



# Board of Fire Commissioners

## Regular Meeting Minutes April 6, 2021

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

---

### Call Meeting to Order

Chair Gibson called the virtual Zoom meeting to order at 5:32 p.m. Commissioners Lyons and Rhine were present. Also present at the meeting were District Administrator Jennifer Bethke, VFD Deputy Chief Koellermeier, IAFF Local 452 representatives Sam Harrison & Judson McCauley, Holly Edwins and Riza Russum. Public invited to the meeting at:

<https://us02web.zoom.us/j/86546896305?pwd=OVphL1NSLzVWWDm5UC84UGVsa0N1dz09>

Meeting ID: 865 4689 6305  
Passcode: 904969

### Approval of Minutes

Commissioner Gibson moved to approve the minutes of the March 2, 2021 regular meeting with an amendment. Commissioner Lyons seconded the motion. All were in favor. The motion passed.

### Chief's Report

- A. Station 11 - Chief Koellermeier reported Station 11 bid has closed and could break ground this summer. The fire station property on Evergreen Blvd was sold. The funds from the sale will be used for VFD capital improvements.
- B. Engine 11 - Chief Koellermeier is anticipating Engine 11 will be at the VFD equipment services shop by next week. He informed the Board that VFD does not want Engine 11 to sit until Station 11 is operational. They will use the engine and start working on warranty items.

Commissioner Lyons spoke with Chief Koellermeier about a public records request.

### Citizen's Communication

Commissioner Rhine will discuss SB5338 under Old Business.



## **Consent Agenda**

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

The consent agenda included the following items:

A. Commissioners' Fund 6209	\$ 426.76
B. Commissioners' Fund 6209	\$ 4,033.17
C. Commissioners' Fund 6209	\$ 29,886.42
D. Commissioners' Fund 6209	\$ 1,762.56
E. Commissioners' Fund 6209	\$ 3,728.66
F. Payroll Transmittal – February 16 to 28, 2021	\$ 25,459.81
G. Payroll Transmittal – March 1 to 15, 2021	\$ 30,527.23
H. Sales Refunds – March 2021	\$ 6,773.36

## **Communications**

None

## **Secretary's Report**

- A. Commissioners Fund Financials Dec 2020 - Provided to the Board for informational purposes.
- B. Training Center Fund Financials Dec 2020 - Provided to the Board for informational purposes.
- C. Fund 6209 Financial Summary Feb 2021 - Provided to the Board for informational purposes.
- D. Classes Taught Feb 2021 - Provided to the Board for informational purposes.

## **Old Business**

- A. Progress on SB5338 – Commissioner Rhine informed the Board that Senate Bill 5338 Concerning Fire Protection Districts & Education will be signed by Governor Inslee on April 7, 2021. Commissioner Rhine expressed appreciation for the sponsorship of Senators Lynda Wilson, Emily Randall and Ann Rivers of the 17<sup>th</sup>, 26<sup>th</sup>, and 18<sup>th</sup> Legislative Districts, respectively.
- B. EMT Program Director – Administrator Bethke made a recommendation based on the position analysis that the EMT Director position be made a full-time benefitted position. Commissioner Rhine stated this should address the workload issues discussed in the



past year. He gave direction that the EMT Director position delegate tasks to keep the work week down to 40 hours. Commissioner Rhine made a motion to make the EMT Program Director a regular full-time benefited position. Commissioner Lyons seconded the motion. All were in favor. The motion passed.

### **New Business**

Administrator Bethke will be meeting with the appropriate directors on working towards reducing District support in the training programs.

Administrator Bethke informed the Board that she will attempt to begin the recruitment process for the Deputy Administrator position by the end of April.

### **Board Communications**

None

### **Adjournment**

Commissioner Gibson adjourned at 6:26 pm

Sincerely,

  
Chair

  
Commissioner

  
Secretary to the Board

  
Commissioner