



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, May 19, 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
Heather Catuzo, Board Secretary
Paul Howard, Volunteer Representative

Absent:

Kevin Denton, Deputy Fire Chief

Guests:

Gary Arbuckle

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. April 21, 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, and with no discussion, the motion carried unanimously.

Unfinished Business: None

New Business:

1. Volunteer Injuries: None

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 10:02 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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Paul Howard, Volunteer Representative

Absent:

Kevin Denton, Deputy Fire Chief

Guests:

Gary Arbuckle

Call to order of Regular Commission Meeting

Chairman Cortner called the meeting to order at 10:02 AM.

Consent Agenda:

1. April 21, 2026 Regular Meeting Minutes
2. May 12, 2026 Special Meeting Minutes
3. May 6, 2026 payroll in the amount of \$94,176.55
4. May 21, 2026 payroll in the amount of \$66,917.66
5. Voucher approval in the amount of \$95,575.12

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.

Public Comments: None offered

Chief's Report

Chief Patterson stated that call volume has increase 3.6 percent over 2025, with the busiest season yet to come. There has been an increase in medical transports.

The PENCOM use fee discussion is being championed by local fire agencies who are currently overpaying for EMS calls.

Chairman Cortner asked that Mt. Pleasant be pressure washed and where crews are driving was discussed.

Staffing, finances, training, and upcoming grant opportunities were discussed.

Chairman Cortner asked Chief Patterson to ask District 3 about sharing the cost of their fire station build if the plans could be used for a fire station by District 2.

Commissioner Reports

Commissioner Huff discussed timber revenue and the Revenue Advisory Committee activities. The Board discussed signing on to the amicus brief regarding stream setback rules.

Unfinished Business:

1. Mt Pleasant Property Signage: Discuss and take action

Chairman Cortner stated that he has some design ideas that he would send to Chief Patterson.

2. Rosenbauer Engine Financing: Discussion

The Board further discussed paying cash for the engine versus financing a portion. The Board is leaning towards a cash purchase but will revisit the decision later in the fall.

New Business:

1. Resolution 2026-05 2026 Budget Amendment Discuss and take action

Board Action: Commissioner Huff made a motion to approve Resolution 2026-05 amending the 2026 budget. Commissioner Hopf provided a second to the motion, and with no discussion, the motion carried unanimously.

2. 2025 State Auditor Report: Discussion

The 2025 State Auditor Report was presented to the Board.

3. Resolution 2026-06 Payroll Account Limits: Discuss & take action

Board Action: Commissioner Huff made a motion to approve Resolution 2026-06 increasing the payroll account from \$125,000 to \$200,000. Commissioner Hopf provided a second to the motion, and with no discussion, the motion carried unanimously.

4. Resolution 2026-07 Payroll Account deposits: Discuss & take action

Board Action: Commissioner Huff made a motion to approve Resolution 2026-07 increasing the amount staff can draw down from the County to replenish the payroll account. Commissioner Hopf provided a second to the motion, and with no discussion, the motion carried unanimously.

6. Olympic Ambulance Contract: Discussion

Chief Patterson met with Olympic Ambulance management regarding performance issues. Olympic Ambulance has proposed a contract with the District including a dedicated ALS ambulance and penalties if they miss calls. Chief Patterson stated that the contract would have a last chance provision so that if they fail to meet their contractual requirements, they would be released from responding in the District. The Board discussed provisions with the Chief and no action was taken.

7. Facilities Update: Discussion

Facilities projects were discussed including the Station 22 housing project, a concrete project at Station 25, and the recent surveys that were done.

8. Wilder Affordable Homes Contract: Discuss and take action

Board Action: Chairman Cortner made a motion to approve the Wilder contract for purchase of the mobile home and the contract for 101 General Contracting for the installation of the home upon verification of the set-up and weatherization provisions. He also asked that Chief Patterson be allowed to execute the contracts. Commissioner Huff provided a second to the motion and with no further discussion, the motion carried unanimously.

A special meeting was scheduled for Tuesday, June 9 2026 at 10:00 AM to discuss hiring.

Correspondence: None

Announcements: None

Administration:

1. Chief time cards: Chairman signature

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 12:53 PM.

Respectfully Submitted,



Keith C. Cortner, Chairman



Heather Catuzo, Board Secretary