



Board of Fire Commissioners

Regular Meeting Minutes April 1, 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 p.m. Commissioner Lyons was in attendance. Also present at the meeting were District Administrator Jennifer Bethke and Deputy Administrator Chris Cohen. Commissioner Gibson was absent and excused by the Board.

Pledge of Allegiance

The Pledge of Allegiance was led by District Administrator Jennifer Bethke.

Approval of Minutes

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

Chief's Report

None.

Citizens' Communications

None.



Consent Agenda

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

The consent agenda included the following items:

A. Commissioners' Fund 6209	\$	8,751.70
B. Commissioners' Fund 6209	\$	16,848.79
C. Commissioners' Fund 6209	\$	31,071.55
D. Commissioners' Fund 6209	\$	12,745.83
E. Payroll Transmittal – February 16 to 28, 2025	\$	29,247.44
F. Payroll Transmittal – January 1 to 15, 2025	\$	32,972.79
G. Sales Refunds – March	\$	2,953.24

Secretary's Report

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

Board Communications

EMT Class Photos – Commissioner Rhine inquired about reinstating class photos for each graduating cohort of students in the District's EMT program. Administrator Bethke informed the Board that she believed the EMT Director, Elyse Fisher-Piel, had talked about starting to do this again. Administrator Bethke will check into this.

Partnership Memoriam – The Board discussed creating a memoriam to display in the building of the District to recognize the numerous partnerships within the local community and the constituents the District has served. Administrator Bethke will explore options and present the best concepts at a future meeting.

Annexation Meeting – Commissioner Lyons reported to the Board on the recent City Council workshop regarding annexations. There were conversations on annexing part or all of District 5.

Old Business

Administrator Bethke informed the Board that she has two dates scheduled for Workplace Respect and Harassment Prevention Training. These will be in person on May 22 and June 5th 2025, and is mandatory for all employees to attend one of these dates.



New Business

Procurement Policy – Commissioner Lyons motioned to adopt the District's new Procurement Policy. Chair Rhine seconded the motion. All were in favor. The motion passed.

Adjournment

The next Regular Meeting is scheduled for Tuesday, April 15, 2025 at 5:30 pm.

Chair Rhine adjourned at 5:55 pm.

Sincerely,



Chair



Commissioner



Secretary to the Board



Commissioner