



## Board of Fire Commissioners

### Regular Meeting Minutes August 6, 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 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 16, 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. The Board asked questions regarding some items on the consent agenda. Administrator Bethke addressed each item to the Board's satisfaction. Commissioner Lyons seconded the motion. All were in favor. The motion passed.

The consent agenda included the following items:

A. Commissioners' Fund 6209	\$	16,720.36
B. Commissioners' Fund 6209	\$	10,225.02
C. Commissioners' Fund 6209	\$	9,999.85
D. Payroll Transmittal – July 1 to 15, 2024	\$	28,615.71
E. Sales Refunds – July 2024	\$	2,217.78



## **Secretary's Report**

- A. **Classes Taught -July 2024** - Provided to the Board for informational purposes.

## **Board Communications**

- A. **Business Credit Card** – The former District Administrator received a collection notice due to late fees accrued on the closed District Umpqua credit card that was being used for official business. The card was in the administrator's name and the District had no knowledge of the late fees accruing. The Board requested Administrator Bethke to investigate the matter and implement measures to prevent this from happening in the future. It was recommended that the administrator's name be removed from the account upon separation, or that the District becomes the account holder instead of an individual. Administrator Bethke will present her findings at the next regular meeting.
- B. **District Administrator Performance Appraisal and Merit Increase** - At the regular board meeting on July 16, 2024 the Board asked Administrator Bethke to address her merit increase and performance appraisal at the August 6, 2024, regular meeting. Administrator Bethke asked the board how they wanted to manage this topic. No discussion ensued. Commissioner Rhine motioned to approve Administrator Bethke's two percent (2%) merit increase effective July 1, 2024. Commissioner Lyons seconded the motion. All were in favor. The motion passed.

## **Old Business**

- A. **Contingency Ambulance** – The Board discussed the need for injured firefighter transportation in the event of an emergency where standard ambulance resources are unavailable and line personnel need to be transported to a care facility. Commissioner Rhine emphasized the importance of taking a proactive approach rather than a reactive one in dealing with this type of situation. The Board directed Administrator Bethke to meet with Chief Blue to discuss this matter further and report back to the Board.

## **New Business**

None.



**Adjournment**

The next Regular Meeting is scheduled for Tuesday, August 20, 2024 at 5:30 pm.

Chair Gibson adjourned at 6:20 pm.

Sincerely,

Chair

Commissioner

Secretary to the Board

Commissioner