



Board of Fire Commissioners

Regular Meeting Minutes
August 4, 2020

Northwest Regional Training Center
11606 NE 66th Street, Suite 103
Vancouver, WA 98662

Call Meeting to Order

Chair Lyons called the virtual Zoom meeting to order at 5:33 p.m. Commissioners Gibson and Rhine were present. Also present at the meeting were Jennifer Bethke, Tareak Dahini, Riza Russum and Chief Doug Koellermeier. Public invited to the meeting at <https://us02web.zoom.us/j/83399103282> Meeting ID 833 9910 3282.

Resolution 20-08-01

Resolution appointing new Secretary to the Board was presented. Commissioner Rhine moved to approve Resolution 20-08-01 appointing District Administrator Jennifer Bethke as Clark County Fire District 5 Secretary to the Board. Commissioner Gibson seconded the motion. All were in favor. The motion passed.

Oath Of Office

Riza Russum Notary swore in Clark County Fire District 5 Jennifer Bethke as Secretary to the Board.

Approval of Minutes

Commissioner Rhine moved to approve the minutes of the July 10, 2020 Special meeting. Commissioner Gibson seconded the motion. All were in favor. The motion passed.



Chief's Report

- A. Station 11 Update – Chief Doug Koellermeier indicated that the bid package for Station 11 would be ready by November 2020 allowing them to seek bids for the project in January of 2021. Chief Doug Koellermeier also informed the board that the VFD Fire Chief selection process is taking place the 13th and 14th of this month. There will be six candidates that will be interviewed virtually. Administrator Bethke let the Board know that City Manager, Eric Holmes, invited her to be one of the panelists and she accepted his invitation.

Citizen's Communication

None

Consent Agenda

Commissioner Gibson moved to approve items A through F on the consent agenda. Commissioner Rhine seconded the motion. All were in favor. The motion passed.

The consent agenda included the following items:

A. Commissioners & NWRTC Funds	\$	12,920.29
B. Commissioners & NWRTC Funds	\$	17,629.45
C. Commissioners & NWRTC Fund	\$	8,944.13
D. Payroll Transmittal – June 16 to 30, 2020	\$	26,461.61
E. Payroll Transmittal – July 1 to 15, 2020	\$	27,119.08
F. Sales Refunds – July 2020	\$	6,462.50

Communications

None

Secretary's Report

- A. Commissioners' Fund Financials – June 2020 – Provided to the Board for informational purposes
- B. Training Center Fund Financials – June 2020 – Provided to the Board for informational purposes.
- C. Classes Taught – July 2020 – Provided to the Board for informational purposes.



Old Business

None

New Business

- A. Impermissible Classes per State Auditor's Office – District Administrator Bethke asked the Board to support pursuing, at the legislative level, a proposed simple language change to the RCW that affects the District's authority to teach what the SAO suggests are unallowable classes. The simple language change would be presented in February of 2021 at the Legislative day. District Administrator Bethke committed to discontinuing teaching the suggested unallowable classes by the end of 2021 if the proposed RCW language change is unsuccessful in February of 2021. The Board supported this proposal.
- B. Dissolution of NWRTC as the DBA (Doing Business As) – Administrator Bethke proposed dissolving the NWRTC DBA, which would include dissolving Fund 6252. The 2020 ending balance of NWRTC Fund 6252, would be transferred to Commissioner Fund 6209. All training conducted under NWRTC's name will be conducted under Clark County Fire District 5, beginning January 1, 2021. These changes would need to be done by resolution. The board supported this change and authorized District Administrator Bethke to draft the necessary Resolution for approval at an upcoming Board meeting.

Due to the length of discussion, Chair Lyons moved to a recess at 6:45 p.m. Chair Lyons called the meeting back into open session at 6:53p.m.

- C. New Financial Reporting System – Administrator Bethke proposed changes to the financial reporting system that is presented to the board monthly. All District operating revenue and expenses would be under Commissioner Fund 6209 separated by basub 100 (Commissioner) and 400 (Training). Basub 400 would highlight District funds needed to support training programs above their revenue. If financial support from the District is not needed, surplus revenue will contribute to the end of year transfer to Special Revenue Fund 6256. The new financial system would go into effect beginning 2021 with Budget approvals taking place in October 2020. The Board agreed to the changes.
- D. Financial Benchmark – Administrator Bethke proposed that District financial support of basub 400 training programs above their collected revenues will not exceed 4% of total District revenue in any given year. While the 4% figure is not a hard cap, it is intended to be used as a performance metric for holding District Administrator Bethke accountable. The Board agreed to this idea.



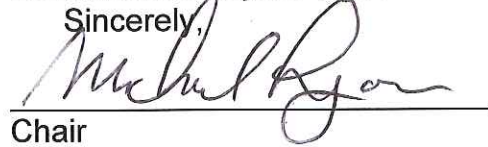
Board Communications

None

Adjournment

Commissioner Lyons adjourned at 7:12 p.m.

Sincerely,



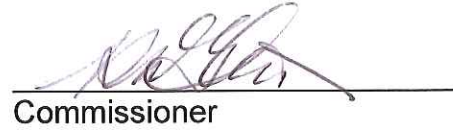
Chair



Commissioner



Secretary to the Board



Commissioner