



Board of Fire Commissioners

Regular Meeting Minutes May 20, 2024

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

Call Meeting to Order

Chair Gibson called the meeting to order at 5:30 p.m. Commissioner Rhine and Commissioner Lyons 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 7, 2024 regular meeting minutes as submitted. Commissioner Lyons seconded the motion. All were in favor. The motion passed.

Chief's Report

None.

Citizens' Communications

None.

Consent Agenda

Commissioner Lyons moved to approve items A through C 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	\$	45,724.02
B. Commissioners' Fund 6209	\$	3,655.35
C. Payroll Transmittal – April 16 to 30, 2024	\$	35,636.16



Secretary's Report

- A. **Commissioners' Fund Financials-April 2024**-Provided to the Board for informational purposes.

Board Communications

- A. **Parking Lot** – Administrator Bethke informed the Board that the planned parking lot overhaul is scheduled to commence July 1st and should be completed July 2nd.

Old Business

- A. **New Employee Handbook**–The Board, along with Administrator Bethke, continued to refine the new employee handbook. The Commissioners voiced concerns regarding certain items in the handbook. Administrator Bethke responded to each amendment suggestion in the current draft of the future handbook and plans to filter each item through Human Resources to ensure all areas are legally and ethically compliant.

New Business

- A . **R 24-05-01 Authorizing Additional Station 11 funding**

Commissioner Rhine motioned to adopt resolution 24-05-01. Commissioner Lyons seconded the motion. All were in favor. The motion passed.

Adjournment

The next Regular Meeting is scheduled for Tuesday, June 11th, 2024 at 5:30 pm.

Chair Gibson adjourned at 8:36 pm.

Sincerely,

A blue ink signature of the Chair, written over a horizontal line.

Chair

A black ink signature of Commissioner Rhine, written over a horizontal line.

Commissioner

A blue ink signature of the Secretary to the Board, written over a horizontal line.

Secretary to the Board

A black ink signature of Commissioner Lyons, written over a horizontal line.

Commissioner