



**September 10th, 2025**

Chair Julia Marsili called the meeting to order at 6:00 P.M. at the West Point Fire Station, 195 Spink Rd West Point, Ca 95255.

**PRESENT:** Chair Julia Marsili, Director John Hesketh, Director Tim Adams, Director Dorrie Klith, Director Bryan Payne, Chief Michael Downs, Assistant Chief Terry Miller, Chaplain Bruce Forrest, and Clerk Bronwynne Wolf.

**ABSENT:** none.

**Public Comment:**

- a. None to report.

**Announcements from West Point Fire Protection District Partners:**

- a. **Partner reports** – Chaplain Forrest reported one visit over the past month.

**Consent Agenda—**

The following items were motioned for approval by Director Adams, seconded by Director Klith and passed with 5 votes.

- a. Approve regular meeting minutes from August 13<sup>th</sup>, 2025
- b. Acknowledge receipt and review of financial statements for August 2025
- c. Approve monthly expenses for August 2025

**Old Business:**

- a. **Prevention Ordinance 2025.01 Adoption: Miller, Action**

Assistant Chief Miller presented Prevention Ordinance 2025.01 for adoption. As stated in prior meeting minutes, this establishes a fee schedule for fire inspections. Ordinance 2025.01, prepared with the assistance of County Counsel, grants the W.P.F.P.D. board of directors authority to amend the fee schedule as necessary in the future.

Chair Marsili motioned to adopt Prevention Ordinance 2025.01, seconded by Director Adams and passed with 5 votes.

- b. **Final 25/26 Budget: Wolf, Action**

Discussion focused on Measure A monies distribution timing and the request by the fire chiefs at the five-agency meeting for a mid-year adjustment. The County Auditor issues an annual estimate for Measure A, which departments may reach this estimated cap as early as December (only six months into the fiscal year). Once that cap is reached, distributions to the districts pause until the following fiscal year, at which point a lump-sum redistribution occurs. The estimate is reportedly based on an older tax model from the 1980s, which does not account for revenue from online sales.



As a result, more money is actually entering Measure A than is budgeted for distribution during the year. To address this, the chiefs are seeking a mid-year review and adjustment.

Director Hesketh motioned to approve the 2025/2026 Final Budget, as presented, seconded by Director Klith and passed with 5 votes.

**Reports, Director, and Staff Comments:**

**Fire Chief Report/Announcements:**

Chief Downs reported that staffing has remained busy, with one firefighter and one engineer resigning.

Equipment issues included a tie-rod failure on the Type-6 (ABH), an exhaust section detachment on Engine 313 during the Coyote Fire, and a bent bumper on Engine 313 following a backing incident with another agency (of which the at fault agency will repair). All repairs are underway or completed, and routine maintenance and inspections continue as scheduled.

On the station addition and remodel project, architects have completed approximately 34 percent of the work and are preparing submittals for County Planning. Key updates include moving the apparatus bay to increase apron space, adding staff quarters for eight personnel, and designating unisex bathrooms. Some setback variances may be required, and gated access is being considered to separate public and firefighter areas.

Engineer Jessica Fox, with the support of Assistant Chief Miller, was recognized for completing comprehensive district-wide pre-fire maps that include QR codes to assist both local and out-of-area firefighters in identifying accessible roads, hydrants, potential helispots, water sources, and other critical information during a wildland fire. She was also commended for successfully completing her engine boss task book.

Lastly, the Board discussed a citizen's request to pursue a Firewise Community designation. The Board noted that participation in this program does not seem to guarantee relief from, or reduction of, fire insurance premiums; in addition to the high time commitment required and suggested a community-driven effort.

**Board Member Announcements:** none.

**Adjournment:** meeting was adjourned at 6:28 P.M.