



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

There will be a regular meeting of the Board of Commissioners
Tuesday, September 17, 2024 at 10 AM
1212 E First Street, Port Angeles, WA 98362

Present:

Keith C. Cortner, Chairman
Dan A. Huff, Vice Chair (remotely)
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. August 20, 2024 Pension & Relief Meeting Minutes

Board Action: Commissioner Hopf made a motion to accept the consent agenda. Commissioner Huff 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 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 10:02 AM.

Respectfully Submitted,



Keith C. Cortner, Chairman



Heather Catuzo, Board Secretary



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Meeting Minutes

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Present:

Keith C. Cortner, Chairman
Dan A. Huff, Vice Chair (remotely)
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 10:02 AM.

Consent Agenda:

1. August 20, 2024 Regular Meeting Minutes
2. September 5, 2024 Special Meeting Minutes
3. September 6, 2024 payroll in the amount of \$61,377.06
4. Voucher Approval in the amount of \$78,490.46

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

Chief's Report

Chief Patterson discussed August activities including 191 calls for service and a fire deployment to the 2620 Fire. Olympic Ambulance response was discussed.

2025 PENCOM fees were increased \$9,200 instead of \$23,000.

Chief Patterson discussed moving to a new scheduling software called First Due.

A special meeting with Fire District 4 was suggested to discuss their new fire station construction.

The Clallam County Fire Chiefs Association meetings have been suspended until further notice due to lack of participation. The group may be reactivated in the future.

Commissioner Reports

None offered.

Unfinished Business:

1. Citizen Advisory Committee: Discussion

The Board was in consensus on putting a citizen advisory group together. Further discussion to determine the scope and implementation. Chief Patterson asked the Board to hold off on implementation of the project until 2025. Tabled until October.

2. Residential Knox Box Program Policy: Discussion

Policy 4.4 was discussed and changes were suggested. Tabled until October when a revised policy will be presented to the Board.

3. Policy 12.3 Controlled Medications policy amendment: Discuss and take action

Policy 12.3 was discussed and changes suggested. Tabled until October when a revised policy will be presented to the Board.

4. Vehicle Exhaust Systems update: Discussion

No new information was available at the time of the meeting.

New Business:

1. Anaka Hughes Recognition

Volunteer Training Coordinator Anaka Hughes was recognized for her work with Camp Blaze, a leadership firecamp for young women. The Board and Chief Patterson expressed their admiration and thanked her for her work.

2. Proclamation 2024-02 Fire Prevention Week: Discuss and take action

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

3. 2025 Budget: Discussion

Two special meeting dates were set to discuss the 2025 budget: Wednesday, October 9, 2024 at 10 AM and Tuesday, November 12, 2024 at 10 AM. Capital purchases were discussed including a pickup truck and air compressor for station 21. These purchases were budgeted in 2024 but not purchased.

Public Comments: None offered.

Correspondence:

1. Firehouse Lawyer

Announcements:

Administration:

1. Chief time cards: Chairman signature

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 12:06 PM.

Respectfully Submitted,



Keith C. Cortner, Chairman



Heather Catuzo, Board Secretary