

Clallam County Fire Protection District No. 4



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Commissioners:
Bruce Leiper, Chair
Sam Nugent, Vice Chair
Sherri "Lynne" Kastner
Dan Peacock
Dara Peppard
Gregory Waters, Fire Chief

Clallam County Fire Protection District No. 4 Board of Commissioners Special Budget Workshop Meeting Minutes September 20, 2026 Joyce, Washington

Members Present

Bruce Leiper, Chairman/Commissioner
Sam Nugent, Vice-Chairman/Commissioner
Sherri "Lynne" Kastner, Commissioner
Dan Peacock, Commissioner
Dara Peppard, Commissioner
Greg Waters, Fire Chief

Others Present

Carolyn Flint, Quartermaster
Ashley Baar, Chief Medical Officer
Jason Baar, Chief Engineer
Cheryl Anderson, Administrative Assistant
Rae Leiper, District Secretary to the Board

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 2026 Budget Workshop. He noted that all commissioners were present. Bruce then asked for a 15-minute break for everyone to get breakfast. The meeting reconvened at 9:16.

Bruce reminded Commissioners of their responsibility to make the best use of the funds that come from the property taxes and of their responsibility to maintain a reserve fund to preserve the ability to provide services in the event there is a catastrophic loss of normal revenue streams. He noted that the board packet for the meeting consisted of several documents to which commissioners could refer as the meeting proceeded.

Bruce then reminded Commissioners that one purpose of the workshop is the amendment of the 2026 budget so that it reflects actual year end expenses by revising the 2026 proposed budget. The other purpose is to establish the 2027 proposed budget.

Following this special Budget Workshop Meeting, two public hearings will be held during the regular meeting of the Board of Commissioners on Wednesday, October 28 at 5:30 pm, to receive comments on the proposed amendments to the 2026 budget and the proposed 2027 draft budget. Copies of the two proposals will be available prior to the open public meeting. Once approved, both will be monitored monthly going forward.

III. Board Work Session

A. 2026 Budget Amendment

Commissioner Sam Nugent, agreed to facilitate the process for amending the current 2026 budget. Cheryl Anderson projected the budget figures on the screen to facilitate the process.

First, the Commissioners reviewed each of the line items of the budget, amending the Revenue section of the 2026 budget to show revised amounts based on year-to-date revenues for August 2026. Total revenues on the adopted 2026 budget were projected to be \$2,398,595. After reviewing, the amended revenues for 2026 are now predicted to be \$2,264,115.

The Board then moved to reviewing estimated Expenditures as proposed in the 2026 budget. The projected expenditures were \$1,481,595. After reviewing all actual expenses for the year up to August 2026, the expenditures budget for 2026 was amended to \$1,019,600. When subtracted from the expected revenues of \$2,264,115, there will be a balance of \$1,244,515 by year's end. This amount will be carried forward into next year's budget worksheet. The District will start 2027 with a projected unencumbered balance of \$1,244,515.

Bruce then called for a break at 10:52. The meeting reconvened at 11:05.

B. 2027 Budget Development

When the Board reconvened, Board members began the development of the 2027 budget. Sam again led the Board in the discussion. The unencumbered balance figure of \$1,244,515 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 continues to be in flux. The Commissioners will again use the revenue amounts projected by the Department of Natural Resources in quarterly reports. Property tax revenues will only increase by 1% as the District no longer benefits from the capital levy lid lift. New BARS codes were added to show revenue from DNR grants. The District's revenues for 2027 are projected to be \$2,212,615.

Next, the Commissioners set expected expenditures for 2027 in a line-by-line process. Chief Waters requested the addition of a second part time employee. Commissioners also budgeted for a possible raise in stipends for calls. Another element that could raise expenses next year is new protocols for carrying blood products in the field. The District may need to spend money to purchase equipment so that blood products can be stored at the station. In the vehicle category, Chief is recommending the purchase of a Rigid Inflatable Boat (RIB) and trailer for search and rescue. Several recent calls have required water rescue, and the Coast Guard has not been able to respond.

The projected District expenditures for 2027 came to \$1,132,800. Revenues are projected to be \$2,212,615. The ending balance of \$1,079,815 is well within the District's guidelines for maintaining a healthy reserve.

IV. Adjourn

Bruce adjourned the meeting at 12:48 p.m.

Respectfully submitted,
Raeann Leiper
District Secretary

