



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, March 17, 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
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. February 17, 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, 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 10:03 AM.

Respectfully Submitted,



Keith C. Cortner, Chairman



Heather Catuzo, Board Secretary



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

Meeting Minutes

Tuesday, March 17, 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
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 10:03 AM.

Consent Agenda:

1. February 17, 2026 Regular Meeting Minutes
2. March 4, 2026 Special Meeting Minutes
3. February 20, 2026 payroll in the amount of \$55,287.22
4. March 6, 2026 payroll in the amount of \$80,939.49
5. March 20, 2026 payroll in the amount of \$58,952.00
6. Voucher approval in the amount of \$42,356.24
7. Voucher approval in the amount of \$166,009.13

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 February finances and activities. He stated that he has been trying to schedule a meeting with Olympic Ambulance to discuss underperformance in responses. The septic system for the new house has been installed at Station 22, and other utilities are in the works. The Board discussed the house being considered for the site.

Chief Patterson provided an update on the part-time firefighter program, which will begin in April.

The recruit academy is finishing and graduation is scheduled for April 10.

Commissioner Reports

The Commissioners discussed the KONP Home Show and the Revenue Advisory Committee meeting. Chairman Cortner stated that a WFLA lobbyist would be attending the next Olympic Peninsula Fire Commissioners Association meeting.

Unfinished Business:

1. Memorandum of Understanding with IAFF 5177 regarding part-time firefighter program: Discuss and take action

A draft MOU was provided to the Board. The District attorney has reviewed the agreement and made changes. The union is considering the proposal. The agreement will be tabled until April.

2. EMS Levy: Discuss and take action

The Board discussed Chief Patterson's recommendations and asked the Chief to have a resolution drafted for the August primary and a provisional resolution for the November general election. The resolution drafted for consideration will be for a ten-year levy at 50 cents per thousand. The matter will be discussed at the April meeting.

3. Board of Natural Resources representation: Discuss and take action

The Board discussed the role of the Chairperson of the Revenue Advisory Committee, who will be acting as a spokesperson on committee matters. No action was taken.

New Business:

1. Proclamation 2026-01 EMS Week: Discuss and take action

Board Action: Chairman Cortner made a motion to approve the proclamation. Commissioner Huff provided a second to the motion, and with no discussion, the motion carried unanimously.

2. Work Session Topics: Discussion

Work session topics will include talking points for the EMS levy, an updated apparatus plan with a timeline for surplus, and a station/facilities update.

3. Ground Emergency Medical Transport Program: Discussion

The Board discussed the program viability and reliability of the revenue.

4. Rosenbauer Engine Financing: Discussion

Chief Patterson was unable to meet with the financing company until later this week. He stated that if the District pays for the chassis, a discount of \$17,000 is offered. The Board agreed by consensus to pre-pay for the chassis for the discount. The financing options will be tabled until April.

5. Chief's Evaluation: Discussion

Chairman Cortner asked for the evaluation forms to be sent to the Board. A date to finalize the evaluation will be set in April.

6. UTV Transportation: Discussion

The Board discussed purchasing a trailer for the UTV. The item will be discussed at the workshop as part of the larger apparatus plan.

7. Mt Pleasant property signage and clean-up: Discussion

Chairman Cortner asked for the property to be cleaned up and pressure washed. He asked for the cars to be removed from the property. Signage was discussed. Chief Patterson will draft a sign and bring to the Board for approval in April.

8. Upcoming contracts: Discussion

Chairman Cortner asked for union negotiations to be started in July. Chairman Cortner has been selected to serve as the Board representative for negotiations.

9. Part-Time Staffing Update: Discussion

As previously discussed.

10. Temporary Housing: Discussion

As previously discussed.

Correspondence: None

Announcements:

1. Region 9 Workshop: April 11, 2026 at 9 AM at Grapeview Fire Station, 4350 Grapeview Loop Rd, Grapeview, WA 98546

Administration:

1. Chief time cards: Chairman signature
2. Chief leave request: 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 11:38 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