



January 14th, 2026

Chair 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, Chief Michael Downs, Chaplain Bruce Forrest, and Clerk Bronwynne Wolf.

ABSENT: Director Dorrie Klith, Director Bryan Payne, and Assistant Chief Bryan Santos.

Public Comment:

- a. None to report.

Announcements from West Point Fire Protection District Partners:

Partner reports – Chaplain Forrest reported that he responded to one call during the reporting period and conducted one counseling session with a firefighter. He also provided follow-up assistance to a community member from a prior incident, coordinating social services, nursing care, food assistance, and delivery of firewood.

Consent Agenda—

The following items were motioned for approval by Director Adams, seconded by Chair Marsili and passed with 3 votes.

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

New Business:

a. Employee Health Insurance Options: Downs, Action

Chief Downs presented a proposal to implement employee health insurance benefits for full-time employees, noting that recent updates to the CLFP Sales Tax (Measure A) revenue projections under the new Interim County Auditor-Controller allows for a mid-year budget adjustment. CLFP Sales Tax revenue estimates increased from approximately \$516,000 to approximately \$833,000, providing \$316,000 of additional capacity to fund benefits.

Chief Downs recommended prioritizing medical insurance over retirement benefits at this time, with Cal Savers to be pursued separately. Cost estimates were based on an Anthem PPO plan as the maximum-cost option, with employees permitted to select lower-cost plans, if desired. Dental and vision coverage were discussed, with Humana recommended due to provider availability and reimbursement rates in the region.

The proposal included covering approximately 80 percent of employee premiums, with employees responsible for the remaining 20 percent portion. Chief Downs also proposed establishing an opt-out stipend for employees who decline district-sponsored coverage due to existing insurance,



recommending a stipend of \$500 per month, subject to future review and formal policy adoption. The percentage of benefits the district covers for employees will be reviewed annually and adjusted as needed based on the current fiscal year budget.

Chair Marsili motioned to approve the implementation of employee health insurance options and an opt-out stipend for eligible full-time employees, with staff directed to develop a formal policy for future Board consideration. Director Adams seconded the motion. Motion passed with 3 votes.

b. 2280 & 2285 Budget Adjustments: Downs, Action

Chief Downs and Clerk Wolf presented two mid-year budget adjustments to reflect updated CLFP Sales Tax (2285 - Measure A) revenue projections of \$316,732 and to establish appropriate object codes for employee insurance expenditures (object code 5055). Adjustments included allocations within the CLFP (2285) and General Fund (2280) to ensure payroll and health insurance expenses will be properly processed.

Director Adams motioned to approve the Budget Adjustment for 2280 and the Budget Adjustment for 2285 as presented, seconded by Director Marsili. Motion passed with 3 votes.

c. CLFP Tax Resolution 2025.03: Downs, Action

The Board considered adoption of Resolution No. 2025.03, a tax resolution prepared at the recommendation of the Interim Auditor-Controller, Greg Sessions. The resolution authorizes the District to retain up to 10 percent of CLFP revenues as a cash carryover and to retain revenues received between 100 percent and 110 percent of estimated amounts for future use, in accordance with County Code Section 3.57.090, with all retained funds used only as provided in approved District budgets.

Chair Marsili motioned to adopt Resolution 2025.03, seconded by Director Adams. Motion passed with 3 votes.

d. Clerk Contract Review: Wolf, Action

The Board reviewed the Clerk of the Board contract, noting that the core terms remain unchanged and that Appendix A has been updated to reflect the expanded scope of services, and Appendix B was updated to reflect the revised cost of services. Chief Downs expressed appreciation for the Clerk's work and stated that the contract compensation is appropriate given the level of service provided.

Director Adams motioned to approve the updated Board Clerk contract as detailed, seconded by Chair Marsili. Motion passed with 3 votes.

Reports, Director, and Staff Comments:

Fire Chief Report/Announcements:

Chief Downs reported that the new repeater at Blue Mountain has been installed and is fully operational, significantly improving radio communications for the district and beyond.



He advised the Board of potential County organizational changes under consideration, including proposals to shift County Office of Emergency Services (OES) functions to the Sheriff's Department. Fire Chiefs countywide are preparing correspondence to the Board of Supervisors expressing concerns regarding impacts to fire-related grant administration. Chief Downs has applied for an \$8,000 radio communications grant.

Chief Downs reported progress on staffing and prevention services, noting that Assistant Chief Miller is now serving in a prevention role on an on-call hourly basis. He requested Board participation in providing guidance on fire prevention priorities. Director Adams and Chair Marsili volunteered to assist.

Chief Downs confirmed that the district has received official authorization to carry epinephrine on district apparatus following policy approval, and noted that other districts have referenced the district's work in this area.

He further reported substantial progress on the Advanced EMT program application, including securing a qualified medical director and addressing remaining application requirements. Chief Downs expressed confidence that full approval is likely to be achieved in the near future.

Regarding capital projects, Chief Downs reported that station addition plans are targeted for submission to the Planning Department by February 10, subject to completion of a title.

Board Member Announcements: none.

Adjournment to Closed Session at 6:36 P.M. - Personnel Matters Government Code § 54957(b)

- a. Public Employee Appointment, employment, performance evaluation, discipline, dismissal or release (§ 54957(b))

Reconvened to Open Session at 7:11 P.M., the Board reported that it conducted a performance evaluation of the Fire Chief in closed session and approved an increase to his annual salary by unanimous vote.

Adjournment: meeting adjourned at 7:12 P.M.