



## **Board of Fire Commissioners**

### **Regular Meeting Minutes January 3, 2023**

**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 meeting to order at 5:33 p.m. Commissioner Lyons and Commissioner Gibson were in attendance. Also present at the meeting were District Administrator Jennifer Bethke and Deputy Administrator Chris Cohen.

#### **Election of Board Chair & Pro Tem for 2023**

Commissioner Gibson nominated Commissioner Lyons for Board Chairman for 2023. Commissioner Rhine seconded the nomination. Commissioner Lyons accepted. All were in favor.

Commissioner Lyons nominated Commissioner Gibson for Pro Tem for 2023. Commissioner Rhine seconded the nomination. Commissioner Gibson accepted. All were in favor.

#### **Approval of Minutes**

Commissioner Rhine motioned to approve the December 6, 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 Rhine seconded the motion. All were in favor. The motion passed.

The consent agenda included the following items:

A. Commissioners' Fund 6209	\$ 3,387.12
B. Commissioners' Fund 6209	\$ 18,160.58
C. Commissioners' Fund 6209	\$ 16,717.91
D. Commissioners' Fund 6209	\$ 20,453.29
E. Commissioners' Fund 6209	\$ 14,882.73
F. Payroll Transmittal – November 16 to 30, 2022	\$ 25,715.40
G. Payroll Transmittal – December 1 to 15, 2022	\$ 27,369.69
H. Sales Refunds – December 2022	\$ 6,155.70

## **Secretary's Report**

- A. Commissioners' Fund Financials November 2022– Provided to the Board for informational purposes.
- B. Classes Taught - Provided to the Board for informational purposes.

## **Board Communications**

- A. **Post SAO Audit Report**- Administrator Bethke reported a clean financial and accountability audit for years 2019-2021 . The Auditors Office complimented the District on their professional attitude and compliance. Administrator Bethke mitigated discrepancies through proactivity.
- B. **NW NAC Vacating Facility**- CCFD5 tenant, NW Nursing Assistant Certified Training, will be terminating their contract and vacating the facility effective March 31, 2023. Options are being discussed for future use of the newly available space in the building.
- C. **Security Issues**- Administrator Bethke reported several security/vandalism issues around the facility that could be potential safety issues in the future. The board discussed options for likely solutions to the problem. Most probable option would be a security detail to monitor the property at night.

## **Old Business**



None.

**New Business**

- A. Resolution R-23-01-01 Surplus District Property with Appendix A.

Commissioner Rhine moved to adopt resolution 23-01-01. Commissioner Gibson seconded the motion. All were in favor. The motion passed.

**Adjournment**

The next Regular Meeting is scheduled for Tuesday, January 17, 2023 at 5:30 pm.

Commissioner Lyons adjourned at 6:40 pm.

Sincerely,

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Chair

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Commissioner

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Secretary to the Board

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Commissioner