



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

Special Meeting Minutes

Wednesday, June 5, 2024 at 1 PM

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
Heather Catuzo, Board Secretary

Guests: None

Call to Order

Chairman Cortner called the meeting to order at 1:00 PM.

Pledge of Allegiance

Chairman Cortner led the pledge of allegiance.

New Business

1. Staff Performance Evaluations: Discussion to establish criteria, forms, and how to evaluate

The Board reviewed various formats for evaluation forms. After discussion, Commissioners reached a consensus on creating a self-evaluation form and a form for the Commissioners to use to evaluate the Chief. Ratings will be averaged and goals set each evaluation period. Draft forms will be created and presented for review at the regular meeting.

2. 2024 Levies: Discussion

Upcoming open house dates were discussed. One Commissioner will be available at each open house.

Announcements:

1. Administrative Offices will be closed Wednesday, June 19, 2024 in observance of Juneteenth Holiday
2. Regular Commissioner Meeting will be held Tuesday, June 18, 2024 at 10 AM.

Public Comments: None offered

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 2:35 PM.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Keith C. Cortner", is written over a horizontal line.

Keith C. Cortner, Chairman

A handwritten signature in blue ink, appearing to read "Heather Catuzo", is written over a horizontal line.

Heather Catuzo, Board Secretary