



# 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, March 19, 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:

Debbie Fuson  
Tyler Gear

## Call to Order of Pension and Relief Board

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

## Pledge of Allegiance

Chief Patterson led the pledge of

## Consent Agenda:

1. February 20, 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: Discussion

One minor volunteer injury was reported to the board with no other action expected.

2. 2023 Board for Volunteer Firefighters Annual Pension Certification: Discuss and take action

2023 volunteer participation was certified for pension. The Board was provided information on how many volunteers met requirements to qualify for credit.

## 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,



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Keith C. Cortner, Chairman



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Heather Catuzo, Board Secretary



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### Present:

Keith C. Cortner, Chairman  
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Jake Patterson, Fire Chief  
Heather Catuzo, Board Secretary

### Absent:

Paul Howard, Volunteer Representative

### Guests:

Debbie Fuson  
Tyler Gear

## Call to Order of Regular Commission Meeting

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

## Consent Agenda:

1. February 13, 2024 Special Meeting Minutes
2. February 20, 2024 Regular Meeting Minutes
3. March 5, 2024 Special Meeting Minutes
4. March 19, 2024 voucher approval in the amount of \$114,210.91
5. February 1-15, 2024 payroll in the amount of \$42,778.34
6. February 16-29, 2024 payroll in the amount of \$105,016.70

**Board Action:** Commissioner Hopf made a motion to accept the consent agenda. Commissioner Huff provided a second to the motion. Voucher totals were discussed, as they were higher than average. With no further discussion, the motion carried unanimously.

## Chief's Report

Chief Patterson discussed February activities. The new tender has been received and will be in service soon. Peninsula College and the local EMS Council are considering a local Paramedic program to serve the peninsula. The new Clallam County EOC was discussed. An agenda item to discuss replacement of the roof on the administration building will be added to the April 10, 2024 special meeting. An updated on the new

website was provided to the Board. The Board asked about the new engine. No timeframe has been provided. At the Board's request, a letter of dissatisfaction will be drafted by Chief Patterson to Rosenbauer regarding delays, lack of updates, and request for them to be more forthright in the future.

## **Commissioner Reports**

Commissioner Hopf updated the Board on the Department of Natural Resources meeting he attended. He discussed timber harvesting and factors affecting the sale and distribution of timber revenue to junior taxing districts.

**Unfinished Business:** None

## **New Business:**

1. Purchase offer for Mt. Pleasant Road house: Discussion

Debbie Fuson of Fuson Enterprises LLC addressed the board regarding the house on the property at 112 Mt. Pleasant Road. She requested permission to access the property to determine whether the house could be moved to a new site. The Board provided permission.

**Executive Session** per RCW 42.30.110 (1)(c) To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price. However, final action selling or leasing public property shall be taken in a meeting open to the public.

As no purchase offer was presented for consideration, the executive session was not needed.

2. IAFF #5177 Memorandum of Understanding for new pay scale: Discuss and take action

A Memorandum of Understanding was presented to the Board for consideration, which would increase Firefighter/EMT pay by 20 percent and Firefighter/Paramedic pay by 25 percent. This is a reallocation of the Deputy Fire Chief salary, and would replace the 2025 contracted pay increase. The increase is to help with recruitment and retention of operational staff.

**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.

3. Resolution 2024-07 Revenue Advisory Committee Participation: Discuss and take action

**Board Action:** Commissioner Huff made a motion to accept Resolution 2024-07. Commissioner Hopf provided a second to the motion, and with no discussion, the motion carried unanimously.

4. Policy 1.32 Travel & Meals--update: Discuss and take action

Commissioner Hopf requested language in 1.32.8 be changed from should to shall. Commissioner Huff requested that the policy reflect that mileage will not be paid if a district vehicle is offered for use and refused. Chairman Cortner asked to add language encouraging carpooling whenever practical.

**Board Action:** Chairman Cortner made a motion to accept the revised policy with changes reflected as above. Commissioner Hopf provided a second to the motion, and with no further discussion, the motion carried unanimously.

**Public Comments:** None offered.

### **Correspondence:**

1. Firehouse Lawyer

### **Announcements:**

1. Reminder to Commissioners to file their annual Public Disclosure Commission reports by April 15, 2024

### **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 10:59 AM.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Keith C. Cortner", is written above a horizontal line.

Keith C. Cortner, Chairman

A handwritten signature in cursive script, appearing to read "Heather Catuzo", is written above a horizontal line.

Heather Catuzo, Board Secretary