



Board of Fire Commissioners

Regular Meeting Minutes November 7, 2023

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

Call Meeting to Order

Chair Lyons called the virtual and partially in person meeting to order at 5:30 p.m. via Zoom. Commissioner Rhine, District Administrator Jennifer Bethke and Deputy Administrator Chris Cohen were in attendance in person. Commissioner Gibson, Chair Lyons and VFD Chief Brennan Blue attended virtually.

Approval of Minutes

Commissioner Rhine motioned to approve the October 3, 2023 regular meeting minutes as submitted. Commissioner Gibson seconded the motion. All were in favor. The motion passed.

Chief's Report

- A. **Fire Academy** – Chief Blue reported that the current fire academy is down to 21 recruits from 28. The seven recruits could not continue through the academy due to either performance or medical issues.
- B. **Staffing** – Chief Blue also informed the Board about the staffing needs and Squad 9 decisions. He noted that Station 9 is quickly becoming one of the busiest stations. Additionally, he indicated the potential need to staff another squad.
- C. **Presentation** – The Board was invited by Chief Blue to a presentation he is conducting on the EMS system assessment and status update of the next ambulance contract RFP. The presentation will be part of an upcoming City Council workshop on Monday, November 13 at 5 pm.



Citizens' Communications

None.

Consent Agenda

Commissioner Rhine moved to approve items A through H 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	\$	12,177.48
B. Commissioners' Fund 6209	\$	4,031.72
C. Commissioners' Fund 6209	\$	28,407.04
D. Commissioners' Fund 6209	\$	19,210.66
E. Commissioners' Fund 6209	\$	1,355.42
F. Payroll Transmittal – September 16 to 30, 2023	\$	25,723.00
G. Payroll Transmittal – October 1 to 15, 2023	\$	29,321.33
H. Sales Refunds – October 2023	\$	2,877.11

Secretary's Report

- A. **Commissioners' Fund Financials-September 2023** - Provided to the Board for informational purposes.
- B. **Classes Taught-October 2023** - Provided to the Board for informational purposes.
- C. **Staff Report 2023-057 First Reading of 2024 Budget** – Administrator Bethke presented the 2024 budget to the Board. A 7.35% COLA increase was agreed upon by the Board which is reflected in the 2024 budget. The Board did not ask for any changes to the budget other than potentially the contractual amount paid to the city. Administrator Bethke will try to meet with Chief Blue before the next board meeting to go over this.



Board Communications

- A. **WFCA Conference** – Administrator Bethke prompted Board members to submit documents for reimbursement of travel expenses from the WFCA Conference.

- B. **Cyber Incident** – Due to a server compromise, County web servers were offline for several days. This led to a short cyber security discussion. Commissioner Rhine suggested training for District employees to spread awareness in an effort to mitigate vulnerabilities.

Old Business

Commissioner Rhine asked Administrator Bethke if there was any response from the banks from the letter written to them. She responded there was not.

New Business

None.

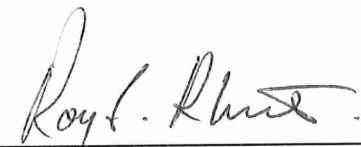
Adjournment

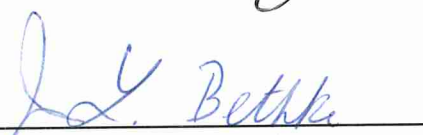
The next Regular Meeting is scheduled for Tuesday, November 21, 2023 at 5:30 pm.


Commissioner Lyons adjourned at 6:17 pm.

Sincerely,


Chair


Commissioner


Secretary to the Board


Commissioner