



## **Board of Fire Commissioners**

### **Regular Meeting Minutes October 3, 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, VFD Chief Brennan Blue and Deputy Administrator Chris Cohen.

#### **Approval of Minutes**

Commissioner Rhine motioned to approve the September 5, 2023 regular meeting minutes as submitted. Commissioner Gibson seconded the motion. All were in favor. The motion passed.

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

- A. Impact Fees Meeting** – Chief Blue, Commissioner Gibson and Commissioner Rhine along with Administrator Bethke reported on the recent County Impact Fees meeting. As a result, the Land Use Planning Commission passed the vote to grant Clark County fire districts the ability to submit a facilities improvement plan to collect impact fees. The commission will take their recommendation to County Council for approval. There are upcoming workshops to continue the discussion at the county level. The Board discussed the findings from the meeting and how they will affect the future of the District.

#### **Citizens' Communications**

None.



## **Consent Agenda**

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	\$	9,634.14
B. Commissioners' Fund 6209	\$	10,440.69
C. Commissioners' Fund 6209	\$	5,319.68
D. Commissioners' Fund 6209	\$	1,851.87
E. Payroll Transmittal – August 16 to 31, 2023	\$	32,066.21
F. Payroll Transmittal – September 1 to 15, 2023	\$	27,228.93
G. Sales Refunds – September 2023	\$	5,182.73

## **Secretary's Report**

- A. **Commissioners' Fund Financials-August 2023** - Provided to the Board for informational purposes.
- B. **Classes Taught-September 2023** - Provided to the Board for informational purposes.
- C. **Staff Report 2023-056 Budget Considerations** – Administrator Bethke presented the 2023 Staff Report to the Board. The Board discussed preliminary budgeting options on Cost of Living Allowance (COLA), medical premiums and levy amount, which will be presented in the budget at the next board meeting.

## **Board Communications**

- A. **WFCFA Conference** – Administrator Bethke will coordinate lodging accommodations for the upcoming WFCFA Conference. The Board members along with Administrator Bethke will be attending the conference October 25<sup>th</sup> – 28<sup>th</sup> in Tulalip, Washington.
- B. **SWFC** – Administrator Bethke and Chair Lyons discussed their intention to attend the Southwest Washington Fire Commissioner's meeting in Chehalis, Washington on October 11.

## **Old Business**



- A. **Feedback from Chief on funding squad 9** – Chief Blue reported that Squad 9 is fully funded. However, the lack of staffing is a current challenge. Once cadets complete the current Fire Academy this will help alleviate personnel issues, and the squad will be staffed in January 2024. Squad 9 is slated to be assigned to Station 1 for a year to evaluate its effectiveness.

**New Business**

None.

**Adjournment**

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

Commissioner Lyons adjourned at 6:16 pm.

Sincerely,

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Commissioner

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

\_\_\_\_\_  
Commissioner