



## Board of Fire Commissioners

### Regular Meeting Minutes June 17, 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 5:33 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 June 11, 2024 regular meeting minutes as submitted. Commissioner Lyons seconded the motion. All were in favor. The motion passed.

#### Chief's Report

A. None

#### Citizens' Communications

None.

#### Consent Agenda

Commissioner Rhine moved to approve items A through B as submitted. Commissioner Lyons seconded the motion. All were in favor. The motion passed.

The consent agenda included the following items:

A. Commissioners' Fund 6209	\$	9,839.64
B. Payroll Transmittal – May 16 to 31, 2024	\$	32,085.82



**Secretary's Report**

A. None.

**Board Communications**

A. None.

**Old Business**

A. **New Employee Handbook**—The Board, along with Administrator Bethke, reviewed each item of the amended new employee handbook. The Commissioners discussed the legality and significance of several items. 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 that all areas are legally and ethically compliant. The Board agreed to try to finalize the handbook at the next meeting.

Administrator Bethke requested a short recess from the Board. Commissioner Rhine made a motion to recess for 5 minutes. Chair Gibson moved to recess for 5 minutes or until 6:55pm.

Chair Gibson called the meeting back to order at 6:55pm.

Commissioner Lyons motioned for a 3 minute recess or until 7:21pm. Chair Gibson moved to recess until 7:21pm.

Chair Gibson called the meeting back to order at 7:21pm.

**New Business**

A. **R 24-06-01 Funding Wildland Urban Interface Training.**

Commissioner Rhine motioned to adopt resolution 24-06-01. Commissioner Lyons seconded the motions. All were in favor. The motion passed.

**Adjournment**

The next Regular Meeting is scheduled for Tuesday, July 2, 2024 at 5:30 pm.

Chair Gibson adjourned at 8:02 pm.

Sincerely,

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

Chair

A handwritten signature in black ink, "Roy L. Rhine", is written over a horizontal line.

Commissioner

A handwritten signature in blue ink, "D.L. Bethke", is written over a horizontal line.

Secretary to the Board

A handwritten signature in blue ink, "Michael J. Lyon", is written over a horizontal line.

Commissioner



## CLARK COUNTY FIRE PROTECTION DISTRICT NO. 5

### RESOLUTION NO. 24-06-01

### FUNDING WILDLAND URBAN INTERFACE TRAINING

**Background:** The Board of Fire Commissioners of Clark County Fire Protection District No.5 has a Contract for Services with the City of Vancouver where the Vancouver Fire Department (VFD) provides all Fire Suppression and Emergency Medical Services in Clark County Fire Protection District No. 5's service area. The City of Vancouver has initiated budget cut exercise across the City, including Vancouver Fire Department. The Chief of VFD has requested Clark County Fire Protection District No. 5 fund the upcoming 2024 Wildland Urban Interface Training for Deputy Chiefs, Division Chiefs, Battalion Chiefs and Captains.


As many areas within the District are located in Wildland Urban Interface response areas, this funding will benefit the District's taxpayers and overall safety of those served.

**Resolution:** NOW THEREFORE, BE IT RESOLVED that the Board of Fire Commissioners of Clark County Fire Protection District No. 5 hereby authorizes the funding of Wildland Urban Interface Training in the amount up to \$75,000 from the District's Special Revenue Fund 6256, 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 17th day of June 2024, the following Commissioners being present and voting:

  
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 Chair

  
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 Commissioner

  
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 Secretary to the Board

  
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 Commissioner