



## Board of Fire Commissioners

### Regular Meeting Minutes November 4, 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 Commissioner Gibson.

#### Approval of Minutes

Commissioner Gibson motioned to approve the October 21, 2025 regular meeting minutes with corrections. Commissioner Lyons seconded the motion. All were in favor. The motion passed.

#### Chief's Report

**Chief Interviews** – Chief Leek reported to the Board about the current hiring process for the VFD Chief position. The interviews will be held on November 17<sup>th</sup> and 18<sup>th</sup>. The screenings for the Deputy Chief positions are scheduled for this week.

**Fire Academy** – Sixteen offers have been sent to cadets to fill some vacant positions. Chief Leek reported that the washout rate for fire academies is typically between 20% and 30%. He is waiting for approval to overfill the vacancies.

**Impact Fees** – A meeting is scheduled for November 17<sup>th</sup> to discuss impact fees with the City of Vancouver. This is not open to the public.



### Citizens' Communications

**Outside Visibility** – Deputy Administrator Cohen notified the Board of the lack of outside visibility from inside the building during hours of darkness. This could present a potential security issue if the front office staff is unable to see or communicate with people attempting to enter the building. Chair Rhine directed Deputy Cohen to have the lighting improved and to investigate additional security measures for the front door.

**Benefits Package** - Melissa Rasmussen, EMT Program Administrative Assistant for the District, reiterated her appreciation to the Board for continuing to provide the benefits package to her and her family.

### Consent Agenda

Commissioner Lyons moved to approve items A through D 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	\$	8,578.32
B. Commissioners' Fund 6209	\$	20,697.09
C. Payroll Transmittal – October 1 to 15, 2025	\$	34,138.22
D. Sales Refunds – October 2025	\$	264.73

### Secretary's Report

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

### Board Communications

**Administrator Bethke Performance Review** – Chair Rhine reported that he met with Administrator Bethke to gather preparatory information for her performance review last week. He is working to complete the review and will be ready by the December 2<sup>nd</sup> Board Meeting.

**Call from Local 452** – Chair Rhine informed the Board about a recent discussion he had with Local 452 regarding an upcoming RFA meeting. The meeting aims to educate executive leaders and policy makers from the COV, VFD, Clark County Fire Districts 3, 5, 6 and Clark-Cowlitz Fire Rescue. The goal is to educate these groups on the processes involved in forming a Regional Fire Authority (RFA) and to address the benefits and challenges associated with this process.



**Continuity of Operations Plan** – Chair Rhine emphasized the importance of preparing a proactive plan for catastrophic events, ensuring that operations can smoothly commence even if leadership is unavailable or incapacitated. Chair Rhine requested that an item be added in future Board Meeting agendas to monitor the progression of this plan.

### **Old Business**

None.

### **New Business**

#### **A. R 25-11-01 Levy Certification by Secretary to the Board for 2026**

Commissioner Gibson moved to adopt resolution 25-11-01. Commissioner Lyons seconded the motion. All were in favor. The motion passed.

#### **B. R 25-11-02 Ordinance/Resolution RCW 84.55.120**

Commissioner Lyons moved to adopt resolution 25-11-02. Commissioner Gibson seconded the motion. All were in favor. The motion passed.

#### **C. R 25-11-03 Fund 6209 Commissioner 2026 Budget**

Commissioner Gibson moved to adopt resolution 25-11-03. Commissioner Lyons seconded the motion. All were in favor. The motion passed.

#### **D. R 25-11-04 Fund 6256 Special Revenue 2026 Budget**

Commissioner Lyons moved to adopt resolution 25-11-04. Commissioner Gibson seconded the motion. All were in favor. The motion passed.

### **Executive Session**

At 6:02 p.m. Chair Rhine requested to move to Executive Session to discuss employee performance for 8 minutes. The executive session will be until 6:10 p.m.

At 6:10 p.m. Chair Rhine moved the meeting back to regular session.

No official board action was taken following the Executive session.

There was a brief discussion about the rise in healthcare costs and benefits packages.



**Adjournment**

The next Regular Meeting is scheduled for Tuesday, November 18, 2025 at 5:30 pm.

Chair Rhine adjourned at 6:24 pm.

Sincerely,

Roy Rhine  
Chair

J. Y. Bethke  
Secretary to the Board

Michael Lyon  
Commissioner

Rhine  
Commissioner