



# CLALLAM 2 FIRE-RESCUE

P.O. Box 1391, Port Angeles, WA 98362 • 360-457-2550 • [www.clallamfire2.org](http://www.clallamfire2.org)

**Jake Patterson**  
Fire Chief

**Keith Cortner**  
Commissioner

**Steve Hopf**  
Commissioner

**Dan Huff**  
Commissioner

## **Pension & Relief Meeting Minutes**

Tuesday, November 19, 2024 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

Paul Howard, Volunteer Representative  
Heather Catuzo, Board Secretary

**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. October 15, 2024 Pension & Relief Meeting Minutes

**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 10:06 AM.

Respectfully Submitted,

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

Keith C. Cortner, Chairman

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

Heather Catuzo, Board Secretary



# CLALLAM 2 FIRE-RESCUE

P.O. Box 1391, Port Angeles, WA 98362 • 360-457-2550 • [www.clallamfire2.org](http://www.clallamfire2.org)

**Jake Patterson**  
Fire Chief

**Keith Cortner**  
Commissioner

**Steve Hopf**  
Commissioner

**Dan Huff**  
Commissioner

## Meeting Minutes 2025 Budget Hearing

Tuesday, November 19, 2024 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

Paul Howard, Volunteer Representative  
Heather Catuzo, Board Secretary

**Guests:** None

### Call to Order of Regular Commission Meeting

Chairman Cortner called the meeting to order at 10:06 AM.

### Consent Agenda:

1. October 15, 2024 Regular Meeting Minutes
2. November 13, 2024 Special Meeting Minutes
3. October 21, 2024 payroll in the amount of \$45,435.84
4. November 6, 2024 payroll in the amount of \$63,835.13
5. Voucher Approval in the amount of \$546,269.69

**Board Action:** Commissioner Huff made a motion to accept the consent agenda. Commissioner Hopf provided a second to the motion. The Board asked the Rosenbauer invoice be held until the engine is delivered. With no further discussion, the motion carried unanimously.

### Chief's Report

Chief Patterson discussed October activity. It was very busy with 195 calls. Training and facilities were discussed. Personnel changes were discussed as well.

### Commissioner Reports

Commissioner Huff discussed the revenue advisory committee and timber sales revenue. The Board discussed how best to advocate for harvesting timber. PILT and

Title 3 funds were discussed. The Board was in consensus on make a request for PILT funds from the County. An item will be added to the December agenda.

**Unfinished Business:** None

**New Business:**

1. Policy 14.12 Electronic Funds Transfer: Discuss and take action

Typos were discussed and corrected.

**Board Action:** Commissioner Hopf made a motion to approve the Policy 14.12 with typo corrections. Commissioner Huff provided a second to the motion, and with no discussion, the motion carried unanimously.

2. Policy 14.13 Fraud Prevention and Reporting: Discuss and take action

**Board Action:** Commissioner Huff made a motion to accept Policy 14.13. Commissioner Hopf provided a second to the motion, and with no discussion the motion carried unanimously.

3. 2021-2023 Audit Results: Discussion

Audit results were circulated and discussed. An accountability and financial audit is expected in 2026.

4. Resolution 2024-09 Transfer of Funds from Reserve: Discuss and take action

**Board Action:** Chairman Cortner made a motion to approve Resolution 2024-09. Commissioner Hopf provided a second to the motion, and with no discussion, the motion carried unanimously.

5. 2025 Trusteed Application: Chairman signature

Chairman Cortner signed the application for 2025 participation. Domestic partnership definition and participation were discussed.

6. General Liability Insurance: Discussion

Chief Patterson discussed preliminary CIAW rates for 2025 at \$85,000. ESIP has not yet provided a quote.

7. Power Lift Gurney Purchase: Discuss and take action

The Board approved the purchase of a used powerlift gurney system at a \$10,000 savings over new.

#### 8. Revenue Advisory Committee/PILT Funds: Discussion

The Revenue Advisory Committee and PILT funds were discussed earlier in the meeting.

#### 9. Retreat/Planning Session: Discuss and take action

Chairman Cortner suggested scheduling a retreat in January or February. The agenda will be set in December at the regular meeting.

### **Budget Hearing**

Chairman Cortner moved the meeting into the 2025 Budget Hearing at 12:23 PM.

#### 1. Resolution 2024-08 Levy Rate for 2025: Discuss and take action

**Board Action:** Commissioner Huff made a motion to approve Resolution 2024-08. Commissioner Hopf provided a second to the motion, and with no discussion, the motion carried unanimously.

#### 2. Resolution 2024-10 2025 Budget Adoption: Discuss and take action

**Board Action:** Commissioner Huff made a motion to approve Resolution 2024-10. Commissioner Hopf provided a second to the motion, and with no discussion, the motion carried unanimously.

### **Executive Session**

The Board of Commissioners will meet to discuss one item to evaluate the qualifications of an applicant for public employment per RCW42.30.110 (1)(g).

Chairman Cortner moved the meeting into executive session at 12:34 PM anticipating a 15-minute session with a return at 12:49 PM. At 12:49 PM, the session was extended 5 minutes to 12:54 PM. At 12:54 PM the session was extended 10 minutes to 1:04 PM. At 1:04 PM a brief break was called. The meeting reconvened at 1:07 PM.

The Board directed Chief Patterson to set up a preliminary discussion with a Deputy Chief candidate.

**Public Comments:** None offered

**Correspondence:**

1. Revenue Advisory Committee Letter

### **Announcements:**

1. Administrative Offices will be closed Thursday, November 28 and Friday, November 29 in observance of Thanksgiving.

### **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 1:10 PM.

Respectfully Submitted,



---

Keith C. Cortner, Chairman



---

Heather Catuzo, Board Secretary