



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, April 16, 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

Absent:

Paul Howard. Volunteer Representative

Guests:

None

Call to Order of Pension and Relief Board

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

Pledge of Allegiance

Commissioner Huff led the pledge of allegiance.

Consent Agenda:

1. March 19 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 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 10:02 AM.

Respectfully Submitted,



Keith C. Cortner, Chairman



Heather Catuzo, Board Secretary



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Meeting Minutes

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Steven G. Hopf, Commissioner
Jake Patterson, Fire Chief
Heather Catuzo, Board Secretary

Absent:

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. March 19, 2024 Regular Meeting Minutes
2. April 10, 2024 Special Meeting Minutes
3. Voucher approval in the amount of \$73,631.42
4. March 1-15, 2024 payroll in the amount of \$38,170.72
5. March 16-31, 2024 payroll in the amount of \$104,399.91
6. Volunteer Q1 2024 stipends in the amount of \$22,817.99

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.

Chief's Report

Chief Patterson discussed March activities and calls of interest. PENCOM staffing was discussed.

Chief Patterson reported to the Board on the concept of regionalization of EMS supplies. After reviewing pricing and available shared products, he determined that there would be very little cost savings, increased administrative costs, and it would

require the District to align all products with those of Olympic Ambulance. He opted not to further pursue the matter.

Pedi-mates were purchased for safe transportation of children and infants.

Chairman Cortner praised staff for the recent social media videos.

Commissioner Reports: None offered.

Unfinished Business: None

New Business:

1. Roof Replacement Administration: Discuss & take action

Board Action: Chairman Cortner made a motion to accept Advanced Roofing's bid proposal contingent upon them meeting public works requirements. Commissioner Hopf provided as second to the motion, and with no further discussion, the motion carried unanimously.

2. Mt. Pleasant Property Usage: Discussion

Chairman Cortner stated he would like the property rented out. Chief Patterson is concerned about landlord duties interfering with district and staff function. Chief Patterson will research real estate management companies and report back to the Board.

Additional Items:

Chairman Cortner asked about staff reviews. After discussion, the Board will compile some examples of employee review forms and adopt one for District use.

With Board direction, letter has been drafted to Rosenbauer regarding delays on the fire engine and poor communication. After review, both Chairman Cortner and Commissioner Hopf suggested stronger wording and will be reworking the draft letter to reflect that. The Board has requested a representative of General Fire attend the May board meeting, preferably in person.

The updated timeframe for the engine delivery was discussed. With no further delays, the expected delivery date will be late October or early November, putting the new engine in service in early 2025.

Public Comments: None offered

Correspondence:

1. Firehouse Lawyer
2. Clallam County Timber Revenue Update

Announcements: None**Administration:**

1. Chief time cards: Chairman signature

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 11:45 AM.

Respectfully Submitted,



Keith C. Cortner, Chairman



Heather Catuzo, Board Secretary