



Board of Fire Commissioners

Regular Meeting Minutes May 18, 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 5:30 p.m. Commissioners Lyons and Rhine were present. Also present at the meeting were District Administrator Jennifer Bethke, Vancouver Fire Chief Brennan Blue, IAFF Local 452 representatives Judson McCauley and Sam Harrison, and Riza Russum. Public invited to the meeting at:

<https://us02web.zoom.us/j/89825743790?pwd=RUNGSm1zZjA2dHcrMmJYMHJBQWFTUT09>
Meeting ID: 898 2574 3790
Passcode: 622343

Approval of Minutes

Commissioner Rhine made a motion to approve the minutes of the April 20, 2021 regular meeting. Commissioner Lyons seconded the motion. All were in favor. The motion passed.

Chief's Report

- A. VFD Call Statistics – Chief Blue spoke on the needs of additional resources to enhance services and increase readiness for the benefit of the VFD and FD5 service area. He provided the Board with the statistics report.
- B. Station 11 - Chief Blue reported the City Council has approved the bid for Station 11. It was awarded to Kirby Nagelhout Construction. It is expected to be completed and operational in the fall of 2022.
- C. Fire Captain Test – Chief Blue is not anticipating any appeals to the test process. There were 37 applicants. The hiring freeze for a deputy chief and a deputy fire marshal will be lifted in a week or so.

Commissioner Lyons followed up on a request for information on an incident. Chief Blue stated he will look into it.



- D. Business Case for Vehicle Platform Change – Chief Blue reported on the goal of providing additional resources during peak activity periods and addressing rising call volume as detailed in the VFD Standards of Cover document. VFD administration has repurposed its staff vehicles for use in the establishment of a rescue program. Chief Blue will ask Vancouver City Council at the June supplemental budget meeting to approve the purchase of a squad type vehicle for enhancement of response time for busier areas.

Chief Blue requested the sum of \$185,000 from Fire District 5 for the purchase of a like apparatus for a second squad rescue unit. The Commissioners asked about staffing and location of the squad. The intent of the squad is to benefit the entire service area. Additional resources will relieve other stations surrounding it. The purchase of a squad vehicle is a separate issue from staffing it full-time.

Commissioner Rhine asked if \$185,000 is for the apparatus only, and Chief Blue confirmed. The new squad will be furnished with existing equipment.

Chief Blue added the squad will be under the supervision of a fire captain. The intent is to provide an extra set of tools to existing staff.

Commissioner Rhine made a motion to approve \$185,000 for the squad vehicle plus \$15,000 for extra tools for said vehicle. Commissioner Lyons seconded the motion for \$185,000 without the additional \$15,000. All were in favor of funding \$185,000 for a squad vehicle. The motion passed.

Citizen's Communication

IAFF 452 President Judson McCauley expressed appreciation for the easy process of communicating with District 5 and the willingness of the commissioners to work with VFD.

Consent Agenda

Commissioner Lyons moved to approve items A through G. Commissioner Rhine seconded the motion. All were in favor. The motion passed.

The consent agenda included the following items:

A. Commissioners' Fund 6209	\$ 20,237.56
B. Commissioners' Fund 6209	\$ 11,324.84
C. Commissioners' Fund 6209	\$ 3,395.68
D. Commissioners' Fund 6209	\$ 8,999.06
E. Payroll Transmittal – April 1 to 15, 2021	\$ 24,410.21
F. Payroll Transmittal – April 16 to 30, 2021	\$ 22,696.66
G. Sales Refunds – April 2021	\$ 5,208.67



Communications

None

Secretary's Report

- A. Commissioners' Financials - March 2021 – Provided to the Board for informational purposes. The Board appreciated Administrator Bethke's report
- B. Classes Taught - April 2021 – Provided to the Board for informational purposes.
- C. Staff Report 2021-049 – Compensation, Recruitment, Outsource Human Resources.

The Board discussed the options for compensation, and Commissioner Rhine asked Administrator Bethke for a recommendation. Administrator Bethke recommended either pay steps or ranges for fair and equitable pay. She will come back with a more concrete compensation method at a future board meeting. Commissioner Gibson offered his assistance to Administrator Bethke if needed.

Commissioners Lyons and Gibson accepted the proposed timeline for the Deputy Administrator Recruitment.

Administrator Bethke reported on the roles of human resources in the Staff Report. Commissioner Rhine expressed his concern of not outsourcing the HR functions of the District. Commissioner Gibson suggested a gap analysis to audit the current HR practices. All Commissioners were in favor of this. Administrator Bethke stated she will request quotes from firms that specialize in HR.

Administrator Bethke brought up the topic of signage for the District headquarters logo change. Commissioner Rhine inquired as to the possibility of displaying the District 5 brand on the SR503 side of the building highly exposed to the public. Administrator Bethke will confirm whether or not Dizzy Castle's name is already on the side of the building, and she will verify what's included in the lease agreement. Administrator Bethke will request a vendor proposal.

Old Business

None

Board Communications

None



Executive Session

At 6:51 p.m. Commissioner Rhine requested to move to Executive Session for 10 minutes to discuss employee performance issues.

At 7:01 p.m. Chair Gibson moved the meeting back to regular session.

No official board action was taken following the Executive session.

Adjournment

Commissioner Gibson adjourned at 7:01 p.m.

Sincerely,



Chair



Commissioner



Secretary to the Board



Commissioner