



# Board of Fire Commissioners

## Regular Meeting Minutes December 1, 2020

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

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### Call Meeting to Order

Chair Lyons called the virtual Zoom meeting to order at 5:31 p.m. Commissioners Gibson and Rhine were present. Also present at the meeting were Jennifer Bethke, Tareak Dahini, Chief Blue, Sam Harrison and Judson McCauley. Public invited to the meeting at <https://us02web.zoom.us/j/87668922520?pwd=N2ZNeWdaWjBoS0Q4cG9pRCtaYlBodz09>  
Meeting ID: 876 6892 2520

### Approval of Minutes

Commissioner Rhine moved to approve the minutes of the November 03, 2020 regular meeting. Commissioner Gibson seconded the motion. All were in favor. The motion passed.

### Chief's Report

- A. Increase in COVID-19 Cases - Chief Blue reported an increase of COVID-19 cases among personnel. Precautions have been taken to quarantine affected individuals without compromising public services.
- B. Co-Branding – Currently fleet maintenance is working on an emergency basis only due to COVID-19 exposure. Co-branding is in process, however delayed until fleet can get back up and running efficiently.

### Citizen's Communication

IAFF Local 452 - Judson McCauley reported that North Country EMS and Clark County Fire District 6 have joined the Local 452 union.

### Consent Agenda

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



The consent agenda included the following items:

A. Commissioners & NWRTC Funds	\$	21,770.76
B. Commissioners & NWRTC Funds	\$	19,352.64
C. Payroll Transmittal – October 16 to 31, 2020	\$	28,057.15
D. Transfer to City of Vancouver Fire Fund 151	\$	5,078,187.50
E. Sales Refunds – November 2020	\$	1,760.00

## **Communications**

None

## **Secretary's Report**

- A. Commissioners' Fund Financials – October 2020 - Provided to the Board for informational purposes
- B. Training Center Fund Financials – October 2020 - Provided to the Board for informational purposes.
- C. Classes Taught – October 2020 - Provided to the Board for informational purposes
- D. Levy Rate and Annexation Meeting with City of Vancouver - Administrator Bethke informed the Board that she, Chief Blue, the Vancouver City Manager, the City CFO and Brian Snure met virtually to discuss a possible sizeable annexation in District 5's footprint that would increase CCFD5's levy rate. While the topic was discussed extensively no action was taken. Chief Blue stated he would work with Administrator Bethke and the City Manager on some possible smaller annexations in 2021.
- E. New part-time employee – Administrator Bethke reminded the Board that there was a loss of a full-time office staff member back in August and she did not back fill that position due to COVID-19 related reasons. She has recently sensed the need for a part-time employee in the front office. The new employee started approximately two weeks ago and is in training.

## **Old Business**

- A. Vacation Overpayment – Former employee Mosley was sent an email regarding her need to repay her vacation overpayment. There has been no response from Mosley in over two weeks. Administrator Bethke indicated that she has reached out to legal counsel on whether any further action needs to be taken, like a certified letter. She has not received an answer yet but will inform the board at the next meeting.



## New Business

- A. Temporary Full-Time EMT Director Position - Administrator Bethke requested approval to offer Senior EMT Director, Holly Edwins, a benefited temporary full-time position while Deputy Administrator Dahini does a program analysis over the next several months.

Commissioner Rhine moved to approve a temporary full-time benefited position for the Senior EMT Director, Holly Edwins, while Deputy Administrator Dahini does a program analysis. Commissioner Gibson seconded the motion. All were in favor. The motion passed.

## Board Communications

None

## Executive Session

At 6:13 p.m. Chair Lyons moved to an Executive session for 20 minutes to discuss employee performance.


At 6:33 p.m. Chair Lyons moved the meeting back to Regular session.

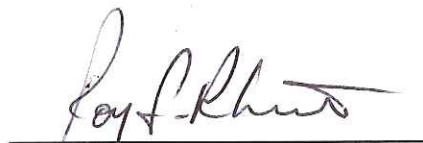
No official Board action was taken following the Executive Session.

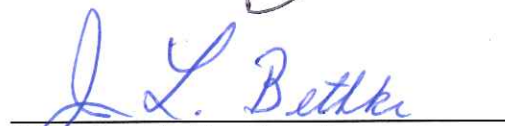
## Adjournment

Commissioner Lyons adjourned at 6:40 pm

Sincerely,

  
Chair

  
Commissioner

  
Secretary to the Board

  
Commissioner