



Board of Fire Commissioners

Regular Meeting Minutes November 20, 2024

**Clark County Fire District 5
11606 NE 66th Street, Suite 103
Vancouver, WA 98662**

Call Meeting to Order

Commissioner Rhine, presiding as Pro Tem Chair, called the meeting to order at 5:33 p.m. Chair Gibson was not present. Commissioner Lyons was in attendance. Also present at the meeting were District Administrator Jennifer Bethke, VFD Chief Blue and Deputy Administrator Chris Cohen.

Washington State Auditor's Entrance Conference

At the request of the Board, the Washington State Auditor's office conducted the Entrance Conference for the District's 2022-2023 audit. Cristina Hadziselimovic and Erin Thomason from the Auditor's office attended the Board meeting virtually to guide the Board through the audit steps. They outlined the audit process and addressed questions from the Commissioners.

Approval of Minutes

Commissioner Lyons motioned to approve the October 30, 2024 regular meeting minutes as submitted. Commissioner Rhine seconded the motion. All were in favor. The motion passed.

Chief's Report

Chief Blue provided an update on the current budget, detailing how the realignment of resources impacts the District and how funds are being allocated. He emphasized that, based on this information, there will be no significant adjustments, and VFD will be able to maintain its full staff.

Commissioner Rhine considered ideas for future fire stations. The Board discussed potential locations for a new fire station. Additionally, he asked Chief Blue about a strategic plan for the future and the plans for upcoming capital spending.

Citizens' Communications

Melissa Rasmussen, EMT Program Administrative Assistant for the District, spoke to the Board regarding medical benefits and she expressed her appreciation for the benefits package that is provided to her and her family by the District.



Consent Agenda

Commissioner Rhine moved to approve items A through D 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	\$	29,692.21
B. Commissioners' Fund 6209	\$	8,476.03
C. Commissioners' Fund 6209	\$	22,269.61
D. Payroll Transmittal – October 16 to 31, 2024	\$	39,383.51

Secretary's Report

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

Board Communications

Commissioner Rhine motioned to approve a 3% COLA increase for regular full time and part time employees, effective January 1, 2025. Commissioner Lyons seconded the motion. All were in favor. The motion passed.

Old Business

None.

New Business

- A. **R 24-11-01 Levy Certification by Secretary to the Board for 2025**
Commissioner Rhine moved to adopt resolution 24-11-01. Commissioner Lyons seconded the motion. All were in favor. The motion passed.
- B. **R 24-11-02 Ordinance/Resolution RCW 84.55.120**
Commissioner Rhine moved to adopt resolution 24-11-02. Commissioner Lyons seconded the motion. All were in favor. The motion passed.
- C. **R 24-11-03 Fund 6209 Commissioners 2025 budget**
Commissioner Rhine moved to adopt resolution 24-11-03. Commissioner Lyons seconded the motion. All were in favor. The motion passed.
- D. **R 24-11-04 Fund 6256 Special Revenue 2025 budget**



Commissioner Rhine moved to adopt resolution 24-11-04. Commissioner Lyons seconded the motion. All were in favor. The motion passed.

Adjournment

The next Regular Meeting is scheduled for Tuesday, December 3, 2024 at 5:30 pm.

Commissioner Rhine adjourned at 6:26 pm.

Sincerely,

Chair

Secretary to the Board

Commissioner

Commissioner