

# Clallam County Fire Protection District No. 4



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

CLALLAM COUNTY FIRE PROTECTION DISTRICT NO. 4  
BOARD OF COMMISSIONERS SPECIAL BUDGET WORKSHOP MEETING MINUTES  
SEPTEMBER 18, 2022  
JOYCE, WASHINGTON

## Members Present

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

## Others Present

Chief Greg Waters  
Carolyn Flint, Quartermaster  
Cheryl Anderson, Administrative Assistant  
Rae Leiper, District Secretary to the Board  
Donna Buck, Community Member  
Jeff Lewis, Community Member

## I. Call to Order

Chairman Marcus "Ben" Pacheco called the special meeting to order at 9:00 a.m. So ordered. He asked for a moment of silence to remember Terry Barnett and then each had a chance to share a memory of Terry.

## II. Roll Call of Commissioners

Ben noted that all commissioners were present. Ben then called for a short break so that commissioners could get breakfast. The meeting reconvened at 9:17.

## III. Board Work Session

### A. 2022 Budget Amendment

The total revenue of the adopted 2022 budget set in September 2021 was expected to be \$1,520,598. Board members reviewed the projected revenues by line item and then amended the budget to consider the year-to-date revenues. The total revenues without the "Unencumbered Funds" as of September 2022 came to \$732,451. The "Unencumbered Fund Balance for the beginning of 2022 was \$1,000,955. With the amended 2022 Revenues added to the Unencumbered Balance, the District is expected to have \$1,733,406 in the 2022 budget.

Some discussions during the review centered on how the District derived the amount for some line items. Several questions came up during the process. Sam explained the basis for the amount budgeted from "Real and Personal Property Taxes" comes from the county estimate of what the district will receive as revenue. Some discussions sought to clarify

the purview and purpose of some line items. Commissioners need to understand where the revenues from "Investment Interest" and "Other Investment Earnings" come from. The commissioners noted that the predicted revenue for "Sale of County Timber" was lower than what was actually paid. Chief Waters noted that the unpredictable nature of this revenue continues to frustrate many fire districts as they plan budgets. District 4 Commissioners choose to predict lower so they are not caught short.

The board then moved on to reviewing Expenditures as proposed for the 2022 budgeted amounts. The proposed expenditures came to \$601,460. The 2022 budget amendment total for expected expenditures came to \$557,317 based on the end of period 8 actual expenditures.

The process of reviewing each line item moved along quickly as the commissioners had set the proposed expenditures close to what has been spent by the 8<sup>th</sup> period of the 2022 budget year. Two items came in higher than budgeted. "Uniforms and Clothing" expenditures were higher because of recent bunker gear purchases. That expenditure has been offset by a grant from the Gossett Foundation which was specifically for the purchase of the bunker gear. Also, the expenditures for "Gasoline and Oil" are higher because of the unexpected rise in fuel costs. A question arose about what is included in the "Facility Capital Outlay- Buildings." This item includes tangible expenditures directly related to the building of the new apparatus bay.

Ben then called for a short break. The meeting reconvened at 11:20.

B. 2023 Budget Development

Board members then began the development of the 2023 budget. The first step was to propose expected revenues. It was noted that most line-item revenues will probably stay the same. However, GEMT fees will probably go down based on recent information sent to the district. Although revenues for sales of county timber may go up, Commissioners kept the projected revenue at \$50,000. Altogether, projected revenues came to \$649,655. The present Unencumbered Fund Balance is \$1,176,089. This brings the district annual budget revenue balance to \$1,825,744.

Next, the commissioners set expected expenditures in a line-by-line process. Payments of stipends and salaries will go up slightly. Expecting gasoline and oil prices to remain higher than in the past, that expenditure was raised \$8,000 to \$26,000. The last step was to review Capital Outlays. Most of those line items stayed the same as 2022 with the exception of "Facility Capital Outlays". The commissioners allocated \$750,000 for that line item in expectation of beginning the building of the new apparatus bay. Showing the money is budgeted for the new building will show the district's commitment to the project.

The 2023 budget projected expenditures came to \$1,317,260. With revenues expected to be \$1,825,744 the remaining balance of \$508,484 is within district guidelines of keeping money in reserve.

IV. Adjourn

Lynne moved, and Bruce seconded to adjourn the meeting. Meeting was adjourned at 12:44

*Respectfully submitted,*  
*Raeann Leiper*  
*District Secretary*