

## **Clallam County Fire Protection District No. 4**



**P.O. Box 106**  
**Joyce, Washington 98343**  
360-928-3132  
Fax 360-928-9604  
Email: [station1@clallamfire4.org](mailto:station1@clallamfire4.org)

**Commissioners:**  
Bruce Leiper, Chair  
Sam Nugent, Vice Chair  
Marcus "Ben" Pacheco  
Sherri "Lynne" Kastner  
Dan Peacock  
Gregory Waters, Fire Chief

### **Clallam County Fire Protection District No. 4 Board of Commissioners Special Budget Workshop Meeting Minutes September 16, 2025 Joyce, Washington**

#### **Members Present**

Bruce Leiper, Chairman/Commissioner  
Sam Nugent, Vice-Chairman/Commissioner  
Marcus "Ben" Pacheco, Commissioner  
Sherri "Lynne" Kastner, Commissioner  
Greg Waters, Fire Chief

#### **Others Present**

Carolyn Flint, Quartermaster  
Ashley Baar, Chief Medical Officer  
Cheryl Anderson, Administrative Assistant  
Rae Leiper, District Secretary to the Board  
Dara Peppard, Community Member

#### **I. Call to Order**

Chairman Bruce Leiper called the special meeting to order at 9:00 a.m. So ordered.

#### **II. Roll Call of Commissioners**

Bruce welcomed the commissioners to the 2025 Budget Workshop. He noted that four commissioners were present. Dan Peacock was unable to attend.

Bruce then reminded Commissioners that one purpose of the workshop is the amendment of the 2025 budget so that it reflects actual year end expenses by revising the 2025 proposed budget. The other purpose is to establish the 2026 proposed budget.

Bruce reminded Commissioners of their fiscal responsibility to make the best use of the funds that come from property taxes and other public revenues. He also reminded them that the budget must be balanced and revenues must be sufficient to provide for expenses. In addition, he noted that the Board has a responsibility to maintain a reserve fund to so that the District can continue to provide services in the event there is a catastrophic loss of normal revenue streams.

Following this special Budget Workshop Meeting, two public hearings will be held during the regular meeting of the Board of Commissioners Meeting on Wednesday, October 15<sup>th</sup> at 5:30 pm. At that time, the Commissioners will listen to public comments on the proposed amendments to the 2025 budget and the proposed 2026 draft budget. Copies of the two proposals will be available to the public prior to the open public meeting. Once the budgets are approved, both will be monitored monthly going forward.

Bruce then called for a 20-minute break so that commissioners could get breakfast. The meeting reconvened at 9:22.

III. Board Work Session

A. 2025 Budget Amendment

First, the Board undertook the task of amending the Revenue section of the 2025 budget. Total revenues on the adopted 2025 budget were projected to be \$1,768,648. After reviewing the current county "revenues and expenditures by fund" sheet for year-to-date revenues, line items were changed to show revenues expected by year's end. The amended revenues for 2025 are now predicted to be \$3,204,488.

The Board then moved to reviewing estimated Expenditures as proposed in the 2025 budget. The projected expenditures were \$974,200. After reviewing all actual expenses for the year up to September 3, 2025, the expenditures budget for 2025 was amended to \$1,690,143. When subtracted from the expected revenues of \$3,204,488, there will be a balance of \$1,514,345 by the year's end. This amount will be carried forward into next year's budget. The District will start 2026 with a projected unencumbered balance of \$1,514,345.

During the process of reviewing line items, Commissioners noted line items which came in higher or lower than budgeted. On the revenue page, it was noted that timber revenues are significantly higher than anticipated and continuing high interest rates on Local Government Pool balances have led to generous earnings on funds held in the county accounts. On the Expenditures page, several line items added more to District expenses than expected. The cost of building the new apparatus bay and repairs and maintenance on older buildings impacted expenses in 2025 the most. Repairs to older vehicles has also led to some unexpected expenses.

Note: Dara Peppard left the meeting at 10:30. Ashley Baar left the meeting at 11:00.

Bruce then called for a break at 12:00. The meeting reconvened at 12:16.

B. 2026 Budget Development

When the board reconvened, Board members began the development of the 2026 budget. The unencumbered balance figure of \$1,514,345 determined during the budget amendment process was the starting amount.

The first step was to propose expected revenues. Most line-item revenues were expected to remain about the same. Revenues from the sale of county timber continue to be in flux. The Commissioners will use the revenue amounts projected by the Department of Natural Resources in the quarterly report of June 2025. Property tax revenues will only increase by 1% as the District no longer benefits from the capital levy lid lift. Revenues from GEMT for ground transports may be lower as federal cuts may affect ambulance fees for Medicaid and Medicare patients. Interest earned on investments held in the LGIP is likely to drop slightly. New BARS codes were added to show revenue from DNR grants. The District's revenues for 2026 are projected to be \$2,398,595.

Chief Waters and Quartermaster Flint left for an ALS call at 12:20. Bruce called for a break at 1:00 as the Board needed information from Chief Waters on several line items. Chief Waters and Quartermaster Flint returned at 1:05 and the meeting reconvened.

Next, the Commissioners set expected expenditures for 2026 in a line-by-line process. The most significant difference in projected expenditures will be a decrease in Facility Capital Outlay expenses as the District has completed the construction of the new apparatus bay. However, Building Maintenance and Repair projects both inside and outside will be increase expenditures as work to repair and paint Station 42 will take place.

The projected District expenditures for 2026 came to \$917,000. Revenues are projected to be \$2,398,595. The ending balance of \$1,481,595 is well within the District's guidelines for maintaining a healthy reserve.

IV. Adjourn

Sam moved and Ben seconded a motion to adjourn the meeting. The meeting was adjourned at 2:31.

Respectfully submitted,  
Raeann Leiper  
District Secretary

