



Board of Fire Commissioners

Regular Meeting Minutes May 7, 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 was in attendance. Commissioner Lyons attended via telephone. 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 April 2, 2024 regular meeting minutes as submitted. Commissioner Lyons seconded the motion. All were in favor. The motion passed.

Chief's Report

Impact Fees- Chief Blue reported that the County Council vote for impact fees passed. He and Administrator Bethke explained the significance of this and how it can positively affect the District.

Budget Cuts – City of Vancouver Council announced budget cuts across all COV departments. Fire and Law are requiring five percent (5%) reduction, while other departments are seeing up to fifteen percent (15%). Chief Blue also indicated the Department's interest in pursuing Wildland Fire Training, but, with budget cuts it may not be possible.

AMR Contract – There was a brief discussion about AMR's contract with the City, EMS District 2. Currently, the only agencies involved in this contract renewal for transport are VFD and CCFD5. Chief Blue reported that AMR's compliance is improving.

Citizens' Communications

None.



Consent Agenda

Commissioner Lyons moved to approve items A through H 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	\$	1,076.64
B. Commissioners' Fund 6209	\$	10,273.01
C. Commissioners' Fund 6209	\$	12,434.12
D. Commissioners' Fund 6209	\$	11,467.67
E. Commissioners' Fund 6209	\$	4,149.01
F. Payroll Transmittal – March 16 to 31, 2024	\$	31,479.41
G. Payroll Transmittal – April 1 to 15, 2024	\$	32,046.67
H. Sales Refunds – April 2024	\$	2,529.01

Secretary's Report

- A. **Commissioners' Fund Financials-March 2024**-Provided to the Board for informational purposes.
- B. **Classes Taught- April 2024** – Provided to the Board for informational purposes.

Board Communications

None.

Old Business

- A. **Station 11 Letter of Agreement on funding operations for 2024** – The Board discussed the agreement of funding Station 11 operations through 2024. Administrator Bethke talked through the language and actual District obligation versus what the City is requesting the District pay for Station 11 operations in 2024. After some discussion, the Board agreed to bridge the gap of the amount required by the District to meet the requested amount by the City. Commissioner Lyons stated that CCFD5 has “stepped beyond their obligation” for Station 11 and wanted to ensure the City was aware of this.

Commissioner Lyons made a motion to approve the additional funding for Station 11 operations for 2024. Commissioner Rhine seconded the motion. All were in favor. The motion passed.

Administrator Bethke informed the Board that she will bring a resolution to the next meeting that memorializes the intent and amount of support the District is dedicated to provide.



B. New Employee Handbook– There was a lengthy discussion regarding verbiage and policies in the new employee handbook. The Commissioners discussed several items in the handbook that need amending and some potential additions and extractions. Administrator Bethke recommended the Board have their second meeting in May in order to get through all handbook edits in its entirety. The Board agreed with this suggestion.

New Business

None.

Adjournment

The next Regular Meeting is scheduled for Tuesday, May 21st, 2024 at 5:30 pm.

Chair Gibson adjourned at 6:36 pm.

Sincerely,

A handwritten signature in black ink, appearing to be "D. Gibson", written over a horizontal line.

Chair

A handwritten signature in black ink, appearing to be "Ray L. Shue", written over a horizontal line.

Commissioner

A handwritten signature in blue ink, appearing to be "J. L. Bethke", written over a horizontal line.

Secretary to the Board

A handwritten signature in black ink, appearing to be "Michael Gu...", written over a horizontal line.

Commissioner



CLARK COUNTY FIRE PROTECTION DISTRICT NO. 5

RESOLUTION NO. 24-05-01

AUTHORIZING ADDITIONAL STATION 11 FUNDING

Background: the Board of Fire Commissioners of Clark County Fire Protection District No. 5 has a Letter of Agreement written in 2018, for the building and operations of Station 11. Per the language of the letter of agreement, the District would be obligated in 2024, to pay \$1,439,230.50, which is 90% of the excess revenue from 2023 that would have gone to special revenue fund 6256. The Board of Commissioners agree that the intent of the initial language of the letter of agreement was for the excess revenue to fund station 11 operations. It has been determined that the excess revenue is insufficient to fund station 11 operations, therefore, the Board of Commissioners finds it necessary in 2024, to fund an additional \$942,404.50 for the operation of Station 11 from the District's fund balance in the General Fund No. 6209.

Resolution: NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of Clark County Fire Protection District No. 5 hereby authorizes the additional \$942,404.50 for the operation of Station 11 in 2024, from the District's fund balance in the General Fund No. 6209, payable to Vancouver Fire Fund 151.

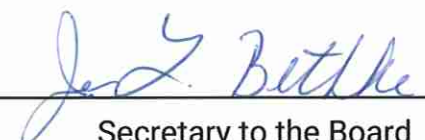
Adoption: ADOPTED at a regular meeting of Clark County Fire Protection District No. 5 Board of Commissioners on the 20th day of May, 2024, the following Commissioners being present and voting:



 Chair



 Commissioner



 Secretary to the Board



 Commissioner