Board of Fire Commissioners

Regular Meeting Minutes
August 18, 2026

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

Call Meeting to Order

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

Approval of Minutes

Commissioner Rhine motioned to approve the July 7, 2026 regular meeting minutes. Commissioner Gibson seconded the motion. All were in favor. The motion passed.

Chief's Report

Strategic Plan – Chief Drake presented the Board with the completed Strategic Plan. He also provided a Position Descriptions document. He explained how the positions are pertinent to the Strategic Plan coming to fruition. A new proposed organization chart was also provided.

RFA Discussion – Chief Drake reported that he is meeting with Chiefs and representatives from neighboring Fire Districts regarding the RFA. He is also interviewing consultants to conduct the feasibility study as next steps.

Citizens' Communications

None.

Consent Agenda

Commissioner Rhine moved to approve items A through J as submitted. The Board asked for clarification of several items on the consent agenda. Administrator Bethke answered their questions. Chair Lyons seconded the motion. All were in favor. The motion passed.

The consent agenda included the following items:

A. Commissioners' Fund 6209	$	9,126.94
B. Commissioners' Fund 6209	$	8,726.03
C. Commissioners' Fund 6209	$	56,012.35
D. Commissioners' Fund 6209	$	36,412.74
E. Commissioners' Fund 6209	$	7,367.80
F. Commissioners' Fund 6209	$	10,424.27
G. Payroll Transmittal – June 16 to 30, 2026	$	32,420.98
H. Payroll Transmittal – July 1 to 15, 2026	$	28,467.74
I. Payroll Transmittal – July 16 to 31, 2026	$	30,842.93
J. Sales Refunds – July 2026	$	1,773.44

Secretary's Report

A. **Amendments to City Contract** – Administrator Bethke explained to the Board, that the first Amendment to the contract with the COV for the Fire Department Services Agreement regarding the District paying their contractual obligation off of actuals instead of budget, was sent back in May, 2026 and regardless of her attempts, the City still has not signed.

When she sent the second amendment regarding the District funding seven administrative support staff, the COV let her know they wanted the two amendments combined into one. The City stated they were working on this document and would get back to her.

Another discussion point were questions from the Deputy City Manager on the funding exceeding $3 million and was IT and other new employees set up costs covered in the $3 million? After some discussion, the original resolution states "approximately $3 million" which the Board agreed could mean less or more than that amount and yes, that covered costs as well.

B. **Commissioners' Fund Financials – July 2026 - Provided to the Board for informational purposes.**

C. **Classes Taught – July 2026 - Provided to the Board for informational purposes.**

Administrator Bethke requested a short recess from the meeting at 5:46. Chair Lyons moved to recess for 5 minutes or until 5:51 p.m.

Chair Lyons called the meeting back to order at 5:51 p.m.

Board Communications

Firefighter Appreciation – Commissioner Rhine reported that Barberton Grange provided cupcakes to VFD Firefighters to show support and appreciation. The Board directed Administrator Bethke to send a letter of appreciation on behalf of District 5 and VFD.

EMT Student – Commissioner Rhine provided an update to the Board regarding an incident involving an EMT student reported in a previous meeting. The student described concerns about inclusion and diversity in a department outside the VFD and District 5. After a ride-along with Station 1, the individual described a very positive experience. He expressed his interest in pursuing employment with VFD.

WFCA Conference – Administrator Bethke informed the Board of the upcoming Washington Fire Commissioner Association Conference in October. She asked which Commissioners will be attending. They all confirmed that they will attend.

Old Business

None.

New Business

A. **Clark County Council Meeting regarding Impact Fees** – Administrator Bethke informed the Board that there will be a Clark County Council meeting sometime in September regarding impact fees for collection. She stated she had spoken to Chief Nohr, and he expressed the importance of elected officials and Chiefs attending this meeting. He agreed to provide an informative presentation to the Commissioners. The Board directed Administrator Bethke to invite Chief Nohr to the next CCFD5 Board Meeting.

B. **Employee Handbook Updates** – Administrator Bethke provided the Board with updates to the Employee Handbook. The Board requested time to review the updated Handbook and compare it to the current one. Administrator Bethke will email the necessary documents to the Commissioners.

Adjournment

The next Regular Meeting is scheduled for Tuesday, September 1, 2026 at 5:30 p.m.

Chair Lyons adjourned at 6:39 p.m.

Sincerely,

Chair

Commissioner

Secretary to the Board

Commissioner