



## Board of Fire Commissioners

### Regular Meeting Minutes December 2, 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, Interim VFD Chief Leek and Deputy Administrator Chris Cohen.

#### Pledge of Allegiance

The Pledge of Allegiance was led by Deputy Administrator Chris Cohen.

#### Approval of Minutes

Commissioner Lyons motioned to approve the November 4, 2025 regular meeting minutes as submitted. Commissioner Gibson seconded the motion. All were in favor. The motion passed.

#### Chief's Report

**VFD Chief Recruitment** – Chief Leek updated the Board on the current hiring process for the VFD Chief position. He informed the Board that four applicants went through every phase of the process.

**Long Range Facilities Plan** – Chief Leek presented the Board with a current Long-Range Facilities Plan. The plan outlined the existing fire stations and proposed future stations, along with recommendations for those facilities.



## Citizens' Communications

**Joint Commissioner Meeting** – CCFD5 hosted Fire Commissioners from Clark-Cowlitz Fire Rescue as part of a Joint Commissioner Meeting. In attendance were Commissioners Stanley Chunn, Dave Town, Larry Bartel, and Jade Bourke. CCFR Chief John Nohr was also in attendance.

CCFR board members expressed their intention to contact neighboring fire districts to enhance communication. The CCFR Commissioners inquired about the nature of CCFD5's contract with the City of Vancouver. There was a discussion about the history of this contract and the relationship between the two entities.

Chief Nohr informed the group about the Community Assistance and Education Services (CARES) program offered by CCFR. He outlined the benefits of the program for the community and emphasized how it reduces the workload for emergency medical services.

## Consent Agenda

Commissioner Lyons moved to approve items A through G 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	\$	35,587.18
B. Commissioners' Fund 6209	\$	21,355.51
C. Commissioners' Fund 6209	\$	23,144.78
D. Commissioners' Fund 6209	\$	8,330.85
E. Payroll Transmittal – October 16 to 31, 2025	\$	36,042.90
F. Payroll Transmittal – November 1 to 15, 2025	\$	30,366.27
G. Sales Refunds – November 2025	\$	683.43

## Secretary's Report

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

Commissioner Lyons requested a short recess from the Board. Commissioner Gibson made a motion at 6:51 p.m. to recess for 12 minutes. Chair Rhine moved to recess for 12 minutes or until 7:03 p.m.

Chair Rhine called the meeting back to order at 7:03 p.m.



## Board Communications

**VFD Chief Recruitment** - There was a brief discussion about the current VFD Chief hiring process.

## Old Business

**Continuity of Operations Plan** – Administrator Bethke updated the Board on the progress of the District's Continuity of Operations Plan.

## New Business

### **A. Resolution 25-12-01 2025 Revised Final Budget Fund 6209**

Commissioner Gibson moved to adopt resolution 25-12-01 2025 Revised Final Budget Fund 6209. Commissioner Lyons seconded the motions. All were in favor. The motion passed.

### **Election of Board Chair and Pro Tem for 2026**

Commissioner Gibson nominated Commissioner Lyons for Board Chairman for 2026. Commissioner Rhine seconded the nomination. Commissioner Lyons accepted. All were in favor.

Commissioner Rhine nominated Commissioner Gibson for Pro Tem for 2026. Commissioner Lyons seconded the nomination. Commissioner Gibson accepted. All were in favor.

## Adjournment

The next Regular Meeting is scheduled for Tuesday, December 16, 2025 at 5:30 pm.

Chair Rhine adjourned at 8:05 pm.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael Lyons".  
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Chair

Secretary to the Board

A handwritten signature in black ink, appearing to read "Roy F. Rhine".  
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Commissioner  
A handwritten signature in blue ink, appearing to read "Phillip D. Gibson".  
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Commissioner