



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 15, 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
(remotely)
Jake Patterson, Fire Chief

Paul Howard, Volunteer Representative
Heather Catuzo, Board Secretary

Guests:

Tyler Gear
Andy Pittman

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 17, 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: two injuries reported in recruit academy

Paul Howard discussed two injuries which occurred October 5, 2024 at the recruit academy in Jefferson County. Neither required follow up.

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 10:03 AM.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Keith C. Cortner", written over a horizontal line.

Keith C. Cortner, Chairman

A handwritten signature in black ink, appearing to read "Heather Catuzo", written over a horizontal line.

Heather Catuzo, Board Secretary



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Guests:

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Call to Order of Regular Commission Meeting

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

Consent Agenda:

1. September 17, 2024 Regular Meeting Minutes
2. October 9, 2024 Special Meeting Minutes
3. September 20, 2024 payroll in the amount of \$43,853.53
4. Voucher Approval in the amount of \$112,324.66
5. Q3 2024 Volunteer Stipends in the amount of \$17,690.00

Board Action: Commissioner Huff made a 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 September events. Call volume was down compared to summer months. The District is on pace for 1,900 calls for 2024. He discussed mutual and automatic aid calls between agencies. Olympic Ambulance provided an ALS unit for District calls 81 percent of the time. A power load system was installed on an ambulance with a grant from Washington Labor & Industries. Volunteer response to calls was discussed. Chairman Cortner suggested that the District begin tracking vehicle repair bills from Clallam Fire 3 in a spreadsheet in case they want to review in the future.

Commissioner Reports

Commissioner Huff stated that the PILT revenue item has been added to the Revenue Advisory Council meeting agenda for October 30, 2024. Chief Patterson will provide justification for the request for funds.

Unfinished Business:

1. Citizen Advisory Committee: Discussion

There was no new information provided. The item will be tabled until 2025.

2. Residential Knox Box Program Policy: Discussion

A grammatical error was pointed out by Commissioner Hopf in 4.4.6.

Board Action: Commissioner Huff made a motion to approved Policy 4.4 Knox Box Program. Commissioner Hopf provided a second to the motion, and with no further discussion, the motion carried unanimously.

3. Policy 12.3 Controlled Medications policy amendment: Discuss and take action

Board Action: Commissioner Hopf made a motion to approve Policy 12.3 Controlled Medications. Commissioner Huff provided a second to the motion, and with no discussion, the motion carried unanimously.

New Business:

1. 2025 Budget: Discussion

The Board discussed the two budget proposals and capital items which would be included should a levy pass.

Executive Session

The Board of Commissioners will meet to discuss one item concerning the performance of a public employee per RCW 42.30.10 (1)(g).

Chairman Cortner moved the meeting into an executive session at 10:38 AM for 15 minutes. At 10:53 AM, Chairman Cortner reconvened the regular meeting. No action was taken.

Public Comments: Andy Pittman discussed volunteer response and what the Volunteer Officers are doing to encourage participation and working toward an active membership.

Correspondence:

1. Fireline Newsletter
2. Firehouse Lawyer Newsletter

Announcements: None**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 11:09 AM.

Respectfully Submitted,



Keith C. Cortner, Chairman



Heather Catuzo, Board Secretary