



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, October 21, 2025 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

Heather Catuzo, Board Secretary
Paul Howard, Volunteer Representative

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. September 16, 2025 Pension & Relief Meeting Minutes

Unfinished Business: None

New Business:

1. Volunteer Injuries: None

Paul Howard provided the Board of Commissioners with an update on the Mount Pleasant Community Group.

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 10:05 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 black 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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Present:

Keith C. Cortner, Chairman
Dan A. Huff, Vice Chair
Steven G. Hopf, Commissioner
Jake Patterson, Fire Chief

Kevin Denton, Deputy Fire Chief
Heather Catuzo, Board Secretary
Paul Howard, Volunteer Representative

Guests: None

Call to Order of Regular Commission Meeting

Chairman Cortner called the meeting to order at 10:05 AM.

Consent Agenda:

1. September 16, 2025 Regular Meeting Minutes
2. October 14, 2025 Special Meeting Minutes
3. September 19, 2025 payroll in the amount of \$58,614.39
4. October 6, 2025 payroll in the amount of \$126,501.84
5. October 21, 2025 payroll in the amount of \$59,438.10
6. Voucher approval in the amount of \$75,511.92
7. Volunteer Stipends for Q3 2025 in the amount of \$17,400.00

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 discussed high call volumes with 187 calls for service in September. Olympic Ambulance response rates were below 80 percent. PENCOM user fees were discussed at length. Chief Patterson forecasted that the Board may need to get involved if the advisory board fails to set reasonable rates for the fire agencies.

The Amazon project was discussed in relation to the sewer project for the Lower Elwha Klallam Tribe. If the Amazon project conflicts with the Tribe's ability to access a sewer line for their Healing Campus, it could impact the District's ability to build a fire station.

PERC testing is set for November at Station 22 which will determine whether the housing project could move forward.

Commissioner Reports

The RAC committee was discussed as well as timber revenue.

Unfinished Business:

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

Commissioners signed a letter to the Board of Clallam County Commissioners requesting a portion of the PILT funds that the County receives.

2. Policy 12.13 District Sponsored Paramedic Program: Discuss and take action

Board Action: Commissioner Huff made a motion to accept Policy 12.13. Commissioner Hopf provided a second to the motion, and with no discussion, the motion carried unanimously.

3. Memorandum of Understanding between the District and IAFF #5177 regarding District sponsored paramedic program: Discuss and take action

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

4. Memorandum of Understanding between the District and IAFF #5177 regarding the temporary full-time firefighter position: Discuss and take action

Board Action: Commissioner Huff made a motion to approve the Memorandum of Understanding. Commissioner Hopf provided a second to the motion. Chairman Cortner asked if the District would be required to hire temporary employees for vacancies in the future (no, per Chief Patterson) and asked if the District would need to negotiate to hire temporary employees in the future (yes, per Chief Patterson), which generated further discussion on having to negotiate for future hiring, with the major concern being the length of time for negotiations impacting the need to fill the position in a timely manner. With no further discussion, the motion to approve the MOU carried unanimously.

New Business:

1. CresComm Contract proposal: Discussion

Chief Patterson presented a proposal for a microwave dish installation at Station 22 for Crescomm, which would boost internet service in the local area. After discussion, the Board was in favor of pursuing an agreement, provided that the company carries insurance for any damage to the building and that clarification on the power source is provided.

2. 2026 Draft Budget: Discussion

Revenue projections were discussed. A line item for a transfer out of reserve #2 will be added to the budget. The regular reserve fund balance was discussed with the general consensus that the amount needs to be raised to meet the District policy requirements.

3. Resolution 2025-03 Adoption of Transport Fee Schedule: Discuss and take action

Chief Patterson presented an updated fee schedule for consideration. The new fee schedule would match Port Angeles Fire Department's schedule.

Chairman Cortner asked for data on write-offs on a quarterly basis.

Board Action: Commissioner Hopf made a motion to approve Resolution 2025-03. Commissioner Huff provided a second to the motion, and with no discussion, the motion carried unanimously.

Executive Session: per RCW 42.30.110 (g) to review the performance of a public employee.

Chairman Cortner moved the meeting into an executive session at 12:35 PM to discuss the performance of Deputy Chief Denton. He anticipated a 20-minute session with a return at 12:55 PM. At 12:55 PM he extended the session for 10 minutes until 1:05 PM.

Commissioner Hopf left the meeting at 12:57 PM for another appointment.

The regular meeting was reconvened at 1:05 PM with no action taken.

Correspondence:

1. Clallam County Finance letter: DNR timber revenue update
2. Fireline newsletter Q3 2025
3. Firehouse Lawyer newsletter
4. Olympic Peninsula Fire Commissioners Association letter

Announcements:

1. Washington Fire Commissioners Association Conference Thursday, October 23-25, 2025 at the Tulalip Resort
2. Snure Seminar Wednesday, October 22, 2025 at the Tulalip Resort

Administration:

1. Chief time cards: Chairman signature

Adjournment

With no further business to be conducted, Commissioner Huff made a motion to adjourn. Chairman Cortner provided a second to the motion, and with no discussion, the motion carried unanimously. Chairman Cortner adjourned the meeting at 1:10 PM.

Respectfully Submitted,



Keith C. Cortner, Chairman



Heather Catuzo, Board Secretary