



Board of Fire Commissioners

Regular Meeting Minutes October 30, 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 5:35 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 Lyons motioned to approve the October 1, 2024 regular meeting minutes as submitted. Commissioner Rhine 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 G as submitted. The Board had questions about the Search Engine Optimization (SEO) fee. Administrator Bethke explained the website's SEO and will potentially have Arcada Labs report on its effectiveness in a future meeting. Commissioner Lyons seconded the motion. All were in favor. The motion passed.

The consent agenda included the following items:

A. Commissioners' Fund 6209	\$	7,600.71
B. Commissioners' Fund 6209	\$	9,468.30
C. Commissioners' Fund 6209	\$	9,462.88
D. Commissioners' Fund 6209	\$	15,796.27
E. Payroll Transmittal – September 16 to 30, 2024	\$	36,573.86
F. Payroll Transmittal – October 1 to 15, 2024	\$	36,649.21
G. Sales Refunds – October 2024	\$	1,816.15



Secretary's Report

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

Board Communications

Building Maintenance – The Board discussed District building improvements. The Commissioners noted the recent bathroom renovations. The Board advised the need for some improvements in the facility including upgrades to the kitchen/breakroom as well as carpet repair in the Board room.

District Credit Card – The Board discussed alternatives for the current District credit card. The current credit card situation requires the credit be tied to the Administrator's salary. The Board requested other options for credit cards that are not tied to the Administrator's salary. Administrator Bethke informed the Board that she reached out to the District's attorney and he advised Washington State Department of Services as an option. Administrator Bethke is currently looking into this.

At 6:55 pm Commissioner Lyons motioned for a 5 minutes recess from the Board. Chair Gibson moved to recess for 5 minutes or until 7:00 pm.

Chair Gibson called the meeting back to order at 7:00 pm.

Old Business

None.

New Business

- A. **R 24-10-01 Increase Petty Cash checking account**
Commissioner Rhine moved to adopt resolution 24-10-01. Commissioner Lyons seconded the motion. All were in favor. The motion passed.
- B. **Staff Report 2024-058 First Reading of 2025 Budget** – Administrator Bethke presented the 2025 budget to the Board. After some discussion on wages and benefits, the Board directed Administrator Bethke to come to the next meeting with the total compensation package for the six full-time employees as well as what the District pays for part-time employees.




Adjournment

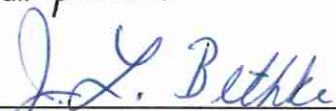
The next Regular Meeting is scheduled for Wednesday, November 20, 2024 at 5:30 pm.

Chair Gibson adjourned at 7:30 pm.

Sincerely,



Chair *pro tem*



Secretary to the Board



Commissioner



Commissioner