



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, January 21, 2025 at 10 AM

1212 E First Street, Port Angeles, WA 98362

Present:

Keith C. Cortner, Chairman via Zoom

Dan A. Huff, Vice Chair

Steven G. Hopf, Commissioner

Jake Patterson, Fire Chief

Kevin Denton, Deputy Fire Chief

Paul Howard, Volunteer Representative

Heather Catuzo, Board Secretary

Guests:

Ian Brueckner

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 allegiance.

Consent Agenda:

1. December 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: None

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 10:02 AM.

Respectfully Submitted,

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

Keith C. Cortner, Chairman

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

Heather Catuzo, Board Secretary



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

Meeting Minutes

Tuesday, January 21, 2025 at 10 AM
1212 E First Street, Port Angeles, WA 98362

Present:

Keith C. Cortner, Chairman via Zoom
Dan A. Huff, Vice Chair
Steven G. Hopf, Commissioner
Jake Patterson, Fire Chief
Kevin Denton, Deputy Fire Chief

Paul Howard, Volunteer Representative
Heather Catuzo, Board Secretary

Guests:

Ian Brueckner

Call to Order of Regular Commission Meeting

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

Consent Agenda:

1. December 17, 2024 Regular Meeting Minutes
2. December 21, 2024 payroll in the amount of \$42,071.57
3. January 6, 2025 payroll in the amount of \$103,238.73
4. January 21, 2025 payroll in the amount of \$44,216.81
5. Q4 2024 Volunteer Stipends in the amount of \$15,915.00
6. Voucher Approval in the amount of \$95,602.21

Board Action: Commissioner Hopf made a motion to approve the consent agenda. Payroll expenses for January 6, 2025 were clarified. Commissioner Huff provided a second to the motion, and with no further discussion, the motion carried unanimously.

Commissioner Huff led the meeting beginning at 10:04 AM because Chairman Cortner was attending remotely.

Chief's Report

Chief Patterson discussed December activities and calls. Olympic Ambulance did not meet the 80 percent ALS response. Chief Patterson stated that he is working with

Olympic Ambulance on the issue. The canoe journey in August is being hosted by the Lower Elwha Klallam Tribe and is expected to bring 10,000 people to the event. Chief Patterson discussed preparations with the Board. A special meeting may be convened to discuss Olympic Ambulance responses and solutions.

Commissioner Reports

Chairman Cortner stated the Olympic Peninsula Commissioner Association has been meeting.

Commissioners Hopf and Huff attended the Revenue Advisory Committee meeting. A special meeting was suggested to discuss District response to timber sale revenue distribution.

Point of Order: Chairman Cortner suggested moving the Public Comments section of the meeting prior to unfinished business to give the public an opportunity to comment on upcoming agenda items.

Board Action: Commissioner Cortner made a motion to move the Public Comments section of the meeting directly after Commissioner Reports. Commissioner Hopf provided a second to the motion, and with no discussion, the motion carried unanimously.

Public Comments: None offered.

Unfinished Business:

1. 2025 Retreat: Discuss and take action

A special meeting was scheduled for 10 AM on Wednesday, March 5, 2025 at the Elwha Klallam Heritage Center at 401 E 1st Street, Port Angeles, WA 98362. Agenda items to be developed. Representatives from the union, volunteer association, and the public at large were requested to attend.

2. Citizens Advisory Committee: Discussion

Chairman Cortner recommended that the topic be shelved until a specific topic can be developed. It was suggested that the item be added to the retreat agenda.

3. Payment in Lieu of Taxes (PILT) Letter: Discuss and take action

After discussion, the draft letter to the County Board of Commissioners was approved by consensus. Chief Patterson will prepare the letter for board approval.

New Business:

1. Deputy Chief Kevin Denton: Swearing in

Chief Patterson administered the Oath of Office to Deputy Chief Kevin Denton. Chief Patterson forecasted an upcoming badge pinning ceremony for volunteers in February

2. Policy 1.16 Volunteer Compensation: Discuss and take action

Chief Patterson reviewed the volunteer compensation policy and suggested increasing the per diem rates as well as updating the policy to better reflect current needs.

Board Action: Chairman Cortner made a motion to approve the updated policy with an updated volunteer Assistant Fire Chief position description. Commissioner Hopf provided a second to the motion, and with no discussion, the motion carried unanimously.

3. Policy 1.28 Sick Leave: Discussion regarding leave donation

A policy update was suggested which would allow staff to donate vacation leave to another employee's sick leave bank of up to 48 hours per year. Chairman Cortner wanted a statement prohibiting employees from purchasing leave from other employees.

Board Action: Chairman Cortner made a motion to approve the policy updates. Commissioner Hopf provided a second to the motion, and with no discussion, the motion carried unanimously.

4. Union Memorandum of Understanding regarding 2025 wages: Discussion

Chief Patterson explained the draft memorandum of understanding approving a wage increase of 7.41 percent to union members on May 1, 2025. The MOU would also limit how far out leave can be requested to 13 months.

Board Action: Chairman Cortner made a motion to approve the memorandum of understanding. Commissioner Hopf provided a second to the motion, and with no discussion the motion carried unanimously.

5. Paramedic Program Agreement: Discuss and take action

Chief Patterson asked the Board to approve a Field Practicum Agreement with National Medical Education & Training Center which would allow the District to count District calls towards ride time for the program. The Board discussed various concerns including union bargaining, insurance, preceptor guidelines, allowing non-employee paramedic students to ride, etc.

Board Action: Commissioner Hopf made a motion to approve the Field Practicum Agreement. Chairman Cortner expressed concerns on the liability and the program, but provided a second to the motion. With no further discussion the motion carried unanimously.

6. Commissioners Standard Operating Procedures (SOPs) Review: Discussion

- Policy 13.4 Elections
- Policy 13.13 Uniforms
- Policy 14.11 Financial Practices

Chairman Cortner requested the policies be added to the agenda for discussion and review. No action was taken. The policies will be tabled until February.

7. Fire Chief Annual Review: Discussion

Chairman Cortner requested the Board perform Chief Patterson's evaluation within 30 to 60 days. The item will be added to the February agenda to set a special meeting date.

8. 2025 Conference and Meeting Attendance Plans for Commissioners: Discussion

- February 6th—Legislative Day
- April 12th—Region 9 Workshop

Chairman Cortner requested the events be added to the agenda for discussion. Chairman Cortner plans to attend both events, Commissioner Huff plans to attend the Region 9 workshop, and Commissioner Hopf does not plan to attend either.

Correspondence:

1. Firehouse Lawyer
2. Q4 2024 Fireline
3. Timber Revenue projections

Announcements:

1. 2025 Awards & Recognition Banquet will be held Saturday, February 22, 2025 at the Eagle's Aerie in Port Angeles. RSVP by February 14.

Administration:

1. Chief time cards: Chairman signature
2. Chief Leave Requests: Chairman signatures

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 12:07 PM.

Respectfully Submitted,



Keith C. Cortner, Chairman



Heather Catuzo, Board Secretary