



Board of Fire Commissioners

Regular Meeting Minutes September 5, 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 Gibson motioned to approve the August 8, 2023 special 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 Rhine moved to approve items A through H 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	\$	13,743.52
B. Commissioners' Fund 6209	\$	21,233.26
C. Commissioners' Fund 6209	\$	45,852.65
D. Commissioners' Fund 6209	\$	9,314.17
E. Commissioners' Fund 6209	\$	1,421.38
F. Payroll Transmittal – July 16 to 31, 2023	\$	26,947.03
G. Payroll Transmittal – August 1 to 15, 2023	\$	28,562.94
H. Sales Refunds – August 2023	\$	1,922.90

Secretary's Report

- A. **Commissioners' Fund Financials-July 2023** - Provided to the Board for informational purposes.
- B. **Classes Taught-August 2023** - Provided to the Board for informational purposes.
- C. **WFOA Conference** – Administrator Bethke informed the Board that all of them are booked at the Tulalip resort and registered for the full conference and Snure laws update. If anyone needs to cancel, it must be done by September 30th to receive a full conference refund. The Board discussed travel options for the conference.
- D. **Business Visa Card** – Administrator Bethke reminded the board of some of the recent issues the district has been having with the Umpqua business visa account. In addition, for some unforeseen reason, Umpqua closed the account in August with no notice. Administrator Bethke researched other banks the district already had contact with but was unsuccessful in getting a business visa credit card with these banks. She then opened a business visa with Citi credit card through Costco.

Board Communications

- A. **Fred Meyer Barbecue** – Commissioner Rhine informed the Board that in order to show support for local fire stations, Orchards Fred Meyer grocery store invited Station 11 to a barbecue at their facility. Along with Station 11, members from two other stations attended the event.



B. Business Visa Card – After some discussion about the difficulties with the previous credit card provider and the problems related to the acquisition of the new card with two local banks, Commissioner Rhine directed Administrator Bethke to draft letters to management of the various agencies. The letters will be intended to discover the reasoning related to the challenges associated with acquiring a business credit card from the various banks. The other board members were in support of this.

Old Business

A. Rescind Resolution 21-09-01 Closing and opening a revolving fund account (petty cash).

Commissioner Rhine moved to rescind resolution 21-09-01. Commissioner Gibson seconded the motion. All were in favor. The motion passed.

New Business

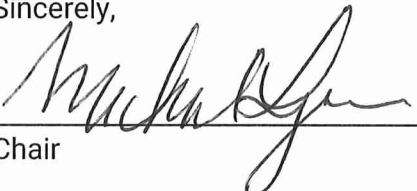
There was a short discussion about the new squads currently in service and specifically Squad 9 would not be in service until January 2024 due to staffing issues. Commissioner Rhine suggested that District 5 pay for the overtime costs to staff Squad 9 presently through the end of the year, then VFD could start regular staffing in January 2024. The other board members, along with Commissioner Rhine, felt this needed to be discussed with Chief Blue who was not present at the meeting. The board directed Administrator Bethke to bring this option up with the Chief and report back to them.

Adjournment

The next Regular Meeting is scheduled for Tuesday, September 19, 2023 at 5:30 pm.


Commissioner Lyons adjourned at 6:07 pm.

Sincerely,


Chair


Commissioner


Secretary to the Board


Commissioner