



## Board of Fire Commissioners

### Regular Meeting Minutes February 4, 2025

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

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#### Call Meeting to Order

Chair Rhine called the meeting to order at 5:30 p.m. Commissioner Gibson and Commissioner Lyons were in attendance. Also present at the meeting were District Administrator Jennifer Bethke and Deputy Administrator Chris Cohen. VFD Deputy Chief Harmon attended in place of Chief Blue.

#### Approval of Minutes

Commissioner Lyons motioned to approve the January 7, 2025 regular meeting minutes as submitted. Commissioner Gibson seconded the motion. All were in favor. The motion passed.

#### Chief's Report

**Station Renovations** - Chief Harmon reported on current and upcoming renovations and upgrades to some of the stations in the City. Station 8 is in the design phase for a planned remodel that he anticipates groundbreaking on this project to occur at the end of 2026.

**Analytic Software** - There was a discussion surrounding stations and call volume. The Board inquired about different aspects of call efficiency, response times and system status management at other fire departments. Chief Harmon informed the Board about some of the various software programs other agencies use to alleviate overlap and reduce call times.

**Fire Academy** - Chief Harmon responded to questions from the Board concerning the inadequate number of recruits for the Fire Academy and recruits failing to pass the academy for various reasons. There was a suggestion about implementing a preliminary "mini-academy" to prepare candidates for what the fire service occupation looks like and the physical demands of the job.

**Awards Ceremony** - Chief Harmon reminded the Board about the upcoming VFD Awards Ceremony at Gaiser Hall on March 12 at 4 pm.

#### Citizens' Communications

None.



## Consent Agenda

Commissioner Gibson moved to approve items A through F as submitted. The Board had questions regarding some items. Administrator Bethke addressed those items. Commissioner Lyons seconded the motion. All were in favor. The motion passed.

The consent agenda included the following items:

A. Commissioners' Fund 6209	\$	12,930.01
B. Commissioners' Fund 6209	\$	14,888.27
C. Commissioners' Fund 6209	\$	18,970.55
D. Payroll Transmittal – December 16 to 31, 2024	\$	33,304.75
E. Payroll Transmittal – January 1 to 15, 2025	\$	33,360.71
F. Sales Refunds – December	\$	2,688.26

## Secretary's Report

### **A. Commissioners' Fund Financials – December 2024 Preliminary**

### **B. Classes Taught – January - Provided to the Board for informational purposes.**

Administrator Bethke requested a short recess from the Board. At 6:30 pm Commissioner Gibson made a motion to recess for 5 minutes. Chair Rhine moved to recess for 5 minutes or until 6:35 pm.

Chair Rhine called the meeting back to order at 6:35pm.

## Board Communications

None.

## Old Business

None.

## New Business

**Social Security** – Administrator Bethke presented the opportunity for District employees to opt into the Social Security benefits program. She informed the Board on the process of adopting this program along with the pros and cons for the District and the employees. A "cold vote" of the employees will be conducted to determine if employees support opting in. The results will be presented in a future meeting.



**Executive Session**

At 7:11 p.m. Chair Rhine requested to move to Executive Session to discuss employee performance issues for 15 minutes. The executive session will be until 7:26 p.m.

At 7:26 p.m. Chair Rhine moved the meeting back to regular session.

No official board action was taken after the Executive session.

**Adjournment**

The next Regular Meeting is scheduled for Tuesday, February 18, 2025 at 5:30 pm.

Char Rhine adjourned at 7:32 pm.

Sincerely,

Handwritten signature of Roy L. Rhine in blue ink, written over a horizontal line.

Chair

Handwritten signature of Michael Logan in blue ink, written over a horizontal line.

Commissioner

Handwritten signature of L.L. Bethke in blue ink, written over a horizontal line.

Secretary to the Board

Handwritten signature of Kelly in blue ink, written over a horizontal line.

Commissioner