



## Board of Fire Commissioners

### Regular Meeting Minutes April 2, 2024

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

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#### Call Meeting to Order

Chair Gibson called the meeting to order at 5:32 p.m. Commissioner Lyons and Commissioner Rhine were in attendance. Also present at the meeting were District Administrator Jennifer Bethke and Deputy Administrator Chris Cohen.

#### Approval of Minutes

Commissioner Lyons motioned to approve the March 5, 2024 regular meeting minutes as submitted. Commissioner Rhine 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 Lyons asked questions regarding some items on the consent agenda. Administrator Bethke addressed each item. Commissioner Lyons seconded the motion. All were in favor. The motion passed.

The consent agenda included the following items:

A. Commissioners' Fund 6209	\$	11,341.45
B. Commissioners' Fund 6209	\$	5,834.93
C. Commissioners' Fund 6209	\$	23,833.97
D. Payroll Transmittal – January 16 to 31, 2024	\$	34,074.06
E. Payroll Transmittal – February 1 to 15, 2024	\$	34,871.95
F. Payroll Transmittal – February 16 to 29, 2024	\$	31,055.78
G. Payroll Transmittal – March 1 to 15, 2024	\$	33,791.03
H. Sales Refunds – February & March 2024	\$	10,861.08



## **Secretary's Report**

- A. **Commissioners' Fund Financials-December 2023 & February 2024**-Provided to the Board for informational purposes. The Board voiced their desire for a new column in the financials report showing the approved annual budget and percentages of revenues received and expenses spent.
- B. **Classes Taught-March 2024** - Provided to the Board for informational purposes.
- C. **Station 11 Funding** - The Board discussed the District's funding obligations regarding Station 11. There were concerns from the Board about indirect costs being allocated to station 11 operational expenses. Administrator Bethke assured the Board that the items were addressed with the City of Vancouver and a mutual agreement on the resolution for the District's obligation for 2023. Administrator Bethke also confirmed that she keeps a close eye on cost allocations. Administrator Bethke reminded the board that for 2024, the Letter of Agreement for Station 11 operations only obligates the District to pay 90% (possibly + 10%) of what the surplus fund transfer would have been from 2023 which was \$1,599,145.

## **Board Communications**

None.

## **Old Business**

None.

## **New Business**

- A. **Employee Handbook** –Administrator Bethke presented an updated version of the Employee Handbook for District employees to the Commissioners. The board members agreed to review the handbook and provide their feedback for the final copy. During the meeting, the Board discussed the necessity of including language regarding how elected officials are governed versus District employees. Administrator Bethke was directed to clarify whether Commissioners are employees of the District and come up with language options pertaining to elected officials and what policies they adhere to.



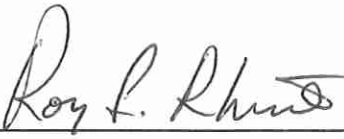
**Adjournment**

The next Regular Meeting is scheduled for Tuesday, April 16th, 2024 at 5:30 pm.

Chair Gibson adjourned at 6:36 pm.

Sincerely,

  
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Chair

  
\_\_\_\_\_  
Commissioner

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

  
\_\_\_\_\_  
Commissioner