



Board of Fire Commissioners

Regular Meeting Minutes October 5, 2021

Clark County Fire District 5
11606 NE 66th Street, Suite 103
Vancouver, WA 98662

Call Meeting to Order

Chair Gibson called the virtual Zoom meeting to order at 5:30 p.m. Commissioners Lyons and Rhine were present. Also present at the meeting were District Administrator Jennifer Bethke, VFD Chief Brennan Blue, IAFF Local 452 representative Sam Harrison, and Riza Russum. Public invited to the meeting at:

<https://us02web.zoom.us/j/89164471487?pwd=c05LV09BZTIFcldVR0kvd3pkZWZkdz09>

Meeting ID: 891 6447 1487
Passcode: 695185

Approval of Minutes

Commissioner Rhine motioned to approve the September 7, 2021 regular meeting minutes as submitted. Commissioner Lyons seconded the motion. All were in favor. The motion passed.

Chief's Report

- A. Resource Ask – Chief Blue reported on the televised City of Vancouver Council workshop on October 4, 2021 regarding the request for additional resources to meet the VFD standards of cover. The City Council was supportive, gave good feedback, and will see what actions they can take to meet the substantial need for additional resources.

Commissioner Gibson asked about the Stronger Vancouver program. Chief Blue replied the City is planning on a form of revival for the program.

Commissioner Lyons asked for a summary of the staffing improvement. There is a request for 40 FF and three support personnel. Those will staff additional truck company on the east side, by Station 8. Another request is three 24-hour squad vehicles. A two-person squad provides a lot of flexibility to move from their initial station assignment to another location as required by the call volume data.

Commissioner Lyons added staffing has been stagnant for 8 years despite the tremendous growth in housing, businesses and call volume, and asked for the staffing count. Chief Blue replied staffing will increase from 42 to 53.

Commissioner Rhine asked if the 13 FTEs for Station 11 are included in the 40 FTEs requested. Chief Blue replied they are separate.



Commissioner Lyons observed a positive reaction from the City Council. He also gave support on behalf of the Board.

Commissioner Gibson would like more discussion after the short presentation during the workshop.

Communications

Sam Harrison appreciated the support of the Fire District 5 Board of Commissioners, of the Vancouver City Council, and of VFD Chief Blue.

Consent Agenda

Commissioner Rhine moved to approve items A through H. Commissioner Lyons seconded the motion. All were in favor. The motion passed.

The consent agenda included the following items:

A. Commissioners' Fund 6209	\$	10,396.74
B. Commissioners' Fund 6209	\$	8,099.59
C. Commissioners' Fund 6209	\$	15,741.23
D. Payroll Transmittal – August 16 to 31, 2021	\$	23,509.13
E. Payroll Transmittal – September 1 to 15, 2021	\$	21,765.39
F. Sales Refund – September 2021	\$	7,975.00

Communications

Administrator Bethke reported the State Auditor's Office requested to delay the audit which was supposed to happen this fall. The SAO is prioritizing the audit of agencies that received funds from the CARES (Coronavirus Aid, Relief, and Economic Security) Act. The Board agreed with the SAO request to delay the FD5 audit to fall of 2022 for audit periods 2019, 2020, 2021.

Administrator Bethke reported Dizzy Castle/Great Indoor Playground reopened October 1st and have started paying their regular lease payment plus the monthly deferred amount.

Commissioner Lyons and Administrator Bethke attended the SWWFCA meeting, and reported the group would like to reconstitute the association and to meet quarterly.



Secretary's Report

- A. Staff Report 2021-051 – 2022 Budget Considerations – The Board discussed the budget options. Commissioner Lyons moved for the District to collect 101%. The move failed for lack of a second to the motion. The Board would like a Special meeting in October for more discussion of 2022 budget considerations and VFD resource ask.
- B. Commissioners' Fund Financials – Provided for informational purposes.
- C. Classes Taught – Provided for informational purposes. Commissioner Rhine appreciated the comparison of classes between 2021 and the pre-covid 2019 student count. Hearing tests will no longer be offered by the District beginning 2022.
- D. Vaccination Mandate - July 2021 – Per legal advice from Brian Snure, Fire District 5 is considered to be an educational setting. As such, all employees should be vaccinated. The governor's proclamation timeline was forwarded to all employees, so all had sufficient time to receive both doses of the vaccine.

Old Business

- A. Xenium HR Assessment – Administrator Bethke presented the Board with the Xenium's assessments and recommendations. It included quarterly plans of action until the end of 2022. Administrator Bethke recommended going forward with Xenium and is awaiting an estimate of cost to work on changes suggested.
- B. Deputy Administrator Recruitment – Administrator Bethke sent the Deputy Administrator's job description to Xenium for them to move forward with the recruitment. Recruitment is on pause due to needing to hire office assistants immediately. The Deputy position may be filled in late November.
- C. Compensation Policy – Administrator Bethke presented the updated compensation policy with input from XeniumHR and Brian Snure. Commissioner Gibson appreciated the establishment of pay ranges instead of using steps. Commissioner Lyons moved to table the topic to the next meeting. Commissioner Rhine asked for a dollar comparison between the current and the updated policy for 2022.

New Business

None.



Executive Session

Commissioner Rhine requested an executive session. Commissioner Gibson moved to executive session at 6:55 pm, for 20 minutes, to discuss employee performance.

The board returned to regular session at 7:15 pm. No action was taken.

Adjournment

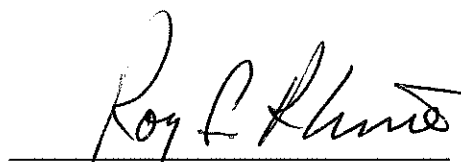
There will be a Special Meeting on Thursday, October 7, 2021 at 5:30 pm, to discuss 2022 budget items and VFD resource ask in more detail.

Commissioner Gibson adjourned at 7:18 p.m.

Sincerely,



Chair



Commissioner



Secretary to the Board



Commissioner