



Board of Fire Commissioners

Regular Meeting Minutes October 21, 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 Interim Chief Leek, District Administrator Jennifer Bethke and Deputy Administrator Chris Cohen.

Pledge of Allegiance

The Pledge of Allegiance was led by Chair Rhine.

Approval of Minutes

Commissioner Gibson motioned to approve the October 7, 2025 regular meeting minutes with corrections. Commissioner Lyons seconded the motion. All were in favor. The motion passed.

Chief's Report

Smart Radios – Chief Leek reported to the Board about VFD's acquisition of new smart radios. The Board held a brief discussion regarding the radios' capabilities and functionality. They are currently ordered for delivery by the end of year.

Sprinkler Systems – The Board discussed the possibility of fire suppression sprinklers in new residential construction with Chief Leek.

Unfair Labor Practice – Chief Leek informed the Board that an unfair labor practice was filed by Local 452, regarding the squad staffing model. The union was concerned about squads responding without a supervisor. The unfair labor practice was settled with VFD being successful.



Citizens' Communications

None.

Consent Agenda

Commissioner Gibson moved to approve items A through F as submitted. The following discussion ensued:

The Board questioned the Snure Law Office charge. The District was charged a fee from Snure Law Office for legal counseling pertaining to the return of property from a recent employee who was terminated from employment. The Commissioners discussed the need to follow up with legal action for the employee who had not yet returned the property. Among the property is a key to the District building back door. The Board directed Administrator Bethke to pursue legal action if the key is not returned and to rekey the back door of the building.

Following this discussion, Commissioner Lyons seconded the motion. All were in favor. The motion passed.

The consent agenda included the following items:

A. Commissioners' Fund 6209	\$	26,730.04
B. Commissioners' Fund 6209	\$	2,777.15
C. Payroll Transmittal – August 16 to 31, 2025	\$	29,619.62
D. Payroll Transmittal – September 1 to 15, 2025	\$	31,325.21
E. Payroll Transmittal – September 16 to 30, 2025	\$	31,060.71
F. Sales Refunds – September 2025	\$	5,867.48

Secretary's Report

None.

Board Communications

Joint Commissioner Meeting – Administrator Bethke reported to the Board that CCFR would like to attend the CCFD5 Board meeting on December 2, 2025.

Washington Fire Commissioners Association Conference – The Board discussed their travel arrangements for the WFCOA conference this week.



Contingency/Continuity Plan –During the meeting, the Board engaged in a thorough discussion regarding the necessity of developing contingency plans to address potential scenarios in which the Administrator is unable to return to work. This proactive approach aims to ensure continuity of operations and minimize disruptions within the organization.

Old Business

None.

New Business

- A. **Staff Report 2025-059 Budget Considerations for 2026 First Reading** - Administrator Bethke presented the 2026 budget to the Board. The Board discussed upcoming budgetary concerns. The Board reached an agreement to provide a 3% Cost of Living Allowance for all regular part-time and full-time employees, excluding District Administrator Bethke.

The Board also agreed to continue to pay the medical premiums for the six full-time employees.

The Board agreed to work with VFD on finding a needed location for property to purchase in 2026.

Administrator Bethke requested a short recess from the Board. Commissioner Gibson made a motion at 7:31 p.m. to recess for 4 minutes. Chair Rhine moved to recess for 4 minutes or until 7:35 p.m.

Chair Rhine called the meeting back to order at 7:35 p.m.

Executive Session

At 7:45 p.m. Chair Rhine requested to move to Executive Session to discuss employee performance for 10 minutes. The executive session will be until 7:55 p.m.

At 7:55 p.m. Chair Rhine moved the meeting back to regular session.

No official board action was taken following the Executive session.

The Board had a brief discussion about future meetings and upcoming Budget readings.



Adjournment

The next Regular Meeting is scheduled for Tuesday, November 4, 2025 at 5:30 pm.

Chair Rhine adjourned at 7:56 pm.

Sincerely,




Chair



Secretary to the Board



Commissioner



Commissioner