



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 16, 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. August 19, 2025 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 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 10:02 AM.

Respectfully Submitted,



Keith C. Cortner, Chairman



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
Paul Howard, Volunteer Representative

Guests:

None

Call to Order of Regular Commission Meeting

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

Consent Agenda:

1. August 19, 2025 Regular Meeting Minutes
2. September 11, 2025 Special Meeting Minutes
3. August 21, 2025 payroll in the amount of \$58,891.74
4. September 5, 2025 payroll in the amount of \$83,015.21
5. Voucher approval in the amount of \$73,899.80

Board Action: Commissioner Hopf made a motion to accept the consent agenda. Commissioner Huff provided a second to the motion. Chairman Cortner clarified information on some vouchers. With no further discussion, the motion carried unanimously.

Public Comments: None offered.

Chief's Report

Chief Patterson discussed August call volume and activities. He stated that Olympic Ambulance has fallen under the agreed response level and he will be meeting with them next week to discuss how to improve the performance. A workgroup is meeting to discuss PENCOM fee structure amongst users.

Chief Denton will prepare a press release for Board consideration regarding the donation of the 1991 Pierce Lance engine.

A request for proposal for a consolidation has been prepared. Chairman Cortner had questions on the scope of work and how it could help the district in the future.

Updates on staffing was provided to the Board.

Commissioner Reports

Commissioner Hopf raised the topic of Clallam County Commissioner Meeting attendance. The Board agreed, by consensus, that attendance at some meetings might be beneficial if the subjects affect the fire district.

Unfinished Business:

1. Policy 12.13 Sponsored Paramedic Support: Discuss and take action

Chief Patterson discussed the policy and provided a draft memorandum of understanding for the IAFF 5177 contract regarding the program.

Commissioner Huff recommended revision of language in 12.13.4.

Board Action: Chairman Cortner made a motion to adopt policy 12.13. Commissioner Hopf provided a second to the motion, and with no discussion, the motion carried unanimously.

Board Action: Commissioner Hopf made a motion to approve the memorandum of understanding. Commissioner Huff provided a second to the motion, and with no discussion, the motion carried unanimously.

2. Temporary Firefighter/EMT and Paramedic Position: Discuss and take action

Chief Patterson asked for the topic to be tabled due to ongoing contract negotiations. The Board tabled the topic by consensus.

New Business:

1. 2026 Draft Budget Review: Discuss and take action

Multiple areas of the draft budget were discussed including advertising, which will be raised to \$15,000. The Board asked Chief Patterson to begin publishing quarterly newsletters.

Fire hose purchasing was discussed as well as professional services in the internal

training section. Chief Patterson discussed the plan to bring the Puyallup Extrication Team in for a training weekend in 2026.

An increase in the regular reserve fund was discussed to better reflect 20-25% of the operating budget. No specific amounts were decided at this time but may be reconsidered in the future.

2. Resolution 2025-01 Transfer to Equipment & Operations Fund: Discuss and take action

Board Action: Commissioner Huff made a motion to approve Resolution 2025-01. Commissioner Hopf provided a second to the motion, and with no discussion, the motion carried unanimously.

3. Resolution 2025-02 Transfer to Reserve for Mt. Pleasant Road Property: Discuss and take action

Board Action: Commissioner Huff made a motion to approve Resolution 2025-02. Commissioner Hopf provided a second to the motion, and with no discussion, the motion carried unanimously.

4. Proclamation 2025-02 Fire Prevention Week 2025: Discuss and take action

Board Action: Commissioner Hopf made a motion to approve Proclamation 2025-02. Commissioner Huff provided a second to the motion, and with no discussion, the motion carried unanimously.

A copy of the proclamation will be shared with the Clallam County Board of Commissioners with the hopes of county-wide recognition.

Correspondence:

1. Letter from WSRB

The audit was discussed with tentative dates in March 2026.

The septic system at Station 22 was discussed in relation to adding living quarters at the station.

Announcements:

1. There will be a budget workshop on Tuesday, October 14, 2025 at 10 AM at 1212 E 1st Street, Port Angeles, WA 98362

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. Chairman Cortner adjourned the meeting at 12:16 PM.

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