



## Board of Fire Commissioners

### Regular Meeting Minutes June 7, 2022

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

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#### **Call Meeting to Order**

Chair Rhine called the in-person meeting to order at 5:35 p.m. Commissioners Lyons and Gibson were in attendance. Also present at the meeting were District Administrator Jennifer Bethke, VFD Deputy Chief Nathan Leek. Riza Russum recorded meeting minutes.

#### **Approval of Minutes**

Administrator Bethke contacted Clark County Treasurer and cancelled the transmittal for \$5,721,436.00, Consent Agenda Item G which was approved at the May 3, 2022 meeting

She reported the City of Vancouver provided an updated contractual amount which is first half contractual transfer to Fund 151 and included in this meeting's Consent Agenda.

Commissioner Lyons motioned to approve the May 3, 2022 regular meeting minutes as submitted. Commissioner Gibson seconded the motion. All were in favor. The motion passed.

#### **Chief's Report**

**A. Station 11 Update** – VFD Deputy Chief Nathan Leek presented Station 11 photos and a project timetable to the Board. It will be outfitted with new equipment. He reported Station 11 is on schedule for occupancy on October 1, 2022. The goal is to be running calls by October 15, 2022

Commissioner Rhine asked about the echoing in the station. Chief Leek replied they will be getting additional acoustics to the ceiling to address the sound issue. He spoke of the next round of hiring to staff Station 11.

Commissioner Lyons asked about how 911-dispatch maps out calls with respect to responding stations. Chief Leek replied they are using a geological self-directing dispatch program, wherein the responses are by closest unit.



Commissioner Rhine brought up the topic acquiring newer, lighter-weight rescue tools for the stations in District 5. Commissioners Gibson and Lyons are open to the idea.

Commissioner Rhine asked if VFD has a form of apprenticeship or internship program. Commissioner Gibson mentioned JATC (Joint Apprenticeship Training Consortium). Chief Leek stated VFD is getting a lot of applications from other agencies' programs.

The Board thanked Chief Leek for his report.

**Citizens' Communications**

None.

**Consent Agenda**

Commissioner Gibson moved to approve items A through J as submitted. Commissioner Lyons seconded the motion. All were in favor. The motion passed.

The consent agenda included the following item:

|  |    |              |
|--|----|--------------|
| A. Commissioners' Fund 6209                                | \$ | 16,030.00    |
| B. Commissioners' Fund 6209                                | \$ | 19,520.83    |
| C. Commissioners' Fund 6209                                | \$ | 8,965.52     |
| D. Commissioners' Fund 6209                                | \$ | 3,487.00     |
| E. Payroll Transmittal – April 1 to 15, 2022               | \$ | 25,304.09    |
| F. Payroll Transmittal – April 16 to 30, 2022              | \$ | 23,669.97    |
| G. Payroll Transmittal – May 1 to 15, 2022                 | \$ | 22,802.46    |
| H. Sales Refunds – May 2022                                | \$ | 5,419.87     |
| I. Commissioners' Fund 6209                                | \$ | 9,246.10     |
| J. Contractual Transfer to Fund 151 - 1 <sup>st</sup> half | \$ | 6,000,994.58 |

**Communications**

None



**Secretary's Report**

- A. **Commissioners' Fund Financials – April 2022** – Provided to the Board for informational purposes. Administrator Bethke reported there is revenue line R0390 that shows Investment Interest. There is a separate revenue line R0392 Unrealized Gain (Loss) on Investments. It reflects the figure if investments were to be sold at the current market.
  
- B. **Classes Taught – May 2022**– Provided to the Board for informational purposes.

**Old Business**

**Deputy Administrator Position** – Administrator Bethke reported she will contract with a recruiting employment agency to find applicants for, then fill, the vacant Deputy Administrator position. The Board expressed their full support on her decision.

**New Business**

- A. **Changes to Open Public Meetings Act – April 2022** – Administrator Bethke provided the Board with the changes as summarized by Attorney Brian Snure. The Board elected to hold in-person meetings without the remote option. It is acceptable to attend via telephone call.
  
- B. **Vehicle Break-Ins** – Administrator Bethke reported on the incidents of vehicle vandalizations and break-ins within the District 5 property. She has filed a report with the Clark County Sheriff's Office. The staff vehicles will be moved to the front parking lot once they are running again.

Administrator Bethke requested the Board conduct her annual performance appraisal by the July 5 meeting.

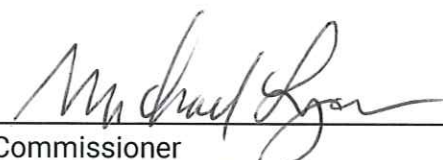
**Adjournment**

The next Regular Meeting is scheduled for Tuesday, June 21, 2022 at 5:30 pm.


Commissioner Rhine adjourned at 6:44 p.m.

Sincerely,

  
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Chair

  
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Commissioner

  
\_\_\_\_\_  
Secretary to the Board

  
\_\_\_\_\_  
Commissioner