



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, January 16, 2024 at 10 AM
1212 E First Street, Port Angeles, WA 98362

Present:

Steven G. Hopf, Chairman
Keith C. Cortner, Vice Chair
Dan A. Huff, Commissioner
Jake Patterson, Fire Chief
Justin Grider, Deputy Fire Chief
Heather Catuzo, Board Secretary

Absent:

Paul Howard, Volunteer Representative

Guests:

Kristy Huff
Anaka Hughes
Joe McFarland
Kevin Thompson

Commissioner Huff Oath of Office 9:45 AM

Chief Patterson administered the Oath of Office to Commissioner Dan Huff.

Call to Order of Pension and Relief Board

Chairman Hopf called the meeting to order at 10:00 AM.

Pledge of Allegiance

Chief Patterson led the pledge of allegiance.

Consent Agenda:

1. December 19, 2023 Pension & Relief Meeting Minutes

Board Action: Commissioner Huff made a motion to accept the consent agenda. Commissioner Cortner provided a second to the motion, and with no discussion, the motion carried unanimously.

Unfinished Business: None

New Business:


1. Volunteer Injuries: None
2. David Hanna Retirement Paperwork

Chairman and Secretary executed the paperwork for Mr. Hanna's Board for Volunteer Firefighters retirement. The documents will be sent to the State for processing.

Adjournment

With no further business to be conducted, Commissioner Huff made a motion to adjourn. Commissioner Cortner provided a second to the motion and with no discussion, the motion carried unanimously. Chairman Hopf adjourned the meeting at 10:04 AM.

Respectfully Submitted,



Keith C. Cortner, Chairman



Heather Catuzo, Board Secretary



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Absent:

Paul Howard, Volunteer Representative

Guests:

Kristy Huff
Anaka Hughes
Joe McFarland
Kevin Thompson

Call to Order of Regular Commission Meeting

Chairman Hopf called the meeting to order at 10:04 AM.

Consent Agenda:

1. December 19, 2023 Regular Meeting Minutes
2. Voucher approval in the amount of \$116,699.28
3. December 16-31, 2023 payroll in the amount of \$99,302.71
4. Q4 2023 Volunteer Stipends in the amount of \$19,780.00

Board Action: Commissioner Huff made a motion to approved the consent agenda. Commissioner Cortner provided a second to the motion and with no discussion, the motion carried unanimously.

Chief's Report

Chief Patterson discussed 2023 end of year finances and call volume, ending the year with 1996 calls for service, the highest in District history.

The Conditional Use Permit application for the property purchase is scheduled for January 18, 2024 at the Courthouse.

Commissioner Cortner requested statistics for Friday-Sunday calls at Station 22 moving forward.

Olympic Ambulance staffing and responses were discussed. Chief Patterson stated that he will continue to monitor their District availability on calls.

Facilities and Apparatus were discussed.

Commissioner Reports

Commissioner Huff attended the Department of Natural Resources meeting which focused on the recreational uses on DNR land.

Commissioner Hopf stepped down as President of the Clallam County Fire Commissioners Association for health reasons. Commissioner Cortner will serve as President moving forward.

Unfinished Business:

1. Policy 13.13 Firefighter Pregnancy: Discuss and take action

Board and staff discussed the draft policy with the proposed changes from last meeting. After discussion, the board rejected the proposed changes to the draft policy, eliminating Eric Quinn's language in 13.13.5.

Board Action: Commissioner Cortner made a motion to accept Policy 13.13 with proposed amendments. Commissioner Huff provided a second to the motion and with no discussion, the motion carried unanimously.

2. Per Diem Medic Rates: Discuss and take action

Chief Patterson provided Olympic Ambulance rates to the board as requested last meeting. After discussion, the Board authorized Chief Patterson to amend the per diem Firefighter/Paramedic job description with the new pay rate and bring to the Board for approval in February.

New Business:

1. Commissioner Officers: Discuss & take action

Chairman Hopf stepped down as Chairman of the Board for health reasons but will continue to serve as a commissioner. Commissioner Keith Cortner will serve as Chairman after this meeting and Commissioner Huff will serve as Vice Chair.

2. Tender 22 Sale: Discuss and take action

Clallam Fire 5 presented an offer to the Board for the purchase of Tender 22 for \$55,000. They also expressed an interest in the extrication tools outlined in agenda item 3.

3. Surplus Equipment: Discuss and take action

With the purchase of new extrication equipment, Chief Patterson requested the Board surplus the old tools and suggested including them in the tender sale to District 5.

Board Action: Commissioner Cortner made a motion to accept the offer for \$55,000 for the tender and include the extrication equipment as part of the purchase. Commissioner Huff provided a second to the motion, and with no further discussion, the motion carried unanimously.

Special Meeting Announcement

Commissioner Huff requested a work session to discuss and take action on going out for a levy in 2024. After discussion, the meeting was scheduled for Tuesday, February 13, at 10 AM. The topic will be District financials, capital plans, funding options, and levies.

Public Comments: None offered.

Correspondence:

1. Firehouse Lawyer Newsletters

Announcements:

1. 2024 Annual Awards and Recognition Banquet Saturday, January 27, 2024 at 6 PM. RVSP by January 19, 2024

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 Cortner provided a second to the motion and with no discussion, the motion carried unanimously. Chairman Hopf adjourned the meeting at 11:23 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