



# 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, July 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  
Paul Howard, Volunteer Representative

Heather Catuzo, Board Secretary

### Guests:

Tyler Gear, Captain  
Anaka Hughes, Volunteer Training  
Coordinator

## Call to Order of Pension and Relief Board

Chairman Cortner called the meeting to order at 10:01 AM.

## Pledge of Allegiance

Chairman Cortner led the pledge of allegiance.

## Consent Agenda:

1. June 18, 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

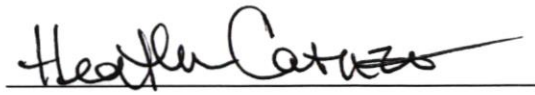
## Adjournment

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,



Keith C. Cortner, Chairman



Heather Catuzo, Board Secretary



# 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

## Meeting Minutes

Tuesday, July 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  
Paul Howard, Volunteer Representative  
Heather Catuzo, Board Secretary

### Guests:

Tyler Gear, Captain  
Anaka Hughes, Volunteer Training  
Coordinator

## Call to Order of Regular Commission Meeting

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

### Consent Agenda:

1. June 18, 2024 Regular Meeting Minutes
2. July 3, 2024 Voucher approval in the amount of \$3,354.82
3. June 1-15, 2024 payroll in the amount of \$44,717.22
4. June 16-31, 2024 payroll in the amount of \$110,947.07
5. Q2 2024 Volunteer Stipends in the amount of \$21,205.00
6. Voucher Approval in the amount of \$82,259.60

**Board Action:** Commissioner Hopf made a motion to accept the consent agenda. Commissioner Huff provided a second to the motion. Board Secretary Catuzo outlined monthly expenses. With no further discussion, the motion carried unanimously.

## Chief's Report

Chief Patterson discussed June activities including training and call volume. Olympic Ambulance response level was discussed. Chief Patterson stated that all agencies have been stretched thin. Volunteer responses and turnover were discussed.

Anaka Hughes was invited to share her observations with the Board. Ideas for improving volunteer response were discussed. Chairman Cortner stated that he wanted

to make sure the District was receiving a return on the investment for the volunteer program. The Board asked to be kept up to date on the program.

## **Commissioner Reports**

### **Unfinished Business:**

1. Staff Review Forms: Discuss and take action

Draft of the evaluation process, policy, and forms were circulated. Final action is planned for the August meeting.

### **New Business:**

1. Administrative Building Roof Project Change Order: Discuss and take action

After performing initial tear-off on the roof of the administration building, it was noted that the roof had not been originally installed properly, having nailed the roofing to the insulation without sheathing. Zenovic & Associated was consulted by Advanced Roofing to develop a plan to bring the roof up to code compliance. A change order was presented to the Board, for consideration.

**Board Action:** Commissioner Hopf made a motion to declare an emergency in the replacement of the roof because the building is open to the elements and work cannot be stopped to get additional bids. Commissioner Huff provided a second to the motion, and with no discussion, the motion carried unanimously.

**Board Action:** Commissioner Hopf made a motion to approve the change order in the amount of \$28,858.50 to add sheathing and engineering to the project. Commissioner Huff provided a second to the motion, and with no further discussion, the motion carried unanimously.

2. Payment in Lieu of Taxes (PILT) funds: Discussion

Chairman Cortner suggested the Board write a letter asking for a portion of the PILT funds received by the County. After discussion, the Board determined that it would work through the Revenue Advisory Committee to make a case for sharing the PILT funds amongst the Districts working for the National Park.

**Public Comments:** None offered

**Correspondence:** None

**Announcements:** None

**Administration:**

1. Chief time cards: Chairman signature

**Adjournment**

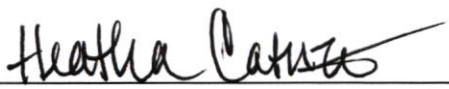
With no further business to be conducted, Commissioner Hopf made a motion to adjourn. Commissioner Huff provided a second to the motion and with no discussion, the motion carried unanimously. Chairman Cortner adjourned the meeting at 11:39 AM.

Respectfully Submitted,



---

Keith C. Cortner, Chairman



---

Heather Catuzo, Board Secretary