WEST POINT FIRE PROTECTION DISTRICT

BOARD OF DIRECTORS

REGULAR MEETING MINUTES

October 14th, 2026

Chair Marsili called the regular 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, Director Bryan Payne, Chief Michael Downs, Chaplain Bruce Forrest, and Clerk Bronwynne Wolf.

ABSENT: Director Tim Adams.

Public Comment:

No members of the public were present for public comment.

Announcements from West Point Fire Protection District Partners:

Partner reports - Chaplain Forrest reported no responses during the prior 30 days and announced that he would be out of the area from October 28th through November 20th. The Fire Association reported that its Lumberjack Day tri-tip sale generated approximately $3,800 in profit and that new mattresses will be purchased with those funds.

Consent Agenda:

The following items were motioned for approval by Director Payne, seconded by Director Hesketh, and passed with 4 ayes.

a. Approve Regular Meeting Minutes from September 9th, 2026

b. Acknowledge receipt and review of financial statements for September 2026

c. Approve monthly expenses for September 2026

Old Business:

a. Status of Equipment: Downs, Information

Chief Downs reported that all district apparatus are currently operational. Following two commercial structure fires in the Central Calaveras district, additional battery-powered equipment and tools were purchased for Engine 313. No action was taken.

b. Resolution 2026.02 – Adopting the California Uniform Public Construction Cost Accounting Act (CUPCCAA): Downs, Action

Chief Downs presented Resolution 2026.02 to formally adopt CUPCCAA, which had previously been incorporated into the district's policy and procedure manual. The Board discussed the applicable thresholds for public works contracting and the effect on bidding procedures for smaller projects.

Chair Marsili motioned to adopt Resolution 2026.02, seconded by Director Klith. The motion passed with 4 ayes.

c. Aspen Street Architects – Addendum No. 2: Additional civil engineering services involving grading, parking, access, drainage, retaining walls, and utility coordination: Downs, Action

Chief Downs presented Addendum No. 2 for additional civil engineering work performed by WGA in connection with the fire station project, including parking changes, grading, and unforeseen underground utility conditions.

Director Payne motioned to approve Aspen Street Architects Addendum No. 2, seconded by Director Klith. The motion passed with 4 ayes.

d. Sierra Geotech DBE, Inc.: Geotechnical engineering services involving subsurface investigations, soil testing, foundation recommendations, and geotechnical plan review: Downs, Action

Chief Downs reported that Four Leaf, the outside plan-review firm, required geotechnical testing for the fire station project. The proposed Sierra Geotech DBE, Inc. services totaled $9,980.

Chair Marsili motioned to approve the geotechnical engineering services and associated fee of $9,980, seconded by Director Klith. The motion passed with 4 ayes.

New Business:

a. Special Parcel Tax Appeal Form: Wolf, Action

Clerk Wolf presented a proposed Special Parcel Tax Appeal Form for property owners requesting review and abatement of District special parcel taxes assessed on unimproved parcels adjoining a parcel containing a residence. The Board discussed establishing that the residence parcel and each parcel requested for abatement are under common ownership and that the parcels are contiguous, including a current property tax statement and a supporting parcel map. The documentation must identify the residence parcel and each parcel requested for abatement, including their separate Assessor's Parcel Numbers (APNs), and show the shared property boundaries.

Directors confirmed that the special taxes may be removed for all qualifying unimproved parcels contiguous to the property owner's residence parcel. Abatement is not limited to a single adjoining unimproved parcel; each parcel included in the request must meet the applicable eligibility requirements and be identified in the supporting documentation.

The proposed form also addresses whether the current-year special parcel taxes have been paid. For approved requests involving unpaid charges, the District may request removal of the applicable charges through the County Tax Auditor. Reimbursement of special parcel taxes already paid requires approval by the District Board of Directors. Submission of a request does not guarantee removal or reimbursement of current-year charges.

Chair Marsili motioned to approve the Special Parcel Tax Appeal Form with the additional requirement for a supporting parcel map, seconded by Director Hesketh. The motion passed with 4 ayes.

b. Review of Board Officer Terms and Selection Schedule: Wolf, Information

Clerk Wolf reviewed the requirement to select Board officers following a general district election and recommended establishing a biennial selection schedule at the December meeting in even-numbered years. Discussion addressed selection of a Chair, Vice Chair, and Treasurer, with the ability to reselect current officers. No action was taken.

c. Surplus of 310A Dodge: Downs, Action

Chief Downs reported that the previously interested party was no longer pursuing acquisition of the district's Dodge vehicle. The district will retain the vehicle for its current operational use. No action was taken.

d. CalSavers Registration: Downs, Action

Chief Downs reported receiving notice concerning the district's retirement program obligations and discussed CalSavers and other potential retirement program options, including PARS. The Board discussed employee participation, possible employer contributions, and the value of retirement education. The item was tabled for further review at the next meeting; no action was taken.

Reports, Director, and Staff Comments

Fire Chief Report/Announcements:

Chief Downs provided an update on the fire station plans, including proposed modifications to mezzanine space, office and lockers, and bedroom storage. He reported that the plans will be resubmitted for review.

Chief Downs reported that Mountain Counties EMS has published Advanced EMT protocols and that the district received the application to become a limited advanced life support provider. Personnel are progressing toward clinical and ambulance ride-along requirements, including 40 hours of clinical experience, 40 hours of ambulance time, 15 patient contacts, and national registry testing. He reported that Mountain Counties has authorized West Point Fire to offer Advanced EMT training to other fire districts.

Chief Downs and the Board discussed a possible future fire station open house to share the station project plans and progress of the Advanced EMT program. Chief Downs also reported that department personnel responded to multiple medical incidents during Lumberjack Day and that the district's side-by-side utility vehicle was used during the event.

Chief Downs commended district personnel for their response to two recent commercial structure fires.

Board Member Announcements:

Clerk Wolf reminded Board members to complete the independent auditor's inquiry questionnaires. Board members noted potential absences at the November meeting. Chief Downs reported that the new Calaveras County CSDA chapter requested district participation and acknowledged the district's website accessibility work.

Adjournment:

The meeting adjourned at 6:43 P.M. The next regular meeting is scheduled for 6:00 P.M. on Wednesday, November 11th, 2026, at the West Point Fire Protection District Station, 195 Spink Rd, West Point, CA 95255.