



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, June 16, 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 via Zoom
Jake Patterson, Fire Chief
Kevin Denton, Deputy Fire Chief
Paul Howard, Volunteer Representative

Heather Catuzo, Board Secretary

Guests:

Travis McFarland
Warren Merritt, Prothman
Steve Standridge

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. May 19, 2026 Pension & Relief Meeting Minutes

Board Action: Commissioner Hopf made a motion to accept the consent agenda. Commissioner Huff provided a second to the motion, and with no discussion, the motion carried unanimously.

Unfinished Business: None

New Business:

1. Volunteer Injuries: None
2. Volunteer Retirement Paperwork--Oman: Discuss and take action

Chairman Cortner and Secretary Catuzo signed the retirement paperwork for the Board for Volunteer Firefighters and Reserve Officers (BVFF).

Adjournment

With no further business to be conducted, Commissioner Huff made a motion to adjourn. Commissioner Hopf provided a second to the motion, and with no discussion, the motion carried unanimously. Chairman Cortner adjourned the meeting at 10:07 AM.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Keith C. Cortner", written over a horizontal line.

Keith C. Cortner, Chairman

A handwritten signature in blue ink, appearing to read "Heather Catuzo", written over a horizontal line.

Heather Catuzo, Board Secretary



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Meeting Minutes

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Jake Patterson, Fire Chief
Kevin Denton, Deputy Fire Chief

Heather Catuzo, Board Secretary

Guests:

Travis McFarland
Warren Merritt, Prothman
Steve Standridge

Call to Order of Regular Commission Meeting

Chairman Cortner called the meeting to order at 10:07 AM.

Consent Agenda:

1. May 19, 2026 Regular Meeting Minutes
2. June 9, 2026 Special Meeting Minutes
3. June 6, 2026 payroll in the amount of 107,775.24
4. Special Volunteer payroll in the amount of \$1,510.00
5. Voucher approval in the amount of \$82,872.17

Board Action: Commissioner Huff made a motion to accept the consent agenda. Commissioner Hopf provided a second to the motion, and with no discussion, the motion carried unanimously.

Public Comments: None offered

Prothman Presentation

Warren Merritt with Prothman presented a recruitment services proposal for the hiring of a new fire chief. Hiring discussion will be added to the July worksession.

Chief's Report

Chief Patterson discussed May activities including call volume, Olympic Ambulance response metrics, and the rate structure for PENCOM for 2027.

Chief Patterson met with Olympic Ambulance management to give them options related to their contract. Olympic Ambulance has indicated they would like to renegotiate their contract with the District to include a full time ALS unit which would be dedicated to District calls.

After discussing the PENCOM user agreement, and the requirements for a fee structure change, Chief Patterson has reached out to Attorney Brian Snure for guidance. This item will be placed on the July 14, 2026 work session agenda for further discussion.

An update regarding the Station 22 housing project was provided. A down payment on the house has been made and the building permit submitted.

The concrete pad at Station 25 has been completed.

Commissioner Reports

Commissioner Hopf provided an update on the Revenue Advisory Board. Chairman Cortner stated he is now a member of the WFCB bylaw committee.

Unfinished Business:

1. Mt Pleasant Property Signage: Discuss and take action

Chief Patterson stated the signs have been ordered. No other action taken.

New Business:

1. SAFER Grant: Discussion

Chief Patterson discussed the projected cost of a successful SAFER grant award and asked the Board for direction. After discussion, the Board directed Chief Patterson to submit a grant requesting funding for six full time firefighter positions understanding the match is 25 percent in the first two years of the grant and 65 percent in the third year.

Correspondence: None offered

Announcements:

1. District Administrative offices will be closed Friday, June 19, 2026 in observance of the Juneteenth holiday
2. District Administrative offices will be closed Friday, July 3, 2026 in observance of the Independence Day holiday

Administration:

1. Chief time cards: Chairman signature

Adjournment

With no further business to be conducted, Chairman Cortner 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 11:40 AM.

Respectfully Submitted,

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Keith C. Cortner, Chairman

A handwritten signature in blue ink, appearing to read "Heather Catuzo", written over a horizontal line.

Heather Catuzo, Board Secretary