



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, August 20, 2024 at 10 AM
1212 E First Street, Port Angeles, WA 98362

Present:

Keith C. Cortner, Chairman
Dan A. Huff, Vice Chair (remotely)
Steven G. Hopf, Commissioner
Jake Patterson, Fire Chief
Paul Howard, Volunteer Representative
Heather Catuzo, Board Secretary

Guests:

Tyler Gear
Danielle Patterson
Erik Sundin
Beau Sylte

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. July 16, 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: Paul Howard reported one volunteer shoulder injury which was recorded on a Board for Volunteer Firefighters short form. No other action was taken on the injury.

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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Call to Order of Regular Commission Meeting

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

Consent Agenda:

1. July 16, 2024 Regular Meeting Minutes
2. July 1-15, 2024 payroll in the amount of \$49,341.17
3. July 16-31, 2024 payroll in the amount of \$62,890.90
4. August 3, 2024 Voucher Approval in the amount of \$277,672.00
5. Voucher Approval in the amount of \$71,346.31
6. August 21, 2024 payroll in the amount of \$45,074.10

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.

Chief's Report

Chief Patterson discussed July activities, including high call volume, 25 mutual/automatic aid calls, two brush fires, and a structure fire.

Chairman Cortner asked about district responses to its own calls. Move up protocols are still being developed with Clallam Fire 3.

Olympic Ambulance ALS responses dropped to 66 percent in July.

Exhaust issues have developed in several vehicles. A diesel mechanic is evaluating the equipment and the Ward exhaust filtration systems to determine if there are any correlation.

The District is welcoming back Margie Brueckner as a part time per diem firefighter/Paramedic. Five new volunteers have been onboarded and one volunteer is returning after a leave of absence.

Chairman Cortner moved item 7 up for discussion regarding shared supplies for medical aid calls. He asked about recovery of costs of supplies for calls where we expend equipment but do not transport the patient. Tyler Gear and Erik Sundin talked about practices at medical aid calls. After discussion, it was determined that the tracking and billing of medical supplies to Olympic Ambulance would require significant staff time with very little return.

Commissioner Reports

Commissioner Hopf attended the Department of Natural Resources meeting at the County as well as the Revenue Advisory Committee (RAC) meeting as Commissioner Huff was unable to attend. Items discussed included the distribution of timber revenues amongst junior taxing district, and whether Clallam County wanted to share timber revenues with Skamania and Wahkiakum Counties.

Chief Patterson intends to draft a letter to the Revenue Advisory Committee and the Clallam County Board of Commissioners regarding distribution of PILT (Payment in Lieu of Taxes) money that the County receives. Commissioner Huff recommended asking that the item be added to the October agenda for the RAC.

Commissioner Cortner discussed the upcoming Clallam County Fire Commissioner Association meeting.

Unfinished Business:

1. Staff Review Forms: Discuss and take action

Board Action: Commissioner Hopf made a motion to adopt Policy 1.38 Performance Evaluations. Commissioner Huff provided a second to the motion and with no discussion, the motion carried unanimously.

New Business:

1. WFCA Conference: Discussion

Commissioner Hopf will attend the conference, but not the Snure Seminar on Wednesday night. He will be the only attendee this year.

2. FIIRE Grant for Power Lift Gurney Load System: Discuss & take action

Chief Patterson stated that the District has been awarded a WA Labor and Industries FIIRE grant for \$25,000 toward the purchase of a gurney load system in one of the ambulances. The project cost is estimated to be \$35,000. The Board approved the grant and purchase by consensus.

3. Residential Knox Box Program: Discussion

Chairman Cortner requested the residential KNOX box program be added to the District website along with instructions and guidance on how to order and the promotion of key box installations amongst older citizens.

Several questions were asked by Erik Sundin regarding the expansion of the program including standardization of the box location, the handling of lock-out requests, change of ownership notifications, liability if doors are forced if a key box is present.

Chairman Cortner suggested a policy be developed.

4. Vehicle Exhaust Systems: Discussion

Chairman Cortner asked if Ward exhaust filtration systems have been added to the new vehicles yet. Chief Patterson discussed the current issues being experienced with the systems including visible smoke from the tail pipes, exhaust leaks on multiple vehicles and excessive filter changes. Carbon Monoxide is still being detected with the systems in use.

Commissioner Hopf stated his preference for a different system (Nederman). Chief Patterson discussed system cost and whether the systems could be fit in the current stations.

The Board consensus was to hold off on further installations of the Ward systems until the matter could be researched and resolved.

5. Citizen Advisory Committee: Discussion

Chairman Cortner asked about developing a citizen advisory committee. After discussion, the item will be added to the September agenda for discussion.

6. Controlled Substance Accounting Policies: Discussion

Chairman Cortner discussed a recent narcotic and medication diversion case from Florida. After discussion, the Board asked for policy 12.3 Controlled Medications be reviewed and amended to better meet the needs of the District

7. Medical Supply Billing for Olympic Ambulance: Discussion

This item was discussed as part of the Chief's Report.

8. Levy Update: Discussion

The EMS levy was dropped from the fall ballot. Staff and Board discussed messaging for the upcoming fall ballot.

9. Budget Workshop and schedule: Discussion

Chairman Cortner asked staff to start the 2025 budget process earlier. A work session was scheduled for Thursday, September 5, 2024 at 9 AM.

Executive Session per RCW 42.31.110 (1)(g) Employee performance and contract renewal.

Chairman Cortner moved the meeting into executive session at 12:43 PM to discuss one item regarding the performance of a staff member and contract renewal. He anticipated a return at 12:43 PM, with 15 minutes for the discussion. At 12:43 PM, Chairman Cortner extended the executive session for five minutes with an anticipated return at 12:48 PM. At 12:48 PM, the regular meeting was reconvened with no action taken.

Public Comments: None offered.

Correspondence:

1. Clallam County Timber Letter
2. Firehouse Lawyer

Announcements:

1. 2025 WFCA Trusteed Health Insurance Rates


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 12:50 PM.

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