



WEST POINT FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS
REGULAR MEETING, JUNE 14, 2023
MINUTES

6:00 P.M. West Point Station

Vice Chair Julia Marsili called the meeting to order.

Directors Steve Schoenthaler, Julia Marsili, John Hesketh and Tim Adams were present. Director Greg Pryor was absent. Also present were Chief Terry Miller, Chaplain Carolyn Oliver, Chaplain Bruce Forrest, Clerk Jill Jenkins via phone and Bronwynne Wolf assisting with meeting minutes. CERT Reps Sam and Kathy Hernandez were absent.

THE MINUTES from the May meeting will be reviewed at the next board meeting on July 12th.

CORRESPONDENCE for the month was presented. The Bank of Stockton account statement was reviewed.

NEW BUSINESS- Julia requested that moving forward, in order to comply with the Brown Act, future agendas need to be revamped to eliminate the "Board Matters" section and have specific topics of discussion itemized under "New Business" and/or "Old Business" to make it easier for the public that may want to attend or zoom in for such topics. Julia proposed that the clerk reach out to board members one week before each meeting to ask if there are any new discussion and/or action items to be placed on the agenda for the upcoming meeting.

Retirement Service options: Chief Miller stated he will be contacting the initial company that Jill had mentioned and will provide more updated information once the process and numbers are more definitive. Will be discussed and voted on at the July meeting during the start of the next fiscal year.

Review of clerk's monthly pay rate: Steve read an email from the current clerk, Jill, requesting that the clerks' pay be increased \$200.00 per month and that duties be split into two separate positions beginning with the 7/01/23 fiscal year. Julia stated that to fill the opening for the Assistant Clerk position, the board will need to put out a request for proposals for bids to the community on June 15th, 2023. These will be posted in both the West Point and Wilseyville Post Offices, at the fire station and on the WFPD website for a duration of two weeks. Bids will



be due by June 30th,2023 and are to be emailed to Chief Miller. As such, the clerks' pay rate will be voted on at the next meeting once all proposals for the new Assistant Clerk position have been reviewed. Steve made the motion to accept the RFP for the assistant district clerk position. Tim seconded the motion. The recommended RFP was accepted with 4 votes.

Ad hoc selection committee to review Assistant District Clerk RFP's: which are due to Chief Miller by June 30th, 2023, by 5:00 P.M. Chief Miller will send any bids received out to the selection committee for review and score them based upon the bid evaluation and scoring criteria. The ad hoc committee will consist of Steve, Julia, Jill and Chief Miller. John made the motion to approve the ad hoc selection committee. Tim seconded the motion. Ad hoc selection committee was approved with 4 votes.

OLD BUSINESS - Julia reminded the Directors about the required Ethics and Sexual Harassment Training which can be fulfilled through the California Special Districts Association (CSDA) website. This leadership management training is required every two years and completion certificates are to be filed with the board clerk and possibly the elections department with the county.

THE CERT REPORT was presented in written format and is attached with these minutes.

THE WEBSITE REPORT- Chief Miller will go over the website with Sam. The Chief needs to be added to communications to receive the agenda and necessary documents for the board packets within 72 hours of the meeting per the Brown Act. Julia stated she spoke with Sam regarding the need to update the board meeting date on the website to reflect the second Wednesday of each month.

THE ASSOCIATION'S REPORT- Tim reported the ending bank balance is \$26,104.64.

THE CHAPLAIN'S REPORT- Carolyn stated it's been quiet. She and Bruce will be attending the Academy Graduation in San Andreas on Saturday night.

THE MONTHLY PAYABLES were presented in 2 transmittals: \$1,700.57 for Cal Card purchases and \$16,170.40 for regular payables including the quarterly insurance payment, payment for CERT trainings and a reimbursement to Chief Miller for a task force that was held over winter. Steve made the motion to pay the bills as presented. John seconded the motion. The bills were paid with 4 votes.



FIRE CHIEF'S REPORT- Chief Miller received a printed copy of Atwood Insurance which is available for review. Calls were down last month and this month. Chief Miller stated we lost 3 personnel to Cal Fire this year but have hired 4 more personnel which should cover the station and strike teams this summer. County board approved \$61,200 from the TOT Tax and \$32,500 from Prop 172. The Chiefs have been attending the board meetings and rallying support with their presence. John has been working on acquiring more signatures for Measure A to be added to the ballot. He currently has 67% of the required signatures. 2,100 signatures are required for Measure A to be placed on the ballot, but 3,000 total signatures are ideal to accommodate for any that do not pan out. A recently held town hall meeting for emergency preparedness was well attended by the community; future meetings will be scheduled soon. Chief Miller would like a budget committee meeting to be set up soon to review and finalize the numbers. The Apparatus committee did not meet but Chief Miller stated that the improvements made were low cost. He stated that they exchanged a box from one rig that is no longer running onto another rig. Water tender 313 was out of service due to a defective seatbelt which cost around \$400.00 to repair as well as \$200.00 for a dipstick. The 316 engine and pump are no longer in working condition but the department has received \$20,000.00 from the water district for replacement parts. The Chief states he's currently looking for a gas engine but will probably end up putting a diesel engine in, which will not cost the department anything. Strategic planning committee was not held. Chief Miller stated they were awarded the grant for the mapping project which will be started soon.

BOARD MEMBER'S COMMENTS- None
THE REGULAR MEETING ADJOURNED at 6:35 p.m.
CLOSED SESSION started immediately.
CLOSED SESSION ADJOURNED at 6:45 p.m.

Respectfully Submitted,

Bronwynne Wolf