



**October 8th, 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 Dorrie Klith, Chief Michael Downs, Chaplain Bruce Forrest, Clerk Bronwynne Wolf, and volunteer Jessica Downs.

**ABSENT:** Director Tim Adams, Director Bryan Payne, and Assistant Chief Terry Miller.

**Public Comment:**

- a. None to report.

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

- a. **Partner reports** – Chaplain Forrest reported one call within the West Point Fire Protection District and one within the Central Fire District.

**Consent Agenda—**

The following items were motioned for approval by Director Hesketh, seconded by Director Klith and passed with 3 votes.

- a. Approve regular meeting minutes from September 10<sup>th</sup>, 2025
- b. Acknowledge receipt and review of financial statements for September 2025
- c. Approve monthly expenses for September 2025

**Old Business:**

**a. Station Addition & Remodel Update: Downs, Information**

Chief Downs reported that site grading work at the station has been completed, including the removal of the horseshoe pits. He and Director Klith met with the Calaveras County Planning Department to discuss required permits, and the County was supportive and cooperative throughout the process. A legal easement was confirmed for the sewage line between two rear parcels. Several trees will require removal, and volunteers have offered assistance. A minor structure modification was made to the new station/remodel plan to add a required egress window for a bedroom near the new apparatus bay. Chief Downs also noted recent unauthorized vehicle activity behind the station; “No Parking” signage will be installed to discourage loitering and parking in that area.

**b. ImageTrend Update: Downs, Information**

Chief Downs reported that the ImageTrend system will soon fully replace the District’s current emergency reporting system. He expects to make the final switch in November as the District’s incident documentation platform. The upgrade improves reporting accuracy, compliance, and data integration. He also noted that portable Starlink internet systems have been installed on three units



to enhance field connectivity and communications. Each system carries an optional \$50 monthly subscription, payable only if the system is utilized during that month.

**New Business:**

**a. Lexipol Committee: J. Downs, Information**

Volunteer Jessica Downs presented an update on the transition of the District's policy and procedure manual to a digital platform. Thirty-five policies have been drafted for review. The online system supports real-time editing, version tracking, and integrated compliance references. Chief Downs recommended forming a Policy and Procedures Committee to review and approve policy sections as completed. Chair Marsili, Chief Downs, and volunteer Jessica Downs will serve on the committee. Policies will be reviewed in batches for future Board approval.

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

**Fire Chief Report/Announcements:**

Chief Downs reported that a tie rod on Engine 316 was replaced after mechanical failure during a strike team deployment, followed by an alignment service in Sonora. The recent Lumberjack Day event was successful, raising approximately \$8,000 for the West Point Wilseville Fire Association.

One firefighter remains on medical leave following ankle surgery with a five-to-six-month recovery period. A new engineer is scheduled to begin employment on the 14th, and two new volunteers have joined the department.

Upcoming training includes Fireline EMT; Chief Downs and Captain Jessica Fox will attend ethics and instructor certification courses. An Advanced EMT program application is in progress pending hospital documentation. Standard procedures pertaining to fire prevention are being finalized, and Captain Jessica Fox continues to update and expand pre-fire mapping.

**Board Member Announcements:** none.

**Adjournment:** meeting was adjourned at 6:35 P.M.