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, October 20, 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
Tyler Reid, Captain
Paul Howard, Volunteer Representative
Heather Catuzo, Board Secretary

Guests:
Kyle Plante, Firefighter
Jillian Hough, Volunteer

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. September 15, 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. Nick Gear Retirement Paperwork: Chairman and Secretary signatures

The retirement paperwork was signed by Chairman Cortner and Secretary Catuzo.

Volunteer representative Paul Howard discussed his public outreach with the Mt. Pleasant community group.

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 10:03 AM.

Respectfully Submitted,

Keith C. Cortner, Chairman

Heather Catuzo, Board Secretary

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Meeting Minutes

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Guests:
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Call or order Regular Commissioner Meeting

Chairman Cortner called the meeting to order at 10:03 AM.

Consent Agenda:

1. September 15, 2026 Regular Meeting Minutes
2. October 13, 2026 Worksession Minutes
3. September 21, 2026 payroll in the amount of $85,251.87
4. October 21, 2026 payroll in the amount of $90,848.99
5. Volunteer payroll in the amount of $13,595.00
6. Voucher approval in the amount of $129,250.70

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.

Public Comments: None offered

Chief's Report

Chief Patterson discussed call volume and responses for September 2026. He stated that Olympic Ambulance was well within the performance standards of the agreement. PENCOM user fees were discussed.

Chief Patterson provided an update on the Station 22 house project. The Station 21 column repair will be awarded to J & J Construction. The bid amount was $5,790.00.

Chief Denton provided an update on the part-time program, the radio system improvements, and the blue card system training. He stated the Rosenbauer engine has been delayed until first quarter of 2027.

Captain Tyler Reid provided a report on A-shift including staffing updates and apparatus repairs.

Chief Patterson informed the Board that Kate Haworth has completed her paramedic certification and is currently undergoing precepting before being cleared to serve independently as a primary medic.

Commissioner Reports

Commissioner Huff discussed the Revenue Advisory Committee meeting. Items discussed included the proposed increase in harvesting costs requested by the Department of Natural Resources from 25 percent to 27 percent and the vandalization of the Doc Halliday timber harvest. Several other timber sales are in process of being harvested.

Unfinished Business:

1. Chief Denton Contract Amendments: Discuss and take action on two separate action items.

Board Action: Commissioner Huff made a motion to approve contract articles three and 12, deleting the provision offering life insurance. Commissioner Hopf provided a second to the motion, and with no additional discussion, the motion carried unanimously.

Board Action: Commissioner Hopf made a motion approving article 13 allowing wildland fire deployment. Commissioner Huff provided a second to the motion, and with no discussion, the motion carried unanimously.

New Business:

1. 2027 Budget: Discussion

Several updates to the draft budget were discussed and will be added:

- A part-time administrative position for a financial/payroll person
- $25,000 for professional services to develop a site plan for Mount. Pleasant
- $25,000 for installation of a generator at Station 22 for the new house
- $100,000 for site work and utility installation at Mount Pleasant

The need for a work session based on the election results was discussed but not scheduled.

Executive Session

Per RCW 42.30.110 (1)(g) to evaluate the qualifications of an applicant for public employment.

No executive session needed at this time.

Correspondence:

1. Systems Design rate increase letter

Announcements:

1. Administrative Offices will be closed on Wednesday, November 11, 2026 in observance of Veterans Day.

2. Troy Tisdale retirement celebration Tuesday, November 17, 2026 at 6:30 PM at 1212 E First Street, Port Angeles

Administration:

1. Chief time cards: Chairman signature

2. Chief leave request: 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 12:51 PM.

Respectfully Submitted,

Keith C. Cortner, Chairman

Heather Catuzo, Board Secretary