



Board of Fire Commissioners

Regular Meeting Minutes September 9, 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 Deputy Chief Leek.

Approval of Minutes

Commissioner Gibson motioned to approve the August 5, 2025 regular meeting minutes as submitted. Commissioner Lyons seconded the motion. All were in favor. The motion passed.

Chief's Report

Fire Chief Recruitment – Chief Leek updated the Board on the VFD Fire Chief recruitment process. The first review of applicants will occur October 5th.

Deputy Chief Recruitment – Recruitment for Deputy Chief is scheduled to open in the next few weeks.

Fire Academy – There are currently 17 line personnel vacancies. The next Fire Academy is slated to begin late February 2026.

COV Economic Outlook – Chief Leek reported on the economic state of the City of Vancouver. Due to economic conditions, the City has implemented a hiring freeze. The freeze does not include Fire and Police services.

Extrication Tools – The Holmatro Extrication Tools were received September 2nd. The 3 tools are being processed by VFD to be delivered to Stations 4, 7 and 8.



Citizens' Communications

None.

Consent Agenda

Commissioner Lyons moved to approve items A through H as submitted. The Board questioned the charge for CenturyLink FAX. Deputy Administrator Cohen will research the charge and report to the Board at a future meeting. Commissioner Gibson seconded the motion. All were in favor. The motion passed.

The consent agenda included the following items:

A. Commissioners' Fund 6209	\$	8,236.56
B. Commissioners' Fund 6209	\$	46,770.40
C. Commissioners' Fund 6209	\$	12,746.77
D. Commissioners' Fund 6209	\$	11,035.68
E. Commissioners' Fund 6209	\$	4,370.77
F. Payroll Transmittal – July 16 to 30, 2025	\$	29,723.35
G Payroll Transmittal – August 1 to 15, 2025	\$	28,177.99
H. Sales Refunds – August 2025	\$	2,852.60

Secretary's Report

A. Commissioners' Fund Financials – July 2025 - Provided to the Board for informational purposes.

B. Classes Taught – August 2025 - Provided to the Board for informational purposes.

Board Communications

Joint Commissioner Meeting – Administrator Bethke informed the Board that Chief Nohr requested a collaborative meeting with the Commissioners from CCFD5 and Clark-Cowlitz Fire Rescue. The Board discussed the legalities and logistics of the potential meeting. Administrator Bethke will consult with the District's legal counsel and report to the Board at a future meeting.

Chair Rhine Speaking Engagement – Chair Rhine informed the Board that he will be a guest speaker at Clark County Republican Women's First Responders Dinner.

Old Business

A. Administrator Bethke Review – The Board will continue this discussion at a future meeting.

B. Office Remodel – Deputy Administrator Cohen updated the Board on the upcoming front office remodel project at the District building. The project is scheduled to take place from September 13th to September 21st without disrupting operations.



New Business

A. R 25-09-01 Revised Final Budget

Commissioner Gibson moved to adopt resolution 25-09-01. Commissioner Lyons seconded the motion. All were in favor. The motion passed.

Administrator Bethke requested a short recess from the Board. Commissioner Gibson made a motion at 6:10 p.m. to recess for 5 minutes. Chair Rhine moved to recess for 5 minutes or until 6:15 p.m.

Chair Rhine called the meeting back to order at 6:15 p.m.

Executive Session

At 6:15 p.m. Chair Rhine requested to move to Executive Session to discuss employee performance for 30 minutes. The executive session will be until 6:45 p.m.

At 6:45 p.m. Chair Rhine requested to extend Executive Session for 15 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.

Succession Planning – The Board directed Administrator Bethke to address points of concern regarding succession planning for the District Administrator position. Administrator Bethke will assess the roles of the Administrator and Deputy Administrator.

Administrator Salary Cap – The Board established a salary cap of \$175,000.00 for the District Administrator position.

Deputy Administrator Salary Cap – The Board established a salary cap of \$140,000.00 for the Deputy Administrator position.

Adjournment

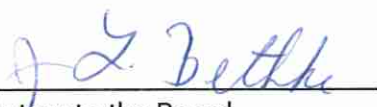
The next Regular Meeting is scheduled for Tuesday, September 16, 2025 at 5:30 pm.

Chair Rhine adjourned at 7:10 pm.

Sincerely,



Chair



Secretary to the Board



Commissioner



Commissioner