



Board of Fire Commissioners

Regular Meeting Minutes July 16, 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 5:34 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 July 2, 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 Rhine moved to approve items A through E 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	\$	11,524.58
B. Commissioners' Fund 6209	\$	2,577.18
C. Payroll Transmittal – June 1 to 15, 2024	\$	31,432.94
D. Payroll Transmittal – June 16 to 30, 2024	\$	31,039.53
E. Sales Refunds – June 2024	\$	2,475.43



Secretary's Report

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

Board Communications

- A. **District Administrator Performance Appraisal and Merit Increase** – Administrator Bethke reminded the board that her performance appraisal is due in July of this year, coinciding with her five-year anniversary as District Administrator. The Board asked that this be addressed at the next regular meeting.

Old Business

New Employee Handbook– The Board and Administrator Bethke continued the review and revision process of the new employee handbook. Administrator Bethke brought back the edits the District's attorney advised on. The Board approved the final revisions. Administrator Bethke will get this finalized with the Xenium HR services.

New Business

None.

Adjournment

The next Regular Meeting is scheduled for Tuesday, August 6, 2024 at 5:30 pm.

Chair Gibson adjourned at 6:27 pm.

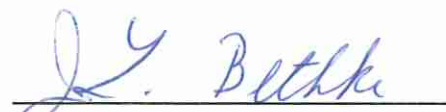
Sincerely,



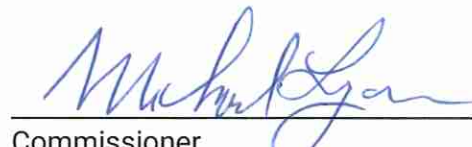
Chair



Commissioner



Secretary to the Board



Commissioner