CLALLAM 2 FIRE-RESCUE

P.O. Box 1391, Port Angeles, WA 98362 • 360-457-2550 • www.clallamfire2.org

Jake Patterson	Keith Cortner	Steve Hopf	Dan Huff
Fire Chief	*Commissioner*	*Commissioner*	*Commissioner*

Pension & Relief Meeting Minutes

Tuesday, August 18, 2026 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
Kevin Denton, Deputy Fire Chief
Ian Brueckner, Captain
Anaka Hughes, Volunteer Training Coordinator
Paul Howard, Volunteer Representative
Heather Catuzo, Board Secretary

Guests:
Michael Miller

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. July 21, 2026 Pension & Relief Meeting Minutes

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

Unfinished Business: None

New Business:

1. Volunteer Injuries: None

2. 2025 Pension Participation Certification Form: Chairman & Fire Chief signatures

Chairman Cortner and Chief Patterson certified the 2025 volunteer pension participation.

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 10:04 AM.

Respectfully Submitted,

Keith C. Cortner, Chairman

Heather Catuzo

Heather Catuzo, Board Secretary

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Meeting Minutes

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Regular Commission Meeting

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

Consent Agenda:

1. July 21, 2026 Regular Meeting Minutes
2. August 6, 2026 payroll in the amount of $109,270.27
3. Voucher approval in the amount of $601,393.58

Board Action: Commissioner Hopf made a motion to accept the consent agenda. Commissioner Huff provided a second to the motion. Vouchers were explained. With no further discussion, the motion carried unanimously.

Public Comments: None offered

Chief's Report

Chief Patterson discussed July activities including summer call volume which he stated is 200 to 250 calls for service per month on average. He discussed the increase in medical transports and the lack of Olympic Ambulance responses to calls in the District.

He stated the PENCOM user fees are still being discussed. Several fire agencies met with Jeffcom to discuss their dispatch services.

The Labor & Industries grant was approved for the firefighter wellness and fitness program.

He discussed the Station 22 housing project. There was no update on the Elwha site and Chief Patterson stated he will be arranging a meeting with the Lower Elwha Klallam Tribe to discuss the project.

Captain Ian Brueckner presented B shift activities to the Board. He shared several facilities updates.

Anaka Hughes shared volunteer training with the Board including rope rescue, pump operations, and EVIP training.

Deputy Chief Denton provided updates on the part-time firefighter program. He discussed radio operations and a potential for a regional project to improve communications.

He stated the District is working on compiling a wildland firefighter deployment team which could be sent for deployment in the next week.

Commissioner Reports

Commissioner Hopf discussed the revenue advisory committee meeting and the Board discussed developments with various timber sales.

Unfinished Business: None

New Business:

1. Station 21 Engineering Evaluation: Discuss and take action

Chief Patterson discussed the engineering project for Station 21. The Board gave approval to get bids for the repair.

2. Proclamation 2026-02 Fire Prevention Week: Discuss and take action

Board Action: Commissioner Huff made a motion to accept Proclamation 2026-02 for Fire Prevention week. Commissioner Hopf provided a second to the motion, and with no discussion, the motion carried unanimously.

3. 2027 Budget workshops: Discussion

The 2027 budget framework was discussed. Two budgets will be prepared in anticipation of the EMS levy passing in November. A preliminary budget discussion will be set for the regular September meeting.

4. Mt Pleasant Road Property Tree Removal: Discuss and take action

The Board preliminarily approved the tree removal pending proof of insurance and a hold-harmless agreement.

5. Resolution 2026-10 Transfer from Reserve #2 to Operations: Discuss and take action

Board Action: Commissioner Huff made a motion to approve Resolution 2026-10 transferring funds from the Fleet Replacement fund to operations. Commissioner Hopf provided a second to the motion, and with no discussion, the motion carried unanimously.

Correspondence: None

Announcements:

1. The Administrative Offices will be closed on Monday, September 7, 2026 in observance of Labor Day

2. Washington Fire Commissioners Conference: October 21-24, 2026 in Spokane, Washington

The Board opted not to attend the conference this year.

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 12:28 PM.

Respectfully Submitted,

Keith C. Cortner, Chairman

Heather Catuzo

Heather Catuzo, Board Secretary