



Board of Fire Commissioners

Regular Meeting Minutes August 5, 2025

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

Call Meeting to Order

Chair Rhine called the meeting to order at 5:30 pm. Commissioner Gibson and Commissioner Lyons were in attendance. Also present at the meeting were VFD Deputy Chief Leek, District Administrator Jennifer Bethke and Deputy Administrator Chris Cohen.

Pledge of Allegiance

The Pledge of Allegiance was led by Commissioner Gibson.

Approval of Minutes

Commissioner Gibson motioned to approve the July 1, 2025 regular meeting minutes as submitted. Commissioner Lyons seconded the motion. All were in favor. The motion passed.

Chief's Report

Status Update of planned Fire Department Capital Projects – Chief Leek provided the Board with a schedule of capital projects. He reported that the Logistics Warehouse project is complete. Station 8 is in the RFQ process and down to two finalists for construction. The Formal Design Process is scheduled to begin October 2025 with construction slated for Quarter 4 of 2026.

The new property locations for Stations 3 and 6 for have been acquired and cleared. Chief Leek reported on the details of the phases of the projects of the two stations. Construction on these stations is projected to begin late 2027 or early 2028.

Citizens' Communications

None.



Consent Agenda

Commissioner Lyons moved to approve items A through J as submitted. Commissioner Gibson seconded the motion. All were in favor. The motion passed.

The consent agenda included the following items:

A. Commissioners' Fund 6209	\$	6,176.02
B. Commissioners' Fund 6209	\$	15,484.40
C. Commissioners' Fund 6209	\$	6,956.38
D. Commissioners' Fund 6209	\$	21,892.12
E. Commissioners' Fund 6209 Transfer 2022	\$	956,445.00
F. Commissioners' Fund 6209 Transfer 2023	\$	1,381,502.00
G. Commissioners' Fund 6209 Transfer 2024	\$	3,145,101.00
H. Payroll Transmittal – June 16 to 30, 2025	\$	32,241.75
I. Payroll Transmittal – July 1 to 15, 2025	\$	30,038.37
J. Sales Refunds – July 2025	\$	1,375.16

Secretary's Report

- A. **Commissioners' Fund Financials – June 2025** - Provided to the Board for informational purposes.
- B. **Classes Taught – July 2025** - Provided to the Board for informational purposes.

Board Communications

Address Numbers – Administrator Bethke reported that the tenant/owner of Dizzy Castle is planning to update the paint on their portion of the building. The address numbers will need to be replaced for this project. Administrator Bethke informed the Board of the potential cost to the District.

Old Business

- A. **Holmatro equipment for VFD** – Chief Leek discussed the procurement plan for the Holmatro battery-operated extrication tools discussed at a previous meeting. Administrator Bethke presented the Board with the estimate for the tools. The Board reviewed the estimate and noted some discrepancies. Chief Leek will investigate the discrepancies and get an updated quote to Administrator Bethke. The Board agreed to pay for these once the quote was updated. Administrator Bethke will provide the update to the Board via email and will move forward with the purchase. Funds from 6256 will pay for the tools.
- B. **Administrative Bethke Review** – The Board will continue this discussion at a future meeting.



New Business

- A. **Office Remodel** – Administrator Bethke informed the Board about the plan to remodel the front office of the District building. She detailed the logistical plan and scope to complete this project. The Commissioners recommended some options for construction. Deputy Administrator Cohen will research these options and report back at a future meeting.

Executive Session

At 6:30 p.m. Chair Rhine requested to move to Executive Session to discuss employee performance for 30 minutes. The executive session will be until 7:00 p.m.

At 7:00 p.m. Chair Rhine moved the meeting back to regular session.

No official board action was taken following the Executive session.

Adjournment

The next Regular Meeting is scheduled for Tuesday, August 19, 2025 at 5:30 pm.

Chair Rhine adjourned at 7:10 pm.

Sincerely,



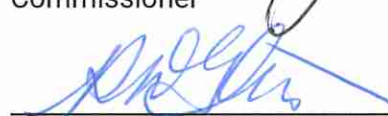
Chair



Secretary to the Board



Commissioner



Commissioner