



# Board of Fire Commissioners

## Regular Meeting Minutes January 5, 2021

Clark County Fire District 5  
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 5:33 p.m. Commissioners Gibson and Rhine were present. Also present at the meeting were Jennifer Bethke, Tareak Dahini, Sam Harrison, Chief Blue and Judson McCauley. Public invited to the meeting at <https://us02web.zoom.us/j/82330931195?pwd=VkNva3RpNG9TMFJROFplUk5PMVAvdz09>

Meeting ID: 823 3093 1195

### Election of Chair

Commissioner Lyons nominated Commissioner Gibson to be Chairman for 2021. Commissioner Rhine seconded the motion. All were in favor. The motion passed.

### Approval of Minutes

Commissioner Rhine moved to approve the minutes of the December 15, 2020 regular meeting. Commissioner Lyons seconded the motion. All were in favor. The motion passed.

### Chief's Report

- A. Deputy Chief employment – Chief Blue informed the Board that they are in the final process of hiring a second Deputy Chief and is hopeful to hire a third Deputy Chief late first quarter.
- B. Station 11 update – Project will go out for bid January 26<sup>th</sup>, 2021.

### Citizen's Communication

None



## Consent Agenda

Commissioner Lyons moved to approve items A through B 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	\$	11,599.34
B. Payroll Transmittal – December 1 to 15, 2020	\$	29,443.01

## Communications

None

## Secretary's Report

- A. Former EMT student tragedy– Administrator Bethke informed the board that a random shooting took the life of a former EMT student. Commissioner Lyons expressed his feelings to Administrator Bethke of wanting to send the family something on behalf of the District. The Board unanimously approved the District send something of sentiment to the family expressing our condolences.

## Old Business

- A. Vacation Overpayment – A certified letter was sent to Natalia Mosley requesting payment for vacation paid but not accrued. The Board indicated that if the overpayment is not paid, the District will not attempt collections as the cost will exceed the amount owed. The District's legal counsel advised the Board to adopt a debt collection policy.

Commissioner Rhine moved to approve the adoption of the debt collection policy presented by Administrator Bethke, Commissioner Lyons seconded the motion. All were in favor. The motion passed.

- B. Legislative language – Commissioner Rhine updated the Board on preparations toward seeking an RCW language amendment that will allow the District to continue teaching occupational health and safety classes. He also informed the Board that he and Administrator Bethke had been working with local legislators.



## **New Business**

Resolution 21-01-01 Merit Pay Increase Delegation – The original resolution from 2016 delegated the authority to grant merit pay increases to Dave Vial not the District Administrator. Administrator Bethke asked the Board to delegate the same merit pay increase authority to her. Commissioner Rhine asked Administrator Bethke what criteria or performance metrics are being used to determine if a merit increase is warranted. Commissioner Rhine was concerned that if we are not following a set format then it may appear that we are not being fair in our process. Chief Blue shared that VFD determines rate increases based on an individual performance evaluation. The rate increase is then awarded as a mix of COLA and merit. Chief Blue also indicated that there is a pay range set by the City of Vancouver for each position. The Board requested Administrator Bethke update the resolution addressing concerns discussed. The authority to grant merit increases is specific to the District Administrator position.

The topic was tabled for a future meeting.

## **Board Communications**

None

## **Executive Session**

None

## **Adjournment**

Commissioner Lyons adjourned at 6:13 pm

Sincerely,

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Chair

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Commissioner

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Secretary to the Board

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Commissioner