



## **Board of Fire Commissioners**

### **Regular Meeting Minutes November 1, 2022**

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

---

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

Chair Rhine called the meeting to order at 5:30 p.m via telephone. Commissioner Lyons and Commissioner Gibson were in attendance. Also present at the meeting were District Administrator Jennifer Bethke and Deputy Administrator Chris Cohen. Riza Russum recorded meeting minutes.

#### **Approval of Minutes**

Commissioner Lyons motioned to approve the October 4, 2022 regular meeting minutes as submitted. Commissioner Gibson seconded the motion. All were in favor. The motion passed.

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

None.

#### **Citizens' Communications**

None.

#### **Consent Agenda**

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

The consent agenda included the following items:

A. Commissioners' Fund 6209	\$	22,944.90
B. Commissioners' Fund 6209	\$	13,530.67
C. Commissioners' Fund 6209	\$	8,260.12
D. Commissioner's Fund 6209	\$	22,761.79
E. Commissioner's Fund 6209	\$	4,053.74
F. Payroll Transmittal – September 16 to 30, 2022	\$	37,713.40
G. Payroll Transmittal – October 1 to 15, 2022	\$	25,945.15
H. Sales Refunds – August 2022	\$	1,118.17

### **Secretary's Report**

- A. **Commissioners' Fund Financials – September 2022** – Provided to the Board for informational purposes.
- B. **Classes Taught – September 2022**– Provided to the Board for informational purposes.
- C. **Staff Report 2022-055 – Budget 2023-First Reading** – Administrator Bethke presented the 2023 budget with a comparison of the 2022 budget. Commissioner Rhine appreciated her preparation.

### **Board Communications**

**SAO Audit 2019-2021**- Commissioner Lyons will speak with the state auditor on the risk assessment questions. The Board was willing to attend an entrance conference if necessary.

**Fire Station 11 Opening** – Commissioners Gibson, Lyons and Rhine attended the Fire Station 11 Grand Opening. The commissioners discussed proper appropriation and use of equipment allocated for station 11.

**Interim EMT Director** – Commissioner Rhine inquired about the status of the interim EMT director Tim Kienitz. Administrator Bethke reported the program is going well. Tim Kienitz showed strong interest to continue as EMT director in a full time capacity.

**WFCA Annual Conference** – Commissioners Rhine and Lyons and Administrator Bethke attended the Washington Fire Commissioners Association Conference in Spokane, WA. Board members discussed the value of the conference and the impact the speakers had. Commissioner Rhine reported the financial governance was one of the valuable takeaways from the conference. Commissioner Lyons reported on the Board's duties regarding management and governance.

**Old Business**

None.

**New Business**

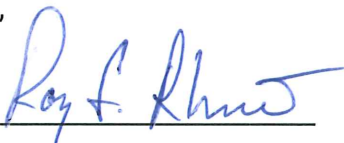
None.

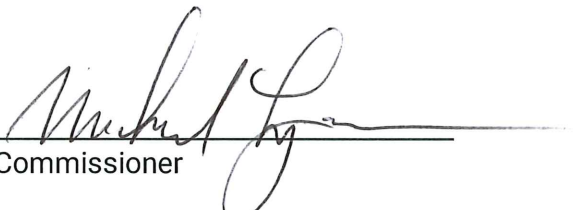
**Adjournment**

The next Regular Meeting is scheduled for Tuesday, November 15, 2022 at 5:30 pm.


Commissioner Rhine adjourned at 6:00 pm.

Sincerely,

  
\_\_\_\_\_  
Chair

  
\_\_\_\_\_  
Commissioner

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

  
\_\_\_\_\_  
Commissioner