



# CLALLAM 2 FIRE-RESCUE

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**Jake Patterson**  
Fire Chief

**Keith Cortner**  
Commissioner

**Steve Hopf**  
Commissioner

**Dan Huff**  
Commissioner

## Meeting Minutes

Tuesday, February 20, 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,

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. January 16, 2024 Regular Meeting Minutes
2. February 13, 2024 Voucher approval in the amount of \$555,873.51
3. February 20, 2024 voucher approval in the amount of \$391,884.31
4. January 1-15, 2024 payroll in the amount of \$45,648.86
5. January 16-31, 2024 payroll in the amount of \$63,661.01

**Board Action:** Commissioner Hopf made a motion to accept the consent agenda. Voucher totals were discussed. Commissioner Huff provided a second to the motion, and with no further discussion, the motion carried unanimously.

## Chief's Report

Chief Patterson discussed January district activities. Chief Patterson stated he is working on an annual report. Applying for a grant to replace the compressor at Station 21 is being considered. Staffing and regional job openings were discussed. A fall firefighter academy is planned with Fire District 3 taking the lead.

The new website was discussed and Chairman Cortner asked that annual reports, resolutions, and budgets be added to the website.

## Commissioner Reports

Commissioner Huff discussed attending the County work session related to the Revenue Advisory Board establishment.

Commissioner Hopf discussed his work on the hose evolution video for the District.

## Unfinished Business:

1. Policy 2.7 Per Diem Firefighter/EMT and Firefighter/Medic Position revision: Discuss & take action

**Board Action:** Commissioner Huff made a motion to approve the revisions to Policy 2.7. Commissioner Hopf provided a second to the motion and with no further discussion, the motion carried unanimously.

## New Business:

1. Resolution 2024-01 Surplus of Apparatus: Discuss and take action

**Board Action:** Commissioner Hopf made a motion to accept Resolution 2024-01. Commissioner Huff provided a second to the motion, and with no discussion, the motion carried unanimously.

Commissioner Hopf asked that the sale be listed as “as-is” with no warranty.

2. County Revenue Advisory Committee: Discuss and take action

Chairman Cortner asked that a resolution be prepared regarding District participation in the County Revenue Advisory Board.

With Board approval, Commissioner Huff was designated to be the District representative in the newly established County Revenue Advisory Board with Commissioner Hopf serving as alternate.

3. Deputy Chief Leave Buyout: Discuss and take action

Chief Grider's sick leave and vacation buy-out was approved by consensus of the Board.

4. Resolution 2024-02 Transfer from Reserve: Discuss and take action

**Board Action:** Commissioner Huff made a motion to approve Resolution 2024-02. Commissioner Hopf provided a second to the motion, and with no discussion, the motion carried unanimously.

5. Levy Lid Lift: Discuss and take action

**Board Action:** Commissioner Huff made a motion to approve adding a ballot measure for a levy lid lift of \$1.50/1,000 with a six-year CPI escalator based on the Seattle-Tacoma CPI June-June to the August primary and November regular election, if needed. Commissioner Hopf provided a second to the motion, and with no further discussion, the motion carried unanimously.

Attorney Brian Snure will be preparing the resolution for Board signature.

6. EMS Levy: Discuss and take action

**Board Action:** Commissioner Huff made a motion to approve adding a ballot measure for an EMS levy of \$.50/1,000 to the August primary and the November regular election, if needed. Commissioner Hopf provided a second to the motion, and with no further discussion, the motion carried unanimously.

Attorney Brian Snure will be preparing the resolution for Board signature.

A resolution establishing resident and non-resident billing practices will be prepared for implementation upon the passage of the EMS levy.

Transport billing rates are part of a broader regional and state discussion. Transport rates will be requested from Systems Design.

**Added agenda topics:**

A special meeting was set for March 5, 2024 to discuss levy strategies and approve prepared levy resolutions.

Chairman Cortner asked about renting out the new property at 112 Mt. Pleasant Road. Other discussion items included adding a security system to the property, placing signage with "Future home of" and fencing around the garage.

Commissioner training for Commissioners Cortner and Huff were approved. A broader discussion of travel and Commissioner participation was discussed. A policy review was requested to better outline allowable travel and expenses. In the meantime, training opportunities will be added to the agenda for discussion and approval.

**Public Comments:** None offered

**Correspondence:**

1. Firehouse Lawyer

**Announcements:** None

## **Administration:**

1. Chief time cards: Chairman signatures
2. Chief leave requests: Chairman signatures

## **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 12:08 PM.

Respectfully Submitted,



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Keith C. Cortner, Chairman



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Heather Catuzo, Board Secretary