



## **Board of Fire Commissioners**

### **Regular Meeting Minutes August 2, 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, via telephone, called the meeting to order at 5:30 p.m. Commissioners Lyons and Gibson were in attendance. Also present at the meeting was District Administrator Jennifer Bethke and Riza Russum recorded meeting minutes.

Chair Rhine passed the gavel to Chair Pro-Tem Lyons to facilitate the meeting. Commissioner Lyons accepted.

#### **Approval of Minutes**

Commissioner Gibson motioned to approve the July 5, 2022 regular meeting minutes as submitted. Commissioner Rhine seconded the motion. All were in favor. The motion passed.

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

None.

#### **Citizens' Communications**

None.

#### **Consent Agenda**

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

The consent agenda included the following items:

A. Commissioners' Fund 6209	\$	68,330.25
B. Commissioners' Fund 6209	\$	11,133.71
C. Commissioners' Fund 6209	\$	3,000.98
D. Payroll Transmittal – June 16 to 30, 2022	\$	23,870.61
E. Payroll Transmittal – July 1 to 15, 2022	\$	23,359.84
F. Sales Refunds – July 2022	\$	1,294.92

### **Secretary's Report**

- A. **Commissioners' Fund Financials – June 2022** – Provided to the Board for informational purposes.
- B. **Classes Taught – Safety, June 2022** – Provided to the Board for informational purposes.

### **Board Communications**

**Neighborhood Associations** – Administrator Bethke reached out to the Clark County neighborhood association liaison to attempt to attend some neighborhood meetings. Commissioner Gibson and Administrator Bethke attended Maple Tree and Roads End neighborhood association meetings on July 9<sup>th</sup>. They were arranged by the liaison.

Commissioner Gibson reported the meetings were well attended but the residents lack information and familiarity on fire department operations and resources. He expressed a desire to regularly participate in more of these gatherings and would seek similar opportunities to speak with more constituents on behalf of Fire District 5. Commissioners Lyons and Rhine agreed it is a good idea and a worthwhile effort. Administrator Bethke has a good rapport with the NA liaison and will continue to reach out for opportunities to attend meetings.

Administrator Bethke found it was very helpful to have a VFD Battalion Chief in attendance to educate residents on fire department operations. Commissioner Gibson added the BC answered questions about staffing, operations, and other activities that happen on shift.

**Newsletter** – The Board directed Administrator Bethke to look further into restoring the District's newsletter and what that would look like from a budget standpoint.

**Merit Pay** – The Board formalized the full 4% merit increase granted to Administrator Bethke effective July 1, 2022.



**Administrator Bethke updated the board on the following items:**

**Fire Chiefs' Association** – The \$25 check issued to Clark County Fire District 3 for District 5's 2022 membership fee has been returned and voided. A new check was issued to Clark County Fire Chiefs' Association.

**Deputy Administrator** – Administrator Bethke and the recruiter virtually interviewed a candidate that she found to be over-qualified and will not be moving forward. She will conduct two more interviews this Friday.

**Fallen Trees** – Cascade Tree Works Arborists will cut down 16 dead plum trees to clean up the District property grounds. It is estimated to cost around \$3,200. No permits are required by the district.

**WFCA Conference** – Lodging has been reserved for the 2022 WFCA Conference on October 26 to 29 at Spokane Davenport. Registration is not yet open, but Administrator Bethke wants the board to think about attending.

**Station 11** – There will be a grand opening ceremony at Station 11 in mid-October. The Commissioners will be looking at commemoration plaque designs at different stations.

**Old Business**

None

**New Business**

None

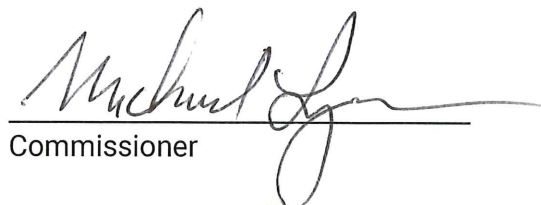
**Adjournment**

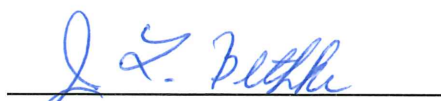
The next Regular Meeting is scheduled for Tuesday, August 16, 2022 at 5:30 pm.


Commissioner Lyons adjourned at 6:11 pm.

Sincerely,

  
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Chair

  
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Commissioner

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

  
\_\_\_\_\_  
Commissioner