMMENTS / CORRESPONDENCE

No correspondence was received.

ANNOUNCEMENTS

Chair Colley announced that Commissioner Rust submitted a letter of resignation effective September 10, 2025. Per RCW, staff will post the position publicly, and the Commission will seek to appoint a member during the October meeting. The Commission nominated Mike Coryell to serve on the Commission until the General Election. Mr. Coryell is the only candidate running for the open position.

AGENDA

No changes were requested to the Agenda.

Minutes. **Moved by Rust, seconded by Appleton, to approve the minutes of August 12, 2025 as amended. Motion passed 3-0.**

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

UNFINISHED BUSINESS

911 Dispatch

Commissioner Appleton commented that a recent call near Roche Harbor was routed to BC, Canada. Discussion followed regarding possible remedies. Chief Monin noted that calls do get rerouted but ultimately 911 dispatch is a function of San Juan County. No action was taken.

NEW BUSINESSResolution 25-04

Chief Monin presented Resolution 25-04 regarding the public records policy. In protection against recent vexatious records requests in the community, the District needs to update its current record retention policy, including specific statements that it will not maintain an index of records. Secretary Taylor noted that modeling a newer policy from MRSC was more efficient than locating and amending the department's older policies. Discussion followed about posting the policy for the public. **Moved by Appleton, seconded by Colley to adopt Resolution 25-04, adopting a public records policy. Motion passed 3-0.**

Washington Fire Commissioner's Association

Chief Monin reminded the Commission that they are enrolled for the annual WFCFA Conference and Snure Law Seminar in Tulalip, WA on October 22-25, 2025. Mike Coryell noted that he will not be available to attend. No action was requested.

2026 District 3 Budget

Chief Monin reviewed the preliminary Reserve, Capital, General Fund and Personnel Funds for the preliminary 2026 District 3 Budget. The estimated 2025 ending balance plus the preliminary highest lawful levy rate were used to determine the preliminary beginning balance for the 2026 District 3 Budget. Total estimated resources for the 2026 District 3 Budget currently total \$5,540,087.

Chief Monin described highlights of the budget, special additions and line items of interest. The Commission discussed funding the expansion of certain programs such as Firewise Neighbors or the purchase of equipment such as an industrial chipper to enhance certain programs. Chief Monin suggested that Commissioners provide specifics to research and budget.

Three public hearings will be held in October and November prior to adopting the 2026 District Budget. No action was taken.

New Logo

Chief Monin requested that Commission consider commissioning a new logo. The Friday Harbor Firefighter Association currently sells clothing and other merchandise using the District's current logo. The Chief explained that distinction is important for personnel and liability reasons.

The example used was that employees and volunteers are prohibited from wearing work related clothing while engaging in drinking or other recreational activities. However, any member of the public can be wearing SJI Fire & Rescue logo (purchased tee-shirt) while engaging in the same behaviors.

Consensus to move forward with the commissioning of a new logo.

STAFF REPORT(S)

Chief Monin reviewed the Treasurer's Report, general fund revenues, expenses, ending cash balances and anticipated revenues.

Chief Monin reviewed the monthly operations report describing staffing, policy review and general current events for the District. Highlights included new paint at Station 35; crews and equipment are still mobilized at the Crown Creek Fire on rotation in State Mobilization Program; temporary changes to staffing status for coverage; and duty officer rotation depth.

Chief Monin reviewed monthly administrative reports including agreements, business updates and other executive matters. Highlights included RFPs issued for the Stuart West Fire Station; hiring announcements; contract extension for Fire District Physician Services with Eventide Health; logo for SJIFR Outer Islands Brigade; and update on temporary Logistics Annex.

FUTURE AGENDA ITEMS & ANNOUNCEMENTS

No future agenda items were discussed.

CITIZEN COMMENTS

No citizen comments were given.

ADJOURNMENT

Moved by Appleton, seconded by Colley, to adjourn the meeting at 4:32 p.m. Motion passed 3-0.

Dwight Colley, Chair
SJC Fire District 3 Commission

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