



# CLALLAM 2 FIRE-RESCUE

P.O. Box 1391, Port Angeles, WA 98362 • 360-457-2550 • [www.clallamfire2.org](http://www.clallamfire2.org)

**Jake Patterson**  
Fire Chief

**Keith Cortner**  
Commissioner

**Steve Hopf**  
Commissioner

**Dan Huff**  
Commissioner

## Pension & Relief Meeting Minutes

Tuesday, June 18, 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

Chairman Cortner led the pledge of allegiance.

## Consent Agenda:

1. May 21, 2024 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

## 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,

A handwritten signature in cursive script, appearing to read 'Keith C. Cortner', written over a horizontal line.

Keith C. Cortner, Chairman

A handwritten signature in cursive script, appearing to read 'Heather Catuzo', written over a horizontal line.

Heather Catuzo, Board Secretary



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## Meeting Minutes

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### 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 Regular Commission Meeting

Chairman Cortner called the meeting to order at 10:02 AM.

### Consent Agenda:

1. May 21, 2024 Regular Meeting Minutes
2. June 5, 2024 Special Meeting Minutes
3. May 31, 2024 Voucher approval in the amount of \$2,660.41
4. June 18, 2024 Voucher approval in the amount of \$56,827.19
5. May 16-31, 2024 payroll in the amount of \$64,461.15

**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 May activities including increased seasonal call volume and automatic aid responses into Olympic National Park.

Olympic Ambulance response times and availability were discussed as well as dispatch services.

Volunteer response was discussed as well as strategies and barriers to response.

**Commissioner Reports:** None offered

## **Unfinished Business:**

1. Staff Review Forms: Discuss and take action

Revised forms were provided by Chairman Cortner which reflected the input made at the work session as well as from Attorney Brian Snure.

A policy addressing annual staff reviews will be developed and adopted with the new forms.

## **New Business:**

1. 2023 State Auditor Report: Discussion

Board Secretary Catuzo discussed the 2023 State Auditor report schedules and answered questions regarding the report.

2. Memorandum of Understanding with IAFF 5177 for permanent staffing changes:  
Discuss and take action

The staffing changes approved in January were for a six-month trial period. The new Memorandum of Understanding will make those changes permanent

**Board Action:** Commissioner Huff made a motion to accept the Memorandum of Understanding. Commissioner Hopf provided a second to the motion, and with no discussion, the motion carried unanimously.

**Public Comments:** None offered

## **Correspondence:**

1. Firehouse Lawyer
2. Clallam County Finance letter regarding 2024 timber revenue

## **Letter to WA Department of Natural Resources Trust Land Management**

Commissioner Huff suggested the Board consider drafting a letter to WA Department of Natural Resources Trust Land Management opposing the transfer of timber land to the City of Port Angeles and suggested the Clallam County Fire Commissioner Association discuss the issue at the next meeting. After discussion, the Board agreed a letter was appropriate and tasked Chief Patterson with drafting the letter.

## **Announcements:**

1. Administrative Offices will be closed Wednesday, June 19<sup>th</sup> in observance of the Juneteenth Holiday
2. Push-in Ceremony for New Tender: Saturday, June 22, 2024 at 10 AM at 700 Power Plant Road, Port Angeles, WA
3. Administrative Offices will be closed Thursday, July 4<sup>th</sup> and Friday, July 5<sup>th</sup> in observance of the Independence Day Holiday and staff vacations

Chairman Cortner asked staff to research and prepare proclamations for the 2024-2025 year for Smoke Ready Week and other fire or EMS related awareness weeks.

## **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 12:00 PM.

Respectfully Submitted,



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Keith C. Cortner, Chairman



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Heather Catuzo, Board Secretary