



CLALLAM 2 FIRE-RESCUE

P.O. Box 1391, Port Angeles, WA 98362 • 360-457-2550 • www.clallamfire2.org

Jake Patterson
Fire Chief

Keith Cortner
Commissioner

Steve Hopf
Commissioner

Dan Huff
Commissioner

Pension & Relief Meeting Minutes

Tuesday, September 15, 2026 at 10 AM

1212 E First Street, Port Angeles, WA 98362

Present:

Keith C. Cortner, Chairman

Dan A. Huff, Vice Chair

Steven G. Hopf, Commissioner

Jake Patterson, Fire Chief

Kevin Denton, Deputy Fire Chief

Anaka Hughes, Volunteer Training
Coordinator

Paul Howard, Volunteer Representative

Heather Catuzo, Board Secretary

Guests:

None

Call to Order of Pension and Relief Board

Chairman Cortner called the meeting to order at 10:00 AM.

Pledge of Allegiance

Chairman Cortner led the pledge of allegiance.

Consent Agenda:

1. August 18, 2026 Pension & Relief Meeting Minutes

Board Action: Commissioner Huff made a motion to accept the consent agenda.

Commissioner Hopf provided a second to the motion. A minor correction was made to the minutes and with no further discussion, the motion carried unanimously.

Unfinished Business: None

New Business:

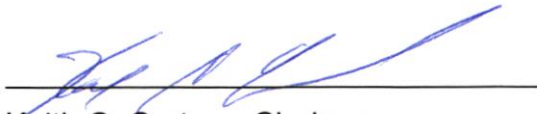
1. Volunteer Injuries: None

Troy Tisdale retired after 26 years of volunteer service. A proclamation and shadow box presentation will be scheduled at an upcoming meeting.

Adjournment

With no further business to be conducted, Commissioner Hopf made a motion to adjourn. Commissioner Huff provided a second to the motion, and with no discussion, the motion carried unanimously. Chairman Cortner adjourned the meeting at 10:04 AM.

Respectfully Submitted,



Keith C. Cortner, Chairman



Heather Catuzo, Board Secretary



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Meeting Minutes

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Present:

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Dan A. Huff, Vice Chair
Steven G. Hopf, Commissioner
Jake Patterson, Fire Chief
Kevin Denton, Deputy Fire Chief
Anaka Hughes, Volunteer Training
Coordinator

Paul Howard, Volunteer Representative
Heather Catuzo, Board Secretary

Guests:

None

Call to Order of Regular Commission Meeting

Chairman Cortner opened the meeting at 10:04 AM.

Consent Agenda:

1. August 18, 2026 Regular Meeting Minutes
2. August 21, 2026 payroll in the amount of \$83,554.83
3. September 6, 2026 payroll in the amount of \$106,667.26
4. Voucher approval in the amount of \$101,323.02

Board Action: Commissioner Hopf made a motion to accept the consent agenda. Commissioner Huff provided a second to the motion. Voucher amounts were discussed. With no further discussion, the motion carried unanimously.

Public Comments: None offered.

Chief's Report

Chief Patterson discussed August activities including over 200 calls for service. Payment was received for the engine sale. He provided an update on Olympic Ambulance and the PENCOM user fees for 2027. The station 22 housing project was discussed including generators, flooring, and an estimated time for project completion, which is not known at this time.

An update on the Lower Elwha Klallam sewer project was provided to the Board.

Chief Denton discussed training and the part time firefighter program. Anaka Hughes provided an update on volunteer training in August as well as volunteer staffing updates.

Chief Patterson forecasted overtime due to several injuries.

Commissioner Reports

None offered.

Unfinished Business:

1. Station 21 Engineering project update: Discussion

Chief Patterson stated that quotes are still being obtained. No other updates were available.

2. Letter to Clallam County regarding PILT funding: Discuss and take action

A funding request letter was approved by the Board with minor corrections.

New Business:

1. Chief Denton Contract Amendments: Discuss and take action

Chief Denton presented a request to open his contract for negotiations regarding salary, benefits, and wildland fire deployments. No action was taken. The proposal will be added to the regular meeting agenda in October under unfinished business.

2. 2027 Budget workshops: Discussion

A preliminary budget was discussed with the Board. A workshop is scheduled on October 13, 2026 at 10 AM to complete a draft budget.

3. Interlocal agreement with City of Port Angeles for paramedic backfill: Discuss and take action

Chief Patterson presented an interlocal agreement which would allow Port Angeles Fire and the District to share medic resources during staffing shortages. The work would be voluntary, and paid at an overtime rate. The agency using the medic would be billed by the parent agency. The Board discussed several provisions and concerns with Chief Patterson.

Board Action: Commissioner Huff made a motion to approve the interlocal agreement as proposed. Commissioner Hopf provided a second to the motion, and with no further discussion the motion carried unanimously.

4. 2026 Audit: Discussion

Heather Catuzo discussed the upcoming audit with the Board. They were provided the choice of having the required accountability audit, or the more expensive audit which would include a financial audit. After discussion, the Board approved a full audit including financials.

Executive Session

Per RCW 42.30.110 (1)(g) to evaluate the qualifications of an applicant for public employment.

Chairman Cortner moved the meeting into an executive session to discuss one item concerning the qualifications of an applicant for public employment at 12:45 PM with an estimated time of 15 minutes, returning at 1:00 PM. At 1:00 PM the meeting was reconvened with no action taken.

Chairman Cortner left the meeting at 1:00 PM and at which time Commissioner Huff presided over the remainder of the meeting.

Correspondence:

1. Clallam County Finance Department timber sales projections for 2026
2. Patterson Retirement letter
3. Tisdale Retirement letter

Announcements: None

Administration:

1. Chief time cards: Chairman signature

Adjournment

With no further business to be conducted, Commissioner Hopf made a motion to adjourn. Commissioner Huff provided a second to the motion, and with no discussion, the motion carried unanimously. Commissioner Huff adjourned the meeting at 1:05 PM.

Respectfully Submitted,



Keith C. Cortner, Chairman



Heather Catuzo, Board Secretary