



Board of Fire Commissioners

Regular Meeting Minutes June 20, 2023

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

Call Meeting to Order

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

Approval of Minutes

Commissioner Rhine motioned to approve the May 16, 2023 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

Chair Lyons and Commissioner Rhine had questions regarding some items on the consent agenda. Administrator Bethke responded to each inquiry and the Board was satisfied with her explanations. Commissioner Rhine moved to approve items A through G 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	\$	8,649.63
B. Commissioners' Fund 6209	\$	6,658.28
C. Commissioners' Fund 6209	\$	8,065.16
D. Commissioners' Fund 6209	\$	10,404.60
E. Commissioners' Fund 6209	\$	5,989.96
E. Payroll Transmittal – May 1 to 15, 2023	\$	32,955.60
F. Payroll Transmittal - May 16 to 31, 2023	\$	29,439.55
G. Sales Refunds – May 2023	\$	2,290.58

Secretary's Report

- A. **Commissioners' Funds Financials -May 2023** – Provided to the Board for informational purposes.
- B. **Classes Taught-May 2023** - Provided to the Board for informational purposes.

Board Communications

- A. **Facility Improvements** – Administrator Bethke reported on the recent facility projects. The parking lot was restriped due to extreme wear on the previous paint. Additionally, the building signage is being repainted to reflect the recent vacating of Nursing Assistant Certified (NAC) Training from the building.
- B. **District Administrator Performance Appraisal and Merit Increase** – The Board discussed District Administrator Bethke's annual merit increase, per district policy, which is dependent upon performance. Currently, her performance appraisal is in the process of being finalized. Commissioner Rhine motioned to approve the two percent (2%) annual merit increase effective July 1, 2023. Commissioner Gibson seconded the motion. All were in favor. The motion passed.



Old Business

None.

New Business

- A. Commissioner Rhine reminded the Board of the District's upcoming 75th anniversary in 2024. The Board discussed the idea of creating a distinct uniform shirt to commemorate the anniversary. The discussion will resume at a future board meeting.

Adjournment

The next Regular Meeting is scheduled for Wednesday, July 5, 2023 at 5:30 pm due to Tuesday, July 4, 2023 being a holiday.

Commissioner Lyons adjourned at 6:01 pm.

Sincerely,



Chair



Commissioner



Secretary to the Board



Commissioner